

## Manage and share your favourites

### PURPOSE

The purpose of this guide is to explain how to manage and share your favourites using My Collection in Pae Korokī.

### GENERAL CONSIDERATIONS

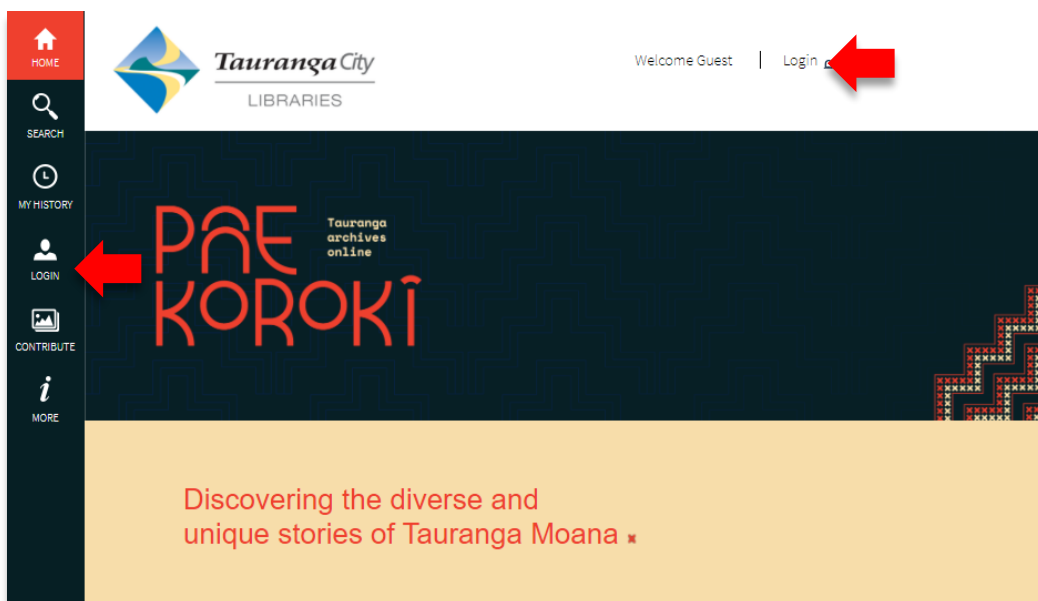


Pae Korokī works best in the Chrome browser.

### LOGIN OR REGISTER

You are welcome to search and browse within Pae Korokī without registering. However, you need to be a registered member and logged in to be able to keep and share favourites.

If you are already a member, log in by selecting the **Login** tile on the left of the screen or select the **Login** link in the top right corner of the screen.



Otherwise, please complete your [registration](#).

## MY COLLECTION

As you search and browse Pae Korokī you may want to save interesting items. These can be saved to what is known as **My Collection**.

For guidance on searching, refer to the [Search](#) guide.

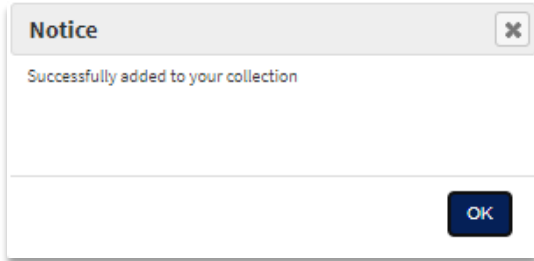
## ADD A BOOKMARK TO MY COLLECTION

When you find an item you wish to save a bookmark to, select the **star icon** on the **TOOLS** bar.

When you hover over the correct icon it will display the words **Add to My Collection**.

