



How to EDIT Items You Have Added to CKC's Community Collection

1. To EDIT an item you have already added:

- i. Go to digital.centerforknitandcrochet.org
- ii. Sign in to your account using the "Login" button at the upper righthand corner of the page.
- iii. Select "**My Contributions**" from the drop down menu at top right.
- iv. Click on "**Welcome, [Your Name]**" ...
 1. You will see a LIST of links to the items you have added to the CKC Community Collection.
 - a. **Do Not click "Edit" buttons here on this page, and Do Not click any checked boxes next to the listed items. This will delete your items!!**
 - b. **Instead, click just on the name of the item you wish to edit in the list to highlight it; a link will open to the full record for that item.**
 2. When the link opens, the full record for your item will be displayed. **Scroll down to the bottom of this page where it says "Output Formats" to select the "Edit" link here and click it ...**
 - a. **When you click the "Edit" link on this page, the information fields you filled out originally will be activated, and you can edit the text within any and all fields as needed.**
- v. **To save your changes, click "Contribute."** Your item should now reflect the edits you have made.
- vi. **To edit or add photos**, please contact collections@centerforknitandcrochet.org for assistance.
 1. We are working to enable this feature for contributors, but until we do, please send us an email with any images you want to add, and/or describe the edits you want us to make to the photos. Please include a link to the item in CKC's Community Collection so we can verify where the changes need to be made.

2. Setting Up a User Account is Optional, but Recommended

- i. You do not have to set up a user account to add to CKC's Community Collection.
 1. However, each time you add a new item using the same email, you will be prompted to set up a user account.
- ii. Having an account allows you to:
 1. Sign in
 2. Add more items
 3. Edit, add to, or delete any items you have previously added.
 - a. If you did not set up an account when you added your first item, you will not be able to edit, add to, or delete your previous contributions without assistance. Contact us at collections@centerforknitandcrochet.org if you need help.
- iii. You can set up a user account at any time by visiting [this page](#). Here you can establish a username and password, as well as specify a display name.
 1. Before you set up an account, you may wish to review [CKC's Privacy Policy](#). We do not share or sell your personal information.
 - a. Your username and email will never appear publicly.
 - b. Your display name, if you specify one, will appear publicly, unless you click "Keep my identity private."

3. Questions? Need assistance?

Please contact us at collections@centerforknitandcrochet.org.

4. Share Your Feedback!

Please fill out our [anonymous survey](#). Your feedback and suggestions are very important to us, and will be used to improve CKC's digital collