

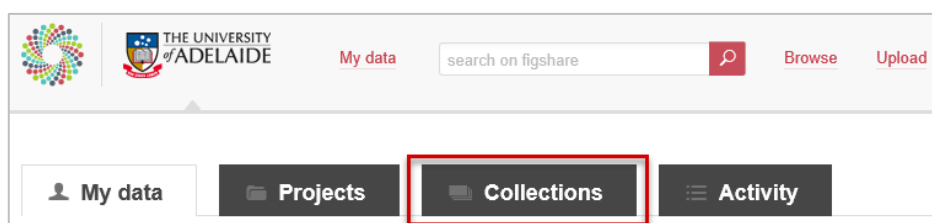
Create a figshare Collection

Introduction

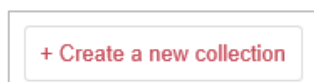
Collections are a way of collating data from different sources that follow a certain theme. They can contain public and private items that you have created or items published by other figshare users. Collections can be either private or public and can be assigned a DOI.

Procedure

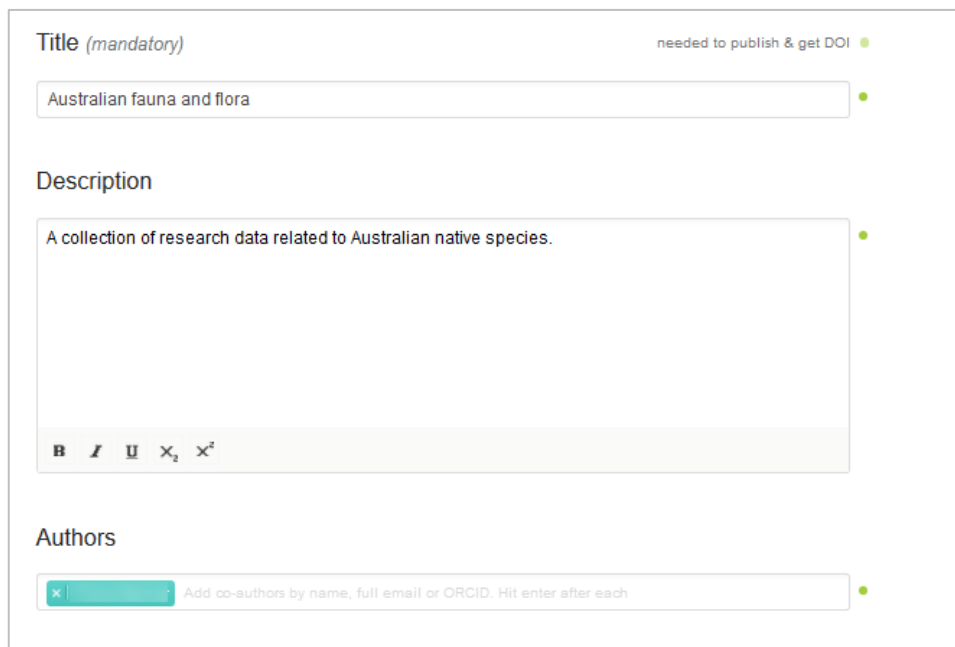
1. Click on the **Collections** tab.



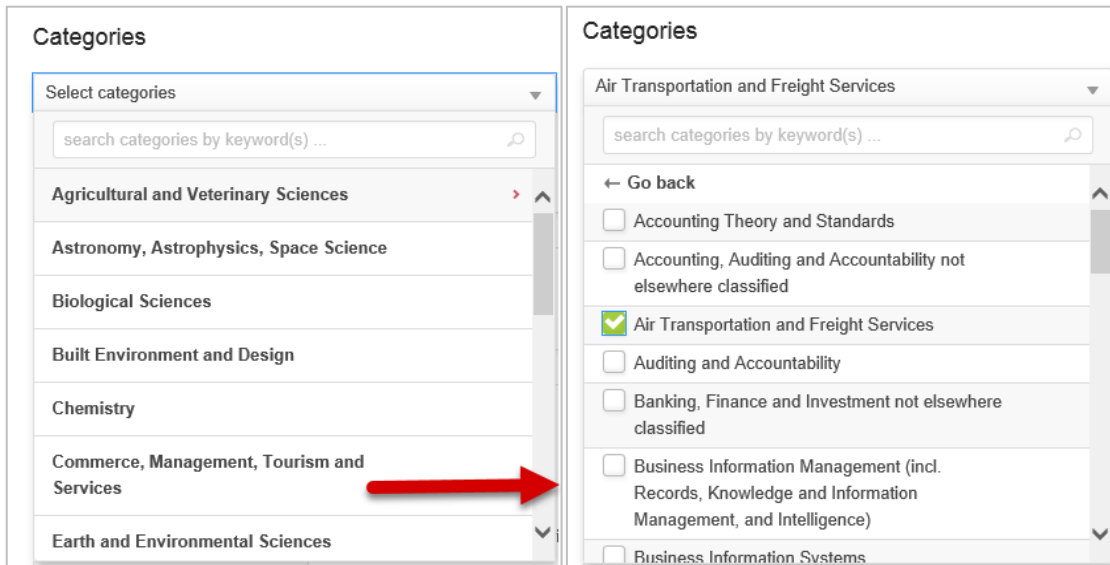
2. Click on **+ Create a new collection**.



3. Add details to the mandatory metadata fields (these have a green dot next to them).

A screenshot of the figshare collection creation form. It shows three mandatory fields, each with a green dot to its right: 'Title (mandatory)' with the value 'Australian fauna and flora', 'Description' with the value 'A collection of research data related to Australian native species.', and 'Authors' with a dropdown menu. Below the description field is a rich text editor toolbar with icons for bold, italic, underline, subscript, and superscript.

4. Add categories by searching for a category name, or by browsing. Hovering your mouse over a category name will reveal an arrow (>) that you can click on to reveal the sub-categories.



Note: you can add multiple categories.

5. Add keywords to describe your collection.
6. If you want to reserve a DOI for your collection, click the **DOI Reserve Digital Object Identifier** link.
7. Click on the red **Save changes** button, otherwise click **Cancel & go back**.

Contact Us

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