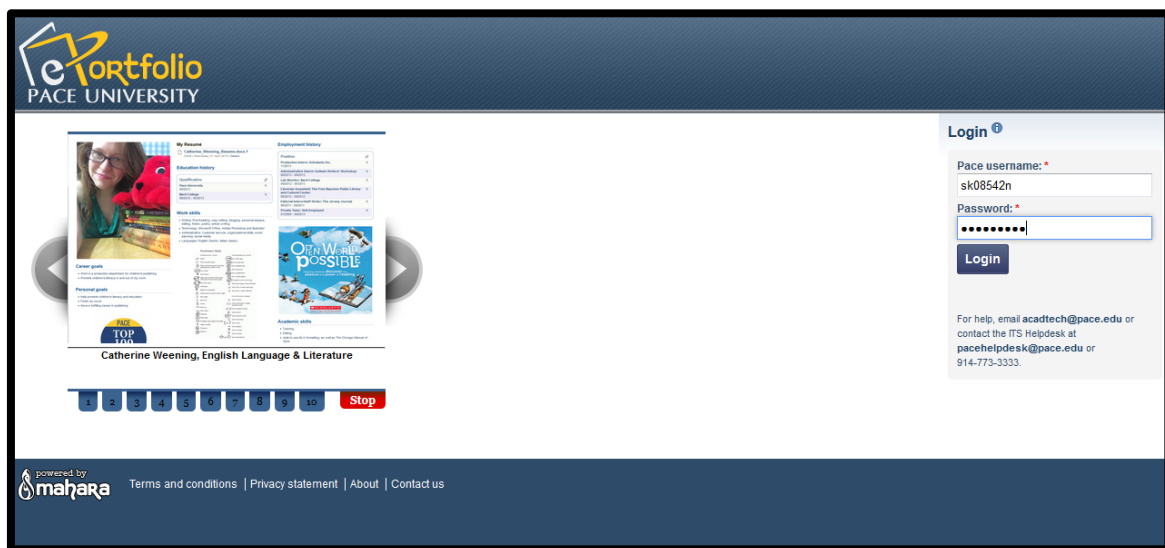


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CREATING A COLLECTION

A collection is a linked set of pages, all with the same permissions. You can create an academic collection of pages, a professional one, and a job search one. You can make as many collections as you would like.

1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.

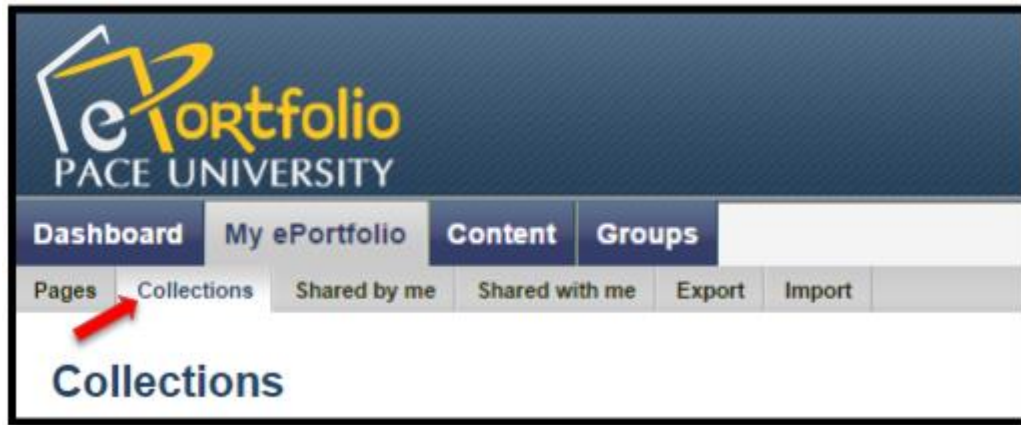


2. Click the **My ePortfolio** button.



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3. Click **Collections**.



4. Click the **New Collection** button on the right.



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5. Under **Collection Name**, create a title for the collection. You may also add a description. Click **Next: Edit collection pages** when finished.

The screenshot shows the 'Edit collection' interface. At the top is a navigation bar with tabs: Dashboard, My ePortfolio (selected), Content, and Groups. Below this is a sub-navigation bar with links: Pages, Collections (selected), Shared by me, Shared with me, Export, and Import. The main content area is titled 'Edit collection' with an information icon. It contains the following fields and options:

- Collection name ***: A text input field.
- Collection description**: A large text area.
- Tags**: A section with a 'Show my tags' label and a text input field. Below the field is a note: 'Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.'
- Page navigation bar**: A checkbox that is checked, with the text 'Add a horizontal navigation bar to every page in this collection by default.'

At the bottom of the form are two buttons: 'Next: Edit collection pages' (highlighted in blue) and 'Cancel'.