




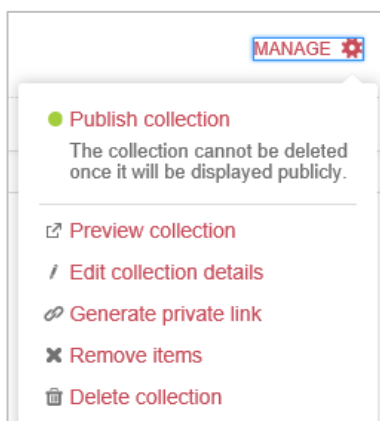
Manage a figshare collection

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. Collections can be either private or public and can be assigned a DOI.

Procedure

1. Click on the **Collections** tab.
2. Click on the title of your desired collection, or search for it using the search bar at the top-right corner.
3. Click on **MANAGE**  to access the options for managing your collection.



4. Select **Preview collection** to see how the collection will look when published.
5. Select **Edit collection details** to change the metadata of the collection or to add an author.

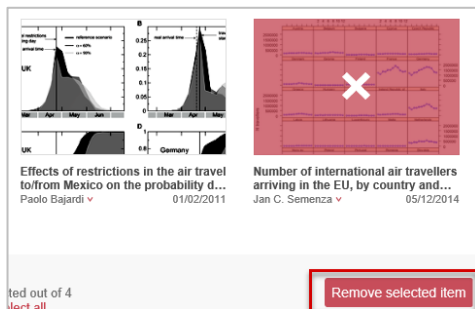
Generating a private link

1. Select **Generate private link** to create a URL to share that can be copied and pasted into an external source, e.g. an email. This option is good if you do not have your collection public yet.
2. To disable the link, click **Disable link** and at the prompt, click on **Yes, disable the link**; otherwise, click **Cancel**.

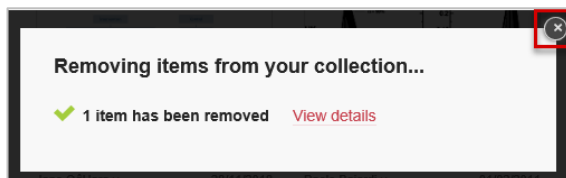


Removing items from your collection

1. Select **Remove items** from the **Manage** menu. Click on each item that you would like removed from your collection. Each item selected will be shaded in red with a cross.

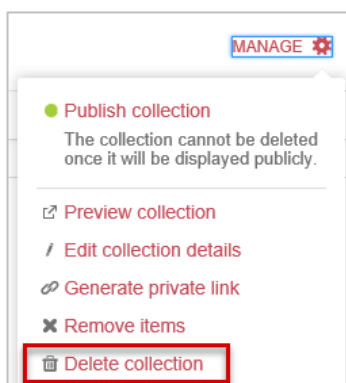


2. To cancel selection of an item, click on it again or click **Deselect all** at the bottom of the page. To cancel this process at any time, click **Cancel** at the bottom of the page.
3. Click on the red **Remove selected item** button. To exit, click the **x** in the top right hand of the dialogue box.



Deleting a collection

1. To permanently delete a collection, select **Delete Collection** from the **Manage** menu. You will be asked to confirm the deletion in which case, click **Yes, delete collection**; otherwise click **Cancel**.



Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>