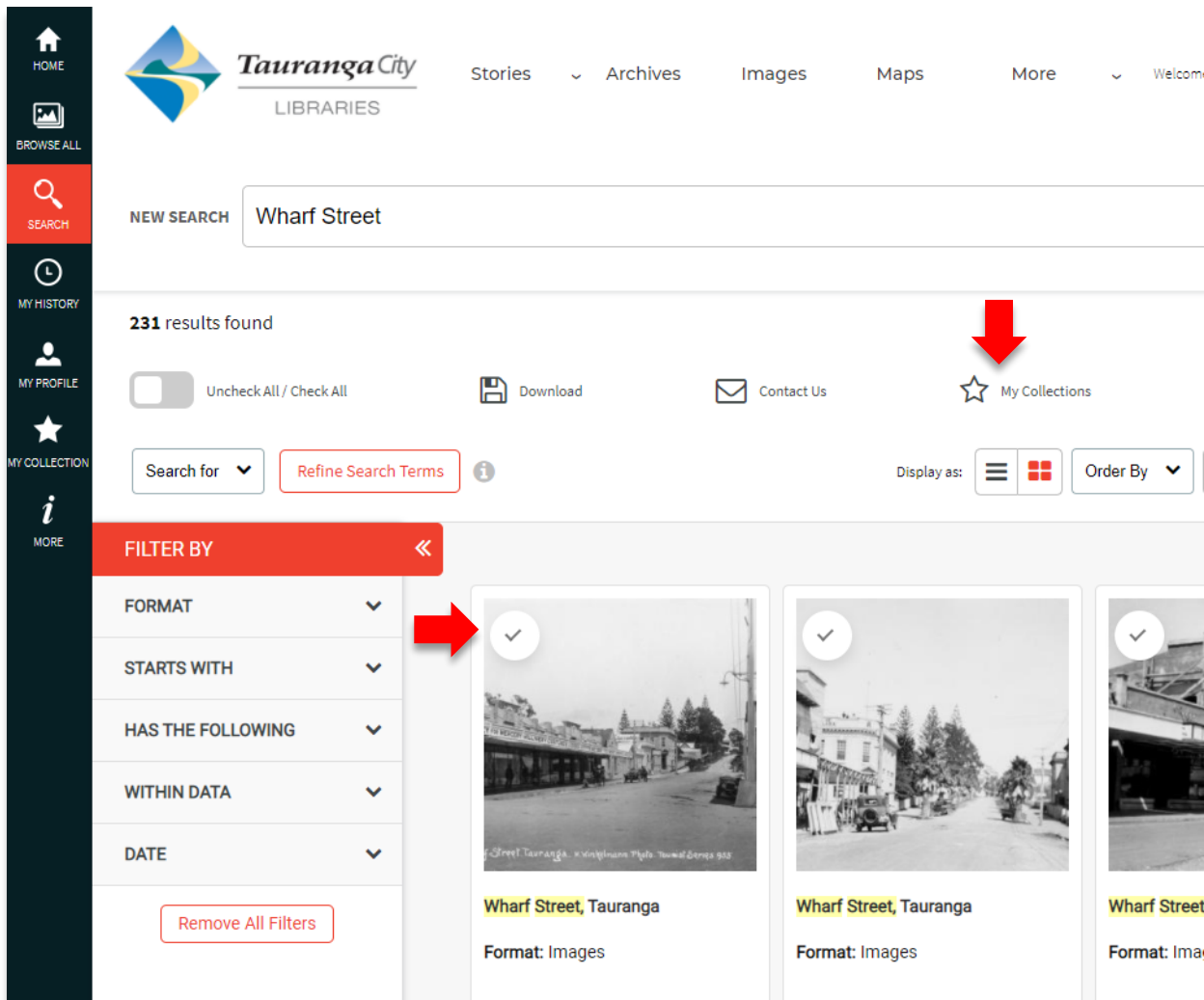
The screenshot displays the Tauranga City Libraries website interface. On the left is a dark navigation sidebar with icons for Home, Search, My History, My Profile, My Collection, and Contribute. The main content area shows a search result for "George Brier papers" with a list of items including "My Travels in New Zealand". A document titled "My Travels in New Zealand" is open, showing a handwritten manuscript page. The text on the page includes: "I staid in Leeds on the 23 of May 1864 the 68<sup>th</sup> Durham Light Infantry from Leeds to Liverpool on the 28<sup>th</sup> May 1864 we got into Liverpool about 11 o'clock got our dinner at 12 went on board a Steamer at 3 o'clock set sail at 4 o'clock for Cork in Ireland. After giving us our dinner in Liverpool they gave us nothing elegant till the following morning we had no bunk room in their was only sleeping Room for first & second class passengers excepting we slept on the deck. Passed the night as best I could sleeping some of the time & the". A red arrow points to a star icon in the "TOOLS" bar, which has a tooltip that says "Add to My Collection". The right sidebar shows metadata for the document, including Date (1871), Reference (Ms 6/1), Description (George Brier papers), and Language (English).

You will receive a message like the one below to indicate the item has been added to your collection. You will need to close this message to continue.



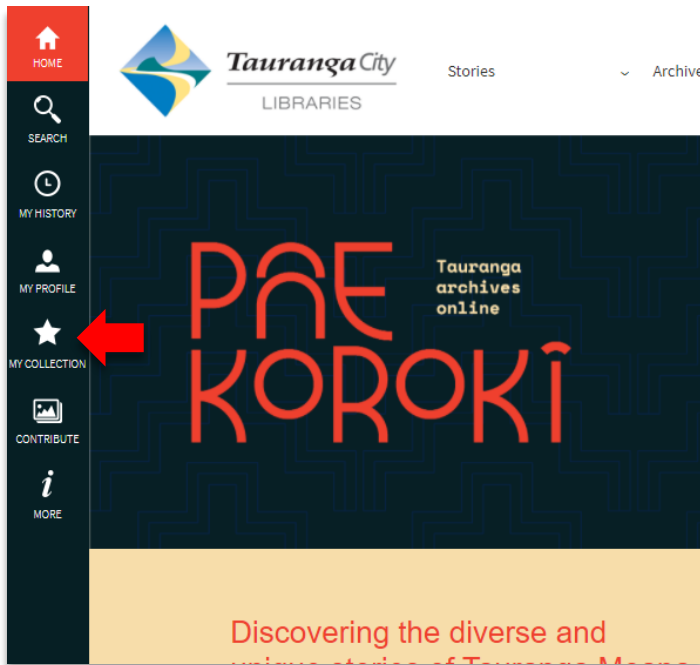
### ADD SEVERAL BOOKMARKS AT ONCE

If you have performed a search (while logged in as a member) and have several results you wish to save to your collection, you can select these from the search results page by ticking the items you want to add and then clicking on the star icon **My Collections**.

