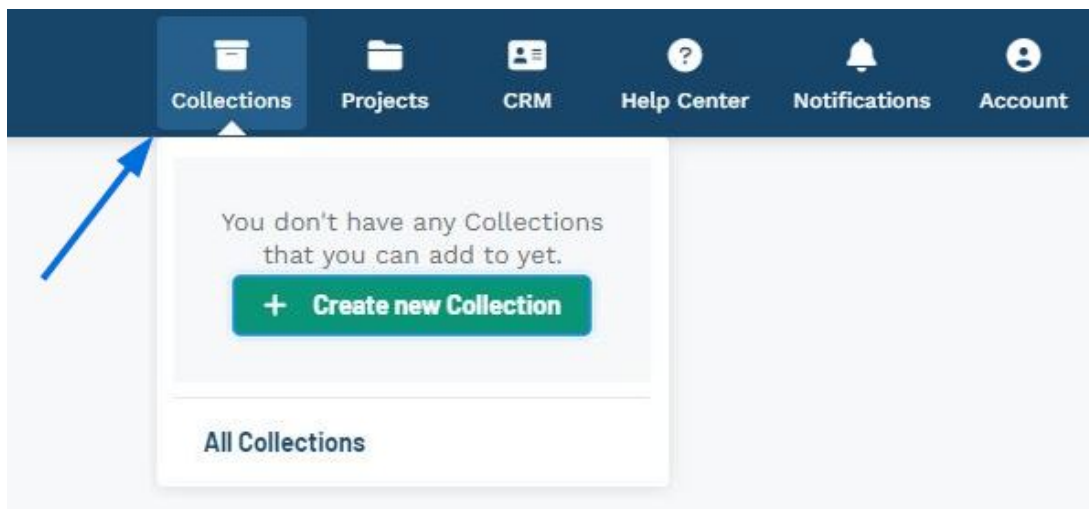


## Create a New Collection

Jennifer M - 2023-02-15 - Working with Products

A collection is a group of products which can be used in a presentation or just saved for later.

If you are just getting started with Collections, you can click on the button from the main toolbar and then click on the "+Create new Collection" button.



Enter a title for the collection and a description if desired. When you are finished, click on the "Create new Collection" button.

A screenshot of the 'Create a new Collection' form. The form has a title 'Create a new Collection' and a subtitle 'Add a title and description for your new Collection.' Below this are two input fields: 'Title of Collection \*' with a blue arrow pointing to it, and 'Collection Description'. The 'Title of Collection \*' field contains the text 'Example Collection'. The 'Collection Description' field contains the text 'Enter information about the collection in this section.' At the bottom left is a 'Back' button, and at the bottom right is a green 'Create new Collection' button with a blue arrow pointing to it.

After creating a new collection, you can use the search bar to add products to the collection. After entering the search terms in the bar at the top, mark the items you would

like to save to the collection. A toolbar will appear at the bottom with a button to "Add to Collection". Clicking on this button will open a pop-up window where you can select the collection. After clicking on the collection, the products will be saved and a success message will appear at the bottom.

[Watch how to add products to a new collection](#)

For more information, please review the [Collections](#) article.

#### Related Content

- [Select and/or Update the Collection Icon](#)
- [Collections](#)