

Group or structure sets of files

Figshare doesn't support creating hierarchical directory-like structures (yet - it's on the feature list) but there are other ways to group together datasets.

💡 If you want to structure the *individual files* that make up a deposited dataset, i.e., arrange them in folders, *you can't*. The only option is to structure your files in directories and then zip them and upload the zipped file as the main data file for your dataset.

Nb: zipped files don't have nice previews like individually uploaded files.

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Do I want to create a Collection or a Project?

You want a **PROJECT** if you can say **Yes** to all of the following:

- **multiple** people need to **review** the data before it is published, especially people outside SI
- multiple people need to be able to **independently** upload datasets and create metadata

If you answer **No** to those two questions, then you want a **COLLECTION**

Collections

Collections are the easiest way of co-locating data. They can be either private or public and can collectively be assigned a DOI, even when individual datasets/deposits have their own DOIs. Collections can include datasets from multiple contributors/authors, but only one person (you) can add datasets to the collection.

⚠️ Caveats: collections contain static 'snapshots' of items. When items update the new version will not be reflected in the collection.

Changes made to the collection (authors, description, etc.) will not automatically appear until you force a new version by checking the box for **Generate new public version** next to the **save** button

Add multiple deposits to a collection

1. Create your new **Collection** by clicking on the **Collections** tab under **My Data** and filling out the metadata form. Click **Save changes** once you've completed the form.
2. Add datasets to the **collection** in one of two ways:
 - a. While in the empty **collection**, select **Add new item**. You can choose either to search for an item to add from either **public items** or just **My Data**. You can filter the search to just Smithsonian data.
 - b. While browsing/using figshare, if you find a public item you wish to add to a **Collection**, simply select **+Collect** while viewing the item's record and choose the Collection to add it to.
3. Publish the collection. Once you've collected your data, you can make your Collection public by selecting the **Manage** gear wheel on the right side of the screen and selecting **Publish collection**. Once you've published a collection, it's permanent.

Group your datasets using keywords

⚠️ This method applies only to your own deposited datasets.

You can batch edit any of your datasets to apply keywords that you can later search - the datasets will appear together in the search results.

1. While on the **My Data** tab, select the items you want to add a keyword(s) to and click **Actions, Edit in batch**.
2. Click on **Keywords**. From this screen, you can add a keyword to all items you've chosen to edit.

📘 you can batch add "working" keywords (meaningful only to you or your collaborators) to organize or manage multiple datasets and then batch remove them before publication.

Group your datasets using "Projects"

Though projects should primarily be used as collaborative spaces, they can also be used to group items.



For a complete overview of projects see [Create collaborative spaces using "projects"](#)

If you are using a project to group your own datasets, and do not need to collaborate with other authors, create an **Individual Project**, i.e., one that uses your individual allocation of storage space.

1. Under the Projects tab, click on the **+Create a new project** button. Complete the metadata fields as descriptively as possible. Select the individual option under **Allocate storage**.
2. Add data to the project from the **My data** tab by clicking the checkbox to the left of the item you want to move, clicking on **Actions**, selecting **Move to/from project**, and selecting the project you want to move the data to/from.

- [Describe your data \(add metadata\)](#)
- [Create collaborative spaces using "projects"](#)
- [Move data into figshare](#)
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