

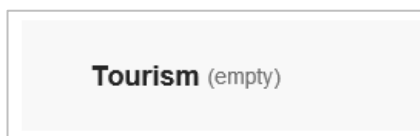
Add items to a figshare Collection

Introduction

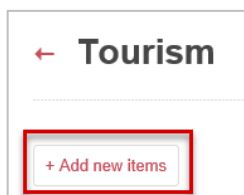
Collections are a way of collating data from different sources that follow a certain theme. You can search for public items and add them to your collection or add items from your own data.

Procedure

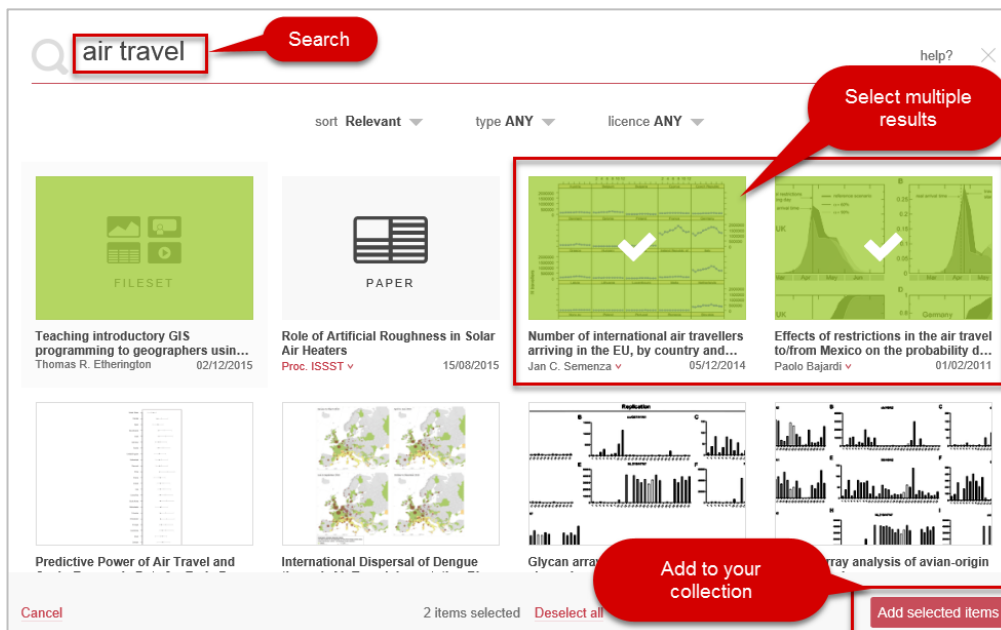
1. Click on the **Collections** tab.
2. Click on the title of the collection you want to add an item to.



3. If you are adding content for the first time, you can choose to click **Add public items** or **Add from my data**. If adding to existing collections, click the **+ Add new items** button



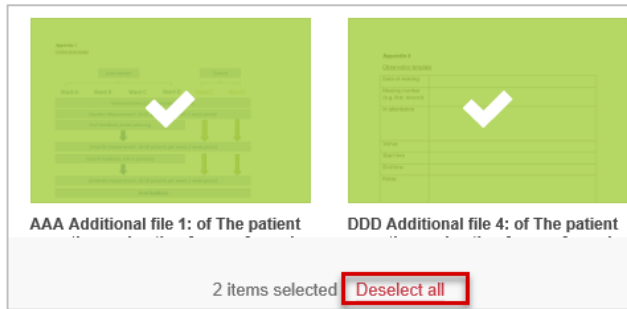
4. Add public items by searching/browsing for items publicly available on figshare.



5. You can toggle between public items and your own by clicking on **figshare** or **My data**.



6. Click each item that you would like in your collection. Each item selected will be shaded in green with a tick.
7. To cancel selection of an item, click on it again or click **Deselect all** at the bottom of the page.



8. If any item has multiple versions, a drop-down box will appear for you to choose the version of choice.
9. To cancel this process at any time, click **Cancel** at the bottom of the page.
10. To add the items you have selected, click **Add selected items**. A pop up box will confirm how many items have been added and will allow you to view details. Click the **X** to close the box.
11. To choose from items in your **My data** section click **Add from My data**
12. If you are viewing an individual public item in figshare, you can also add it to a collection. On the item page, click on the **+ Collect** link and select the collection to which you wish to add the item.



Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or researchsupport@adelaide.edu.au