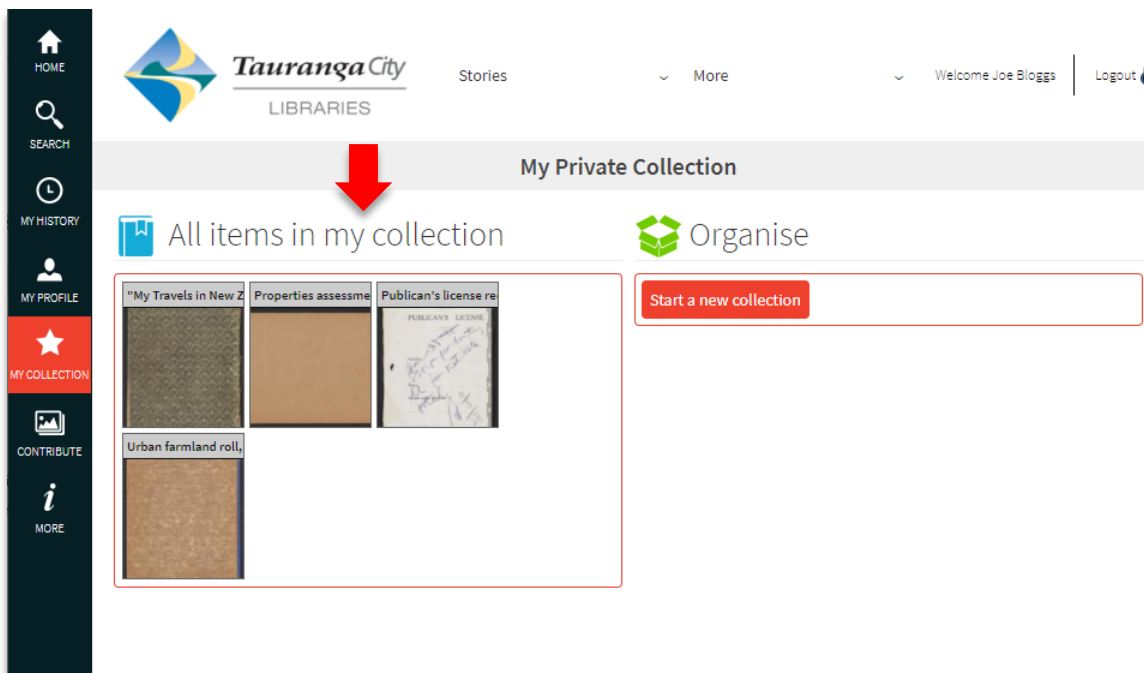


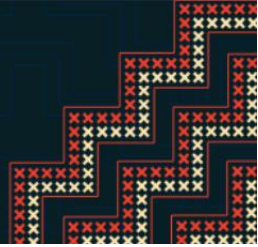
## VIEW BOOKMARKED ITEMS IN MY COLLECTION

To view items in your collection, select **My Collection** on the left of your screen.



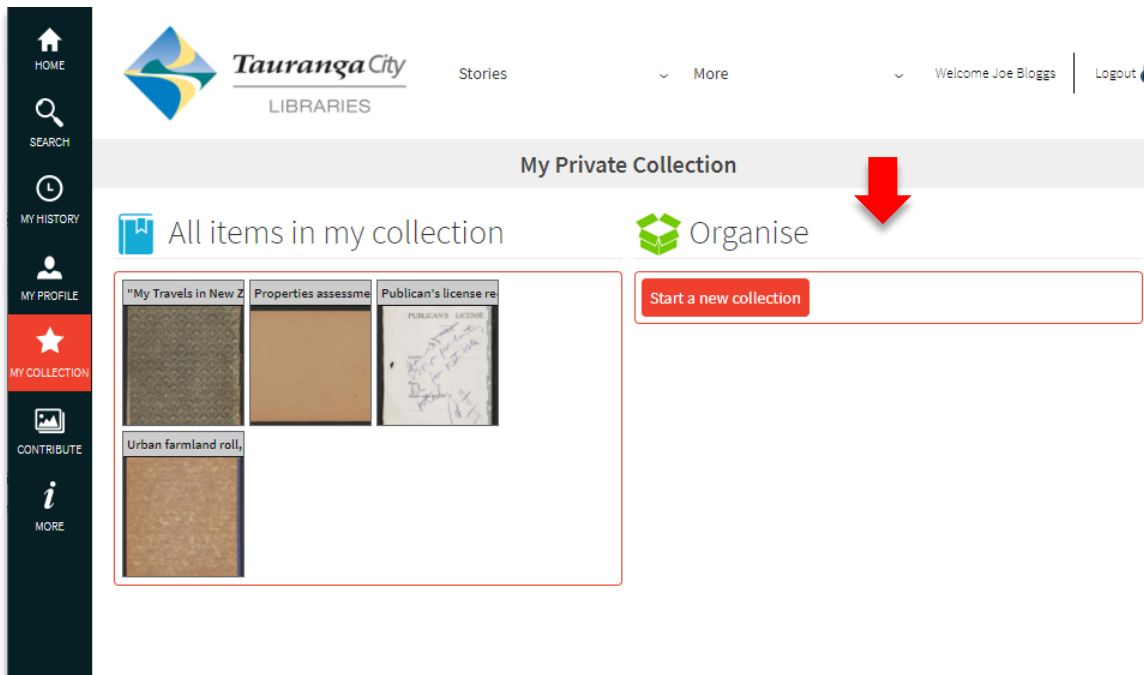
On the left side of the screen you will see all items you have added (bookmarked).



