
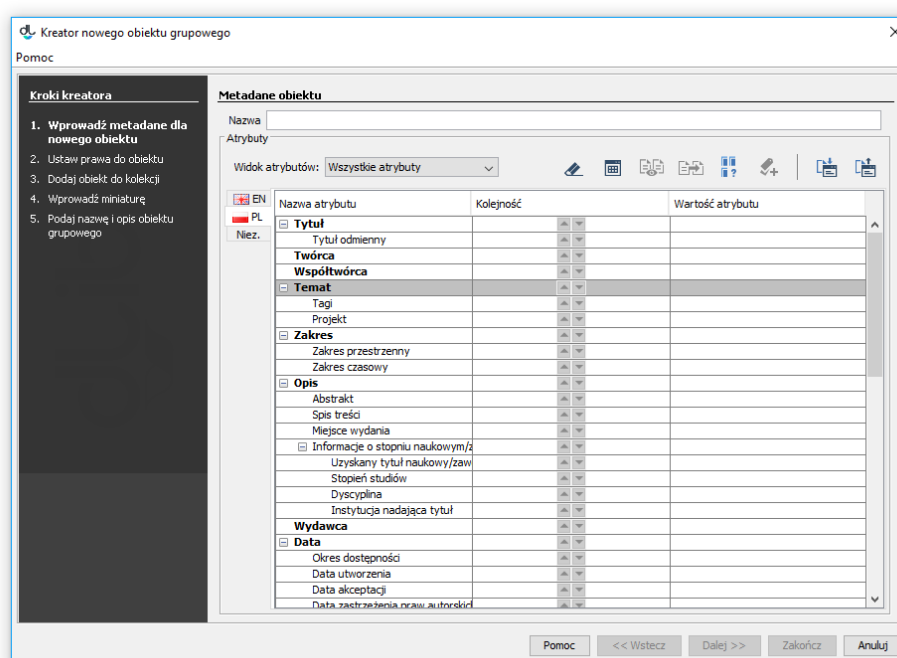


## [EN] 02. Creating a New Group Object

In order to create a new group object:

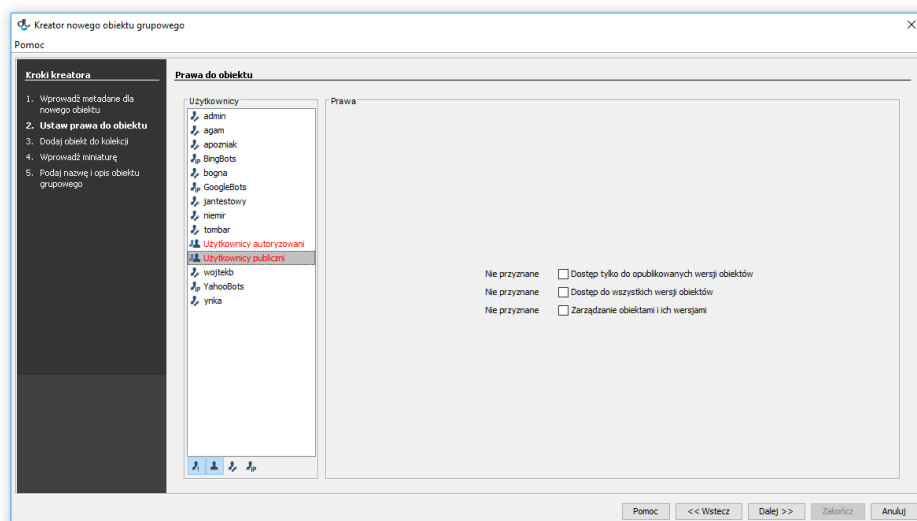
1. From the element list, select the directory or group object in which the new group object is to be placed.
2. From the context menu, select the "New group object" function. Alternatively, option  can be selected from the toolbar, or the "New group object..." item can be selected from the "Management" menu.
3. In the first step (see the [image below](#)), the user should enter the metadata of the new group object. For details about it, see the [Bibliographic Description Editor](#) chapter. The entered metadata will be inherited by all objects created within the framework of that group object. In order to be able to go to the next step, the user must enter the name of the new object (in the "Name" field). By default, the name is created on the basis of the bibliographic description, by combining the name of the author and the date of edition (for information about changing the method of creating a default name, see the [Configuring the Editor Application](#) section. For example, if the title is "Fables", the author is "John Smith", and the date of edition is "2004", then the name will be "John Smith, 2004, Fables" – with the author first, followed by the date of edition and the title. Whenever a user changes the bibliographic description, the name is updated. Of course, a user can also enter a different name or modify the default name. In such a case, the automatic update will be blocked. In order to proceed to the next step of the creator, the user should click the "Next" button.



Nazwa atrybutu	Kolejność	Wartość atrybutu
Tytuł		
Tytuł odmienny		
Twórca		
Współtwórca		
Temat		
Tagi		
Projekt		
Zakres		
Zakres przestrzenny		
Zakres czasowy		
Opis		
Abstrakt		
Spis treści		
Miejsce wydania		
Informacje o stopniu naukowym/zaw		
Użytkany tytuł naukowy/zaw		
Stopień studiów		
Dyscyplina		
Institucja nadająca tytuł		
Wydawca		
Data		
Okres dostępności		
Data utworzenia		
Data akceptacji		
Data zastrzeżenia praw autorskich		

