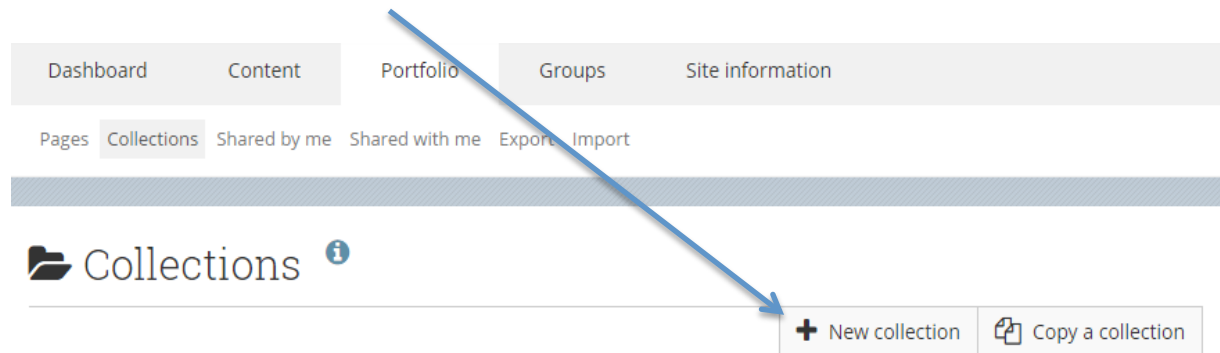


## CREATING COLLECTIONS OF PAGES

A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

To create a collection of pages, click on the Portfolio button, and then select Collections.

### 1. Click on **NEW COLLECTION**



A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

### 2. Enter **details** for your collection

- |                                |   |
|--------------------------------|---|
| <b>Collection name:</b>        | Provide a title for your collection.  |
| <b>Collection description:</b> | You can write a short description about your collection (this is optional). |
| <b>Tags:</b>                   | Enter tags to find your collection more easily at a later stage.            |
| <b>Page Navigation bar:</b>    | Choose whether you wish to display a tabbed navigation or not.              |

## Edit title and description | Edit collection

*Fields marked by \* are required.*

Collection name \*

Test for Mahara New Collection

Collection description

Tags

× Mahara



*Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.*

Page navigation bar

Yes ●

*Add a horizontal navigation bar to every page in this collection by default.*

Next: Edit collection pages

[Cancel](#)

3. Click on **Next: Edit Collection pages** button to add pages to your collection, or click the CANCEL button if you want to abort.

Page navigation bar

Yes ●

*Add a horizontal navigation bar to every page in this collection by default.*

Next: Edit collection pages

[Cancel](#)

4. After creating your collection, you can select which portfolio pages you wish to include in your collection, and then click on **Done**.

### Add pages to collection

A day in the life	<input checked="" type="checkbox"/>
Attempt to do this	<input type="checkbox"/>
my 3rd day	<input type="checkbox"/>
My eportfolio for Delys	<input type="checkbox"/>
My relections	<input type="checkbox"/>
test 456	<input type="checkbox"/>
Test for class today	<input type="checkbox"/>
test for new version	<input type="checkbox"/>
This is a test for 1.8	<input checked="" type="checkbox"/>
This is my first day	<input type="checkbox"/>
Untitled	<input type="checkbox"/>
Untitled (1)	<input type="checkbox"/>

Add pages

Done

Once you have added the pages to your collection, you can move them around or remove them by using the up and down arrow or the delete button.

### Add pages to collection

A day in the life	<input type="checkbox"/>
Attempt to do this	<input type="checkbox"/>
my 3rd day	<input type="checkbox"/>

### Collection

↓	Mahara testing for 1.8	🗑️
↑	Copy of I'm trying Mahara	🗑️

## Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Search pages:   Search owners:

Collection title	Page name	Owner	
	<b>This is a test for 1.8</b>	 Lisa Ransom (lransom)	<input type="button" value="Copy page"/>
	<b>This is my first day</b>	 Lisa Ransom (lransom)	<input type="button" value="Copy page"/>
	<b>Untitled</b>	 Lisa Ransom (lransom)	<input type="button" value="Copy page"/>
	<b>Untitled (1)</b>	 Gary Leung (hxp7026)	<input type="button" value="Copy page"/>
	<b>Untitled (1)</b>	 Lisa Ransom (lransom)	<input type="button" value="Copy page"/>