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## How to Create a Collection

This guide will take you through the process of creating and adding files to a collection in DigitalHub.

Please note that you will first need to upload files before you can create a collection.

Please see instructions for uploading your work in the DigitalHub Guide.

If this is the first time you're using DigitalHub, follow the steps 1-3. If it's not, then skip to step 4.

1. Identify an item you would like to deposit and make sure you have permission to deposit it. (See <https://digitalhub.northwestern.edu/agreement/>)

2. Open a browser window and navigate to <https://digitalhub.northwestern.edu>

Note: Chrome is the recommended browser for DigitalHub.

3. Click the  button at the top right-hand corner of the screen. When prompted, log in using your Northwestern netID and password. Once you have logged in you will be directed to your Dashboard.

4. If you have uploaded files, then you should see them listed on your dashboard. If you don't see any files listed, then first you need to upload files. For instructions on uploading files, please visit the "Submitting Items" user guide [https://digitalhub.northwestern.edu/uploads/tinymce\\_asset/file/12/GettingStarted\\_Submitting\\_items.pdf](https://digitalhub.northwestern.edu/uploads/tinymce_asset/file/12/GettingStarted_Submitting_items.pdf).

5. From your dashboard click the icon  and describe the collection the best you can.

6. Click on the button. 

7. Once you have created the collection please click on the  button underneath the yellow collection icon.



8. Using the checkboxes beside the file names, select the files you have uploaded and would like to add to your collection.

9. Click the  button.

10. At this point, determine if you want to add the files to a collection you already created, or if you want to add them to a brand new collection, which can be created here as well:

a. If you want to add them to an existing collection, check the radio button next to the collection name and click on the **Update Collection** button.

b. If you decide to create a new collection, click on the **Add to new Collection** button. Then add a title, a creator, and a description for your collection. The files selected by clicking on the checkboxes will go directly to your new collection.

11. If you have already uploaded images and would like to create a slideshow please navigate to your dashboard,



and then select the specific images you want to include in your slideshow. At this point select **Add to Collection** and then **Add to new Collection** OR **Update Collection** if you want to add it to an existing collection; once the window pops up check the box for Multipage collection and describe the collection. Select what resource types this collection will have, give a title to your collection, determine the creator, add keywords, and number the images in the order you want them to display.

12. You can always add more files to your collection from your dashboard.

**Congratulations! You have created a collection in DigitalHub!**