# Creating a collection in ePortfolio

A Collection is a group of linked pages that share an intellectual connection, just like the pages on a web site. They might contain private material such as a holiday journal and photos, or a set of assessment tasks for a course, or even the chapters of a thesis. A collection can be exported and saved onto a USB or emailed as a zip file. When you have a set of pages you want to link, select **Collection** from under the **Portfolio** tab.
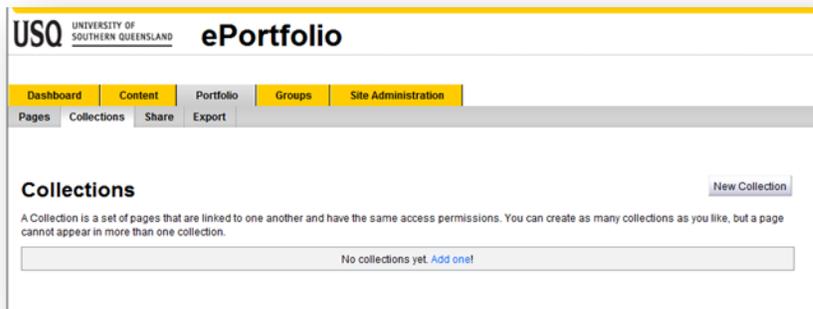

Click on **New Collection**, and a box will appear. Name the Collection, add a brief description, decide whether you want them to have a horizontal navigation bar and click on **Edit Collection pages**.

A horizontal navigation bar is placed at the top of a page, as in the yellow and grey bars in this image. You can use a horizontal bar or a vertical Navigation box on the side of each page - or both. See Navigation options.

Choose which pages you want in the collection. Click in the relevant boxes, then **Add pages** and **Done**.
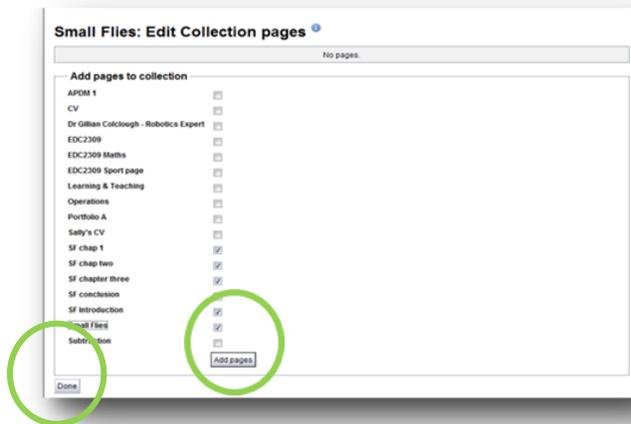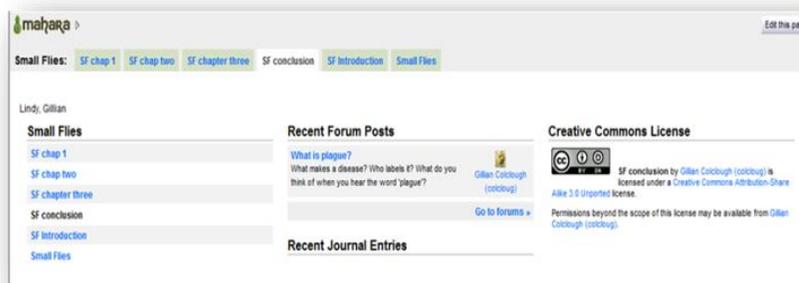

Navigation options

A Navigation box adds the look of a traditional web page. To add a Navigation box to a page, go to the General tab and drag and drop the Navigation block. You need to do this on each page in your collection but you do not need to add hyperlinks: they will appear automatically, and the link names will be the same as your original page names. You can change the names by clicking on the Edit this page option which appears at the top right corner of every page, or in the Edit option at the top right of every block.

Click here to Edit a block.

You now have a Collection with linked pages. It might look like this one, which has both navigation options.

Click here to Edit a page.