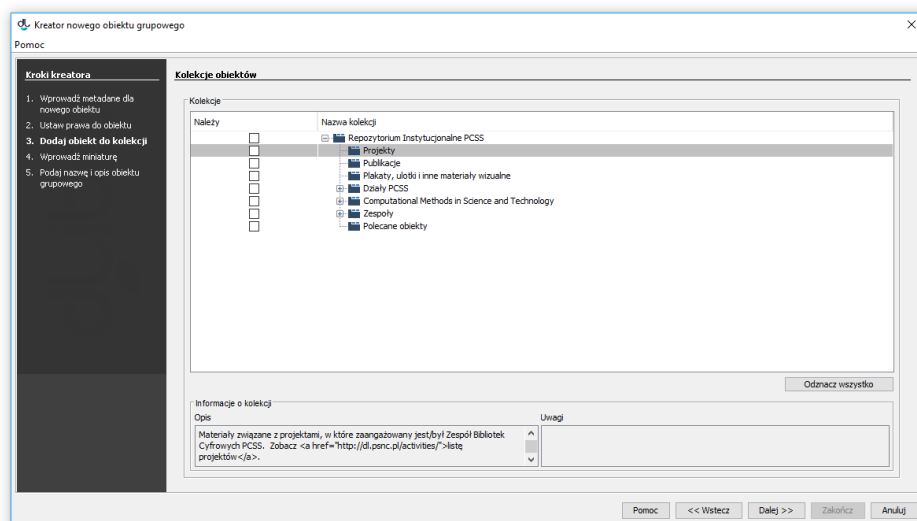
New group object creator – metadata

4. In the second step (see the [image below](#)), the user should assign access permissions for the object to users. For details about it, see the [Permission Editor](#) chapter. The entered permissions will be inherited by all objects created within the framework of that group object. In order to proceed to the next step of the creator, the user should click the "Next" button.



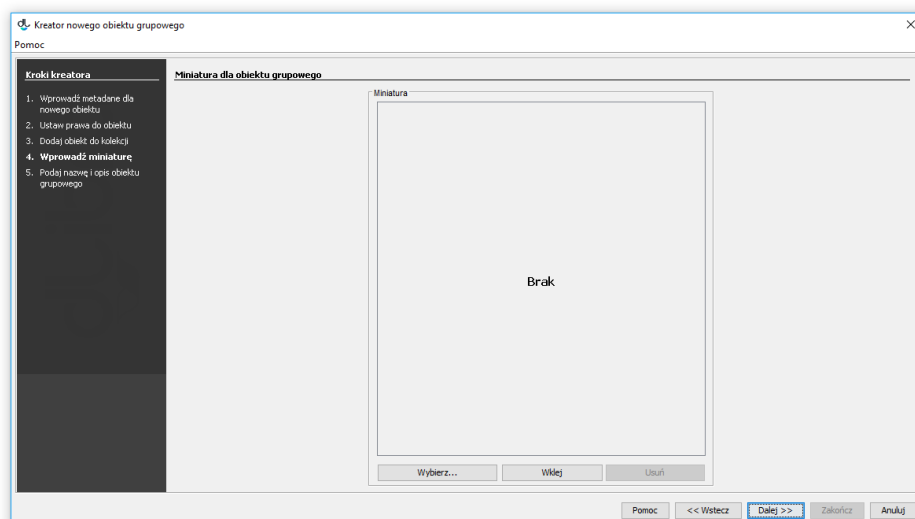
New group object creator – permissions

5. In this step (see the [image below](#)), the user should assign the object to a collection. For details about it, see the [Editor for Assigning Objects to Collections](#) chapter. The entered assignment to a collection will be inherited by all objects created within the framework of that group object. In order to proceed to the next step of the creator, the user should click the “Next” button.



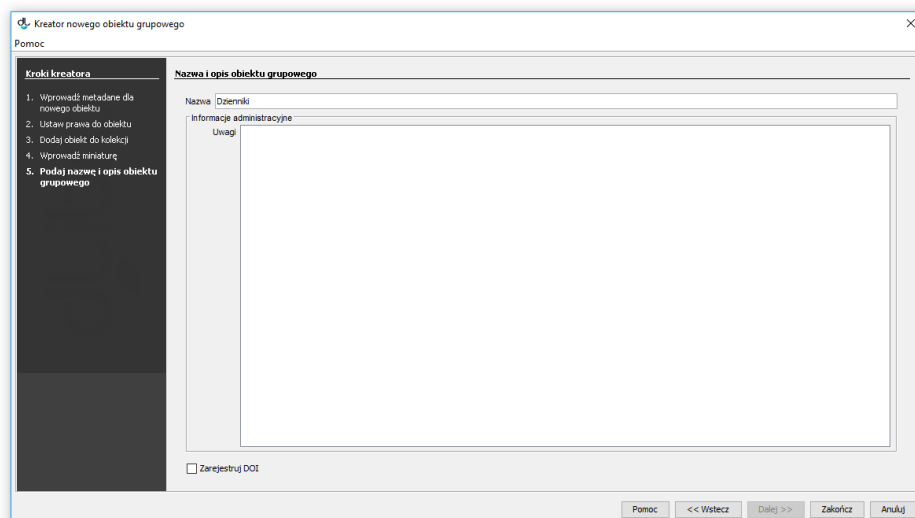
New group object creator – collections

6. In this step (see the [image below](#)), the user should enter the thumbnail which will be available on the web page with the information about the object. In order to do that, the user should click the “Select” button and indicate the graphics file or click the “Paste” button to paste the image from the clipboard. If the application is configured properly, it will automatically reduce the file size to the required size whenever too big a thumbnail is chosen (for the configuration details, see [here](#)). In order to proceed to the next step of the creator, the user should click the “Next” button.



New group object creator – web information

7. In the last step (see the [image below](#)), the user should check the name and enter administrative notes, if applicable. Those notes are not visible for web page readers. Since the 6.1 version of the dLibra system, it has been possible to register objects in the DOI system (for more information about it, see the [Configuring DOI](#) and [Registering DOIs in the DataCite System](#) supplements. Finally, the user should click the "Finish" button to create the new group object.



Group object creator – general information