# Creating figshare items

Introduction

Items act as a 'container' for data, metadata and other supporting information. Creating an item requires the following tasks:

- Defining the item type (see the **Deciding on an item type in figshare** QRG)
- Generating a record
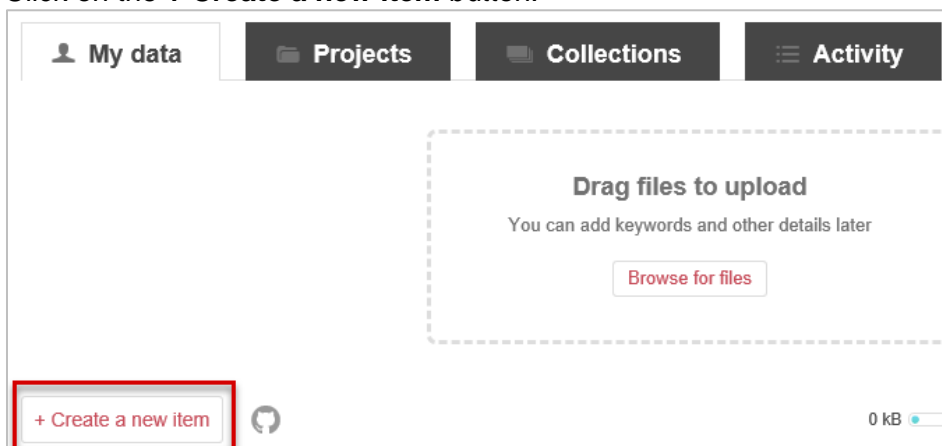- Publishing the item (optional – if you wish it to be publically viewable)

Procedure

Creating an item

1. Go to the **My data** link at the top of the page.
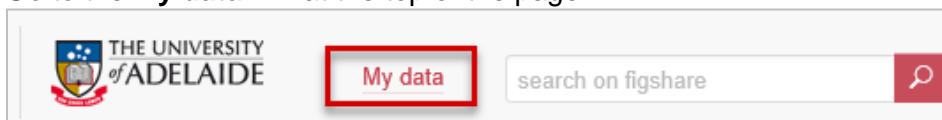
2. Click on the **+ Create a new item** button.

3. Fill out the required metadata fields. Fields which are mandatory to publish the item are indicated by a green circle to the right of the field.

Note: when the cursor is placed in any of the metadata fields, a tip for completing the field will be displayed in the **Tips** section to the right.

Note: See below for assistance completing the Licence fields and Item type.

4. Click on the red **Save changes** button at the bottom right of the screen to save your item, or the **Cancel** link to discard the item.

5. **Note**: The order of authors can be changed via drag- and- drop function within the field. You can also remove yourself as an author if you are creating the item on behalf of someone else.

Licences

The **Licence** dropdown will be prepopulated with the **CC BY** licence. The University's Research Data and Primary Materials Policy specifies that the **Creative Commons – Attribution (CC-BY)** licence is to be used except where this is not appropriate. If this licence is not used, the alternative licence use and justification for using it must be documented in your Data Management Plan.

Click here to learn more about the licences available in figshare.

Click here to view a summary table outlining the Creative Commons licences available.

If you are unsure about what licence to use please contact Research Support on figshare@adelaide.edu.au

Deleting a private item

1. Click on the **My data** tab.
2. Hover on the item you want to delete to display an edit pencil to the far right of the item.
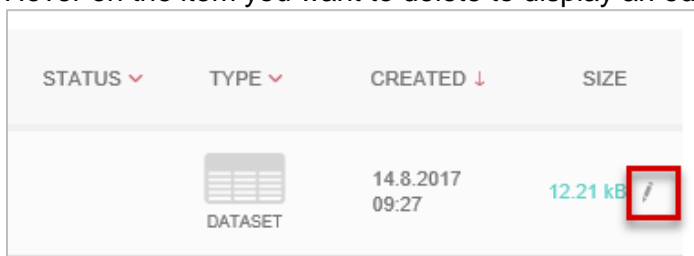
3. Click on **edit pencil** and scroll down to the bottom of the item creation pane.
4. Click **Delete item**.

Note: it is not possible to delete an item that has been published – if you need to do this, contact the Research Technology Support team (details below)

Contact Us

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