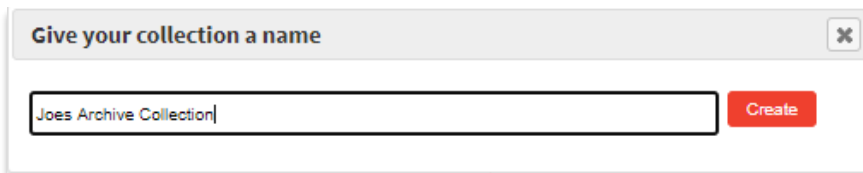


## CREATE AND ORGANISE A COLLECTION

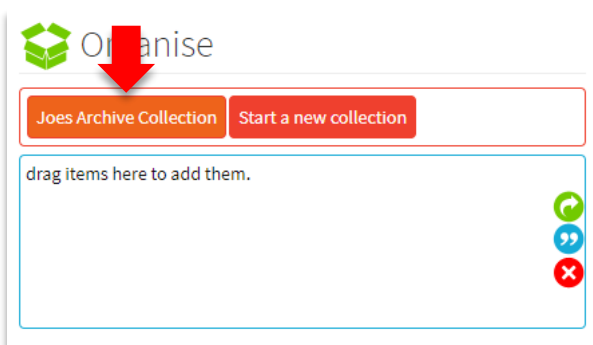
On the right side of the screen you will see that you can organise your content in **My Collections** by creating your own collections from your bookmarked items.



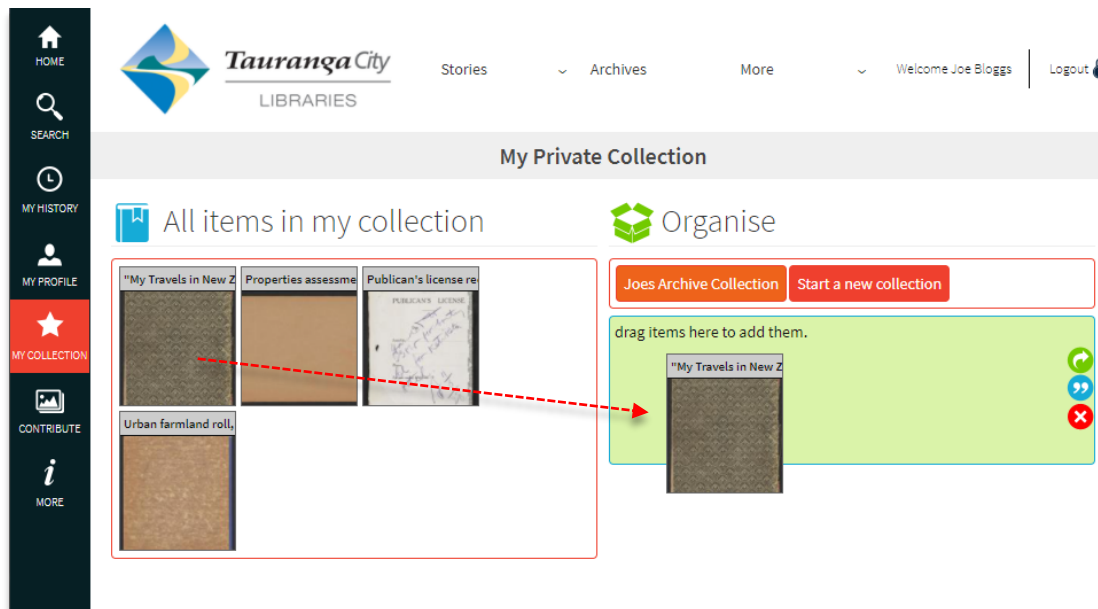
To create a new collection select **Start a new collection**. Name your collection and select **Create**.



It will now appear.



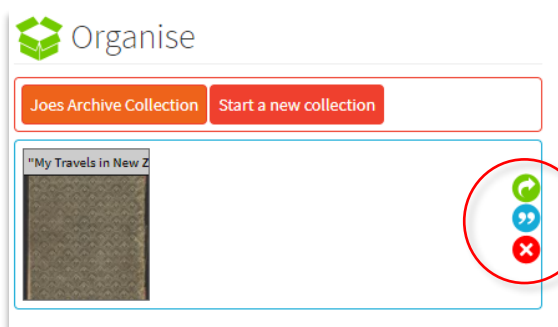
Drag items from the left of your screen and drop them into your new collection.



