

Create Collection

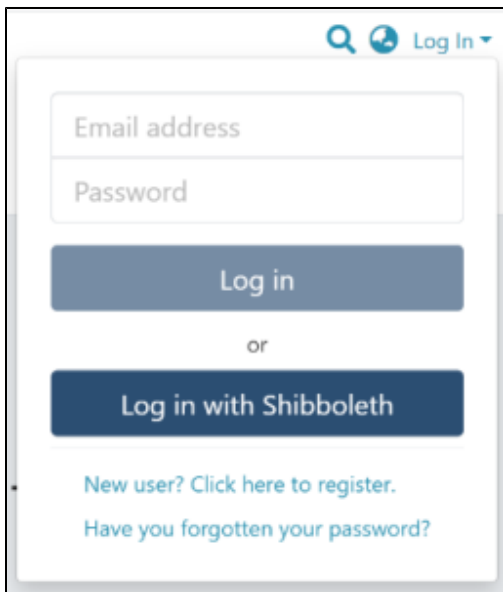
- [Audience](#)
- [Create Collection](#)

Audience

Repository Administrator
Community Administrator
Collection Administrator

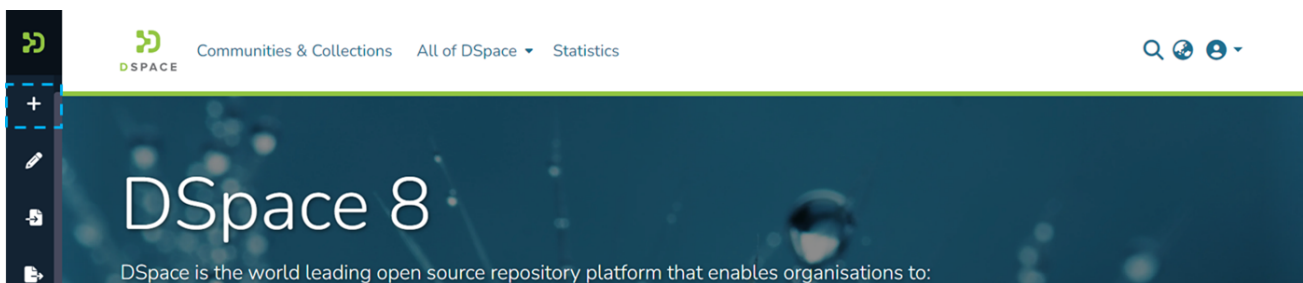
Create Collection

Step 1: Login using your credentials

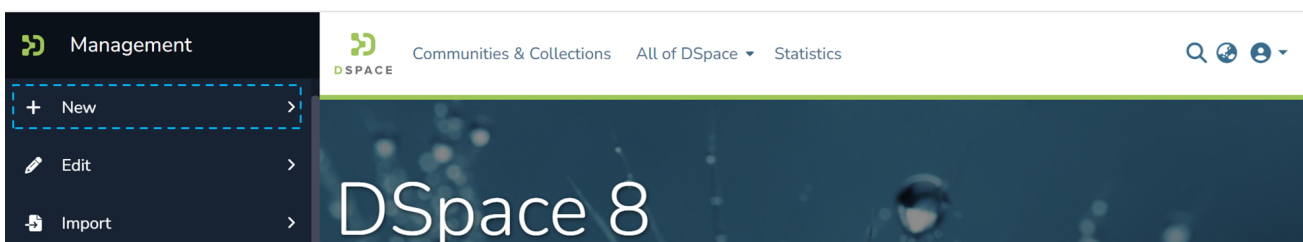


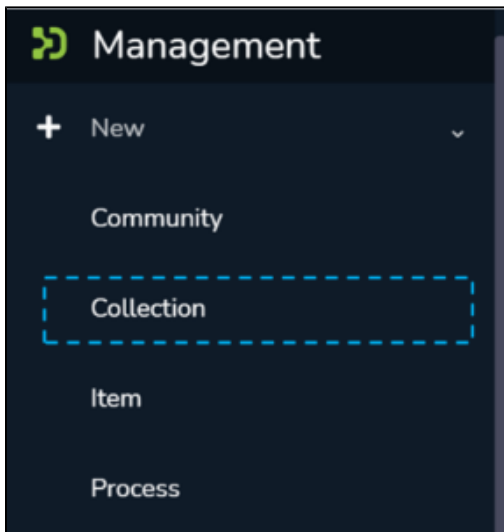
The image shows a login form for DSpace. At the top right, there is a search icon, a globe icon, and a 'Log In' button with a dropdown arrow. Below this, there are two input fields: 'Email address' and 'Password'. Under the password field is a 'Log in' button. Below the 'Log in' button is the word 'or'. Below 'or' is a 'Log in with Shibboleth' button. At the bottom, there are two links: 'New user? Click here to register.' and 'Have you forgotten your password?'.

Step 2: Rollover your cursor on the "+" sign

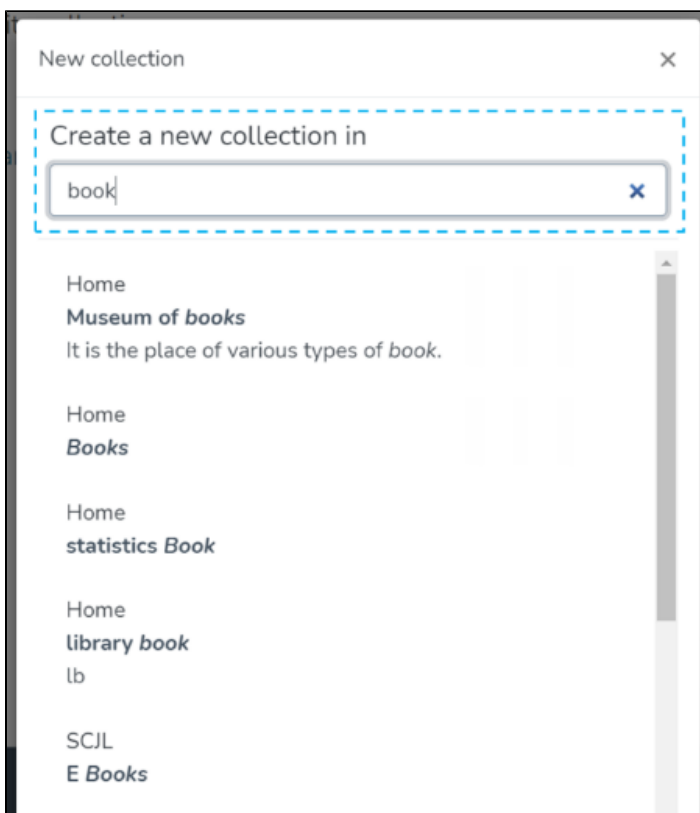


Step 3: Click on "New" and click on "Collection" to proceed with the collection creation process.





Step 4: A pop-up window showing a list of communities will appear. Type the community's name in the search field where you want to add this collection. Upon typing a few letters of the community's name, a list of communities having those letters or words will appear. Click on the community name to initiate collection creation.



Step 5: The application will take the user to the create collection form to populate information regarding the collection. Please find below the description of this form.

Create a Collection for Community PruebaWOS

Collection logo

Drop a Collection Logo to upload, or [browse](#)

1

Name *

2

Introductory text (HTML)

3

Short Description

4

Copyright text (HTML)

5

News (HTML)

6

License

7

Entity Type

8


← Back


Save

9

1. Collection logo – Click on the 'browse' link to select an image file user wants to add as the collection's logo. It is advisable to maintain uniform dimensions of the logo across the repository.
2. Name – Enter the collection's name here. It is a mandatory field and marked in '*.'
3. Introductory text (HTML) – Users can enter introductory text providing an overview of the contents stored in this collection. One can utilize HTML tags to format the text or continue entering the plain text content.
4. Short Description – This field can have a one-liner description of the collection that appears with the collection name on the community homepage.
5. Copyright text (HTML) – Users can enter copyrights related information here. Fields marked with (HTML) support HTML tags-based formatting.
6. New (HTML) – Enter news about this collection. Users can update this by going to this section via edit collection regularly.
7. License – Add license-related information here.
8. Entity Type – Select Entity from the drop-down that must be uploaded in the collection.
9. Action Button – Users can click on the appropriate button as determined. Clicking on the Save button will add the collection into the repository.

Step 6: Click on the 'Save' button to complete the Collection creation process. A success prompt will pop up upon collection creation, and the application will automatically open the collection homepage.





Communities & Collections

Statistics

All of DSpace

Upload Collection Images manually

Home

History

Permanent URI for this collection <https://demo7.dspace.org/handle/10673/2045>

This collection holds history books on the Indian freedom movements.

News

India will celebrate its 75th independence day on August 15th, 2021

Browse

Recent SubmissionsBy TitleBy Issue DateBy AuthorBy Subject

Successfully created the Collection

Success prompt upon collection creation

Home • Books • History

History



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Browse

Recent SubmissionsBy TitleBy Issue DateBy AuthorBy Subject

No items to show

Collection homepage