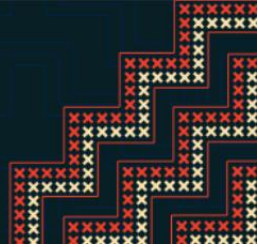
**Note:** They will remain on the left of the screen as well.

### SHARE, RENAME OR DELETE A COLLECTION

The icons on the right can now be used.



- Green arrow – for sharing your collection
- Blue inverted comma – for renaming your collection
- Red cross – for deleting your collection



## SHARE YOUR COLLECTION ON SOCIAL MEDIA

You can now share one of the collections you have created by Twitter, Facebook or Email.

HOME

SEARCH

MY HISTORY

MY PROFILE

MY COLLECTION






CONTRIBUTE

MORE

**Tauranga City**  
LIBRARIES

Stories Archives More

### Joes Archive Collection by Joe Bloggs

Share this collection:     

Please note: This link you are sharing is permanent, but the content may not be. Any changes you make to consider this before you delete or modify the content.

**"My Travels in New Zealand"**  
Date: 1871  
Reference Number: Ms 6/1

## DELETE YOUR COLLECTION

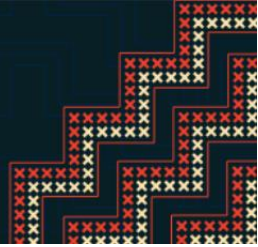
If you want to delete one of your collections, click on the **red x icon**.

Organise

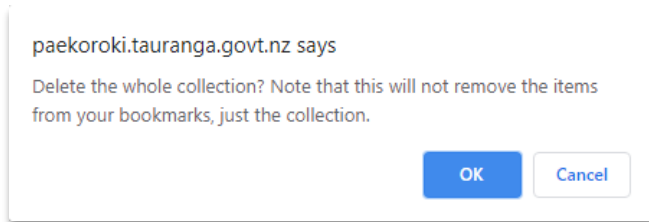
Joes Archive Collection Start a new collection

"My Travels in New Z"

Delete this collection

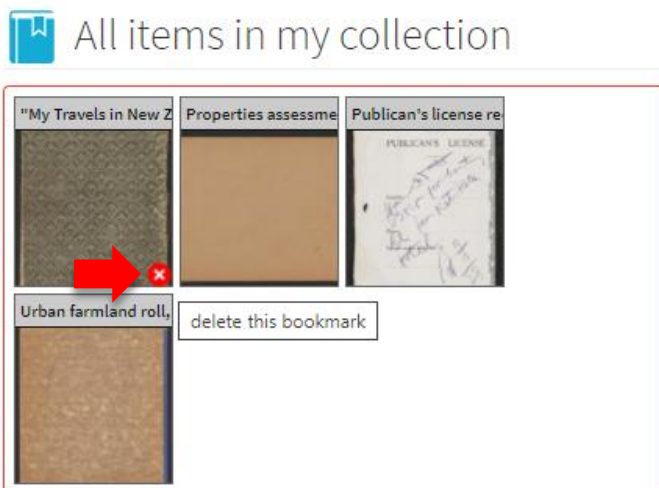


This will not remove the items from your bookmarks that appear on the left under the **All items in my collection** title. This will only delete the collection you have created on the right.



You can return to **My Collection** at any time by selecting **My Collection** on the left-hand menu bar.

If you want to delete specific items that you have bookmarked, hover over the item and click on the **red x icon** that appears in the bottom right-hand of the image.



### FURTHER ASSISTANCE

If you require assistance, please check the other online guides on Pae Korokī or contact Te Ao Mārama ki Te Papa Tauranga City Library:

Email: [Research@tauranga.govt.nz](mailto:Research@tauranga.govt.nz)

Phone: 07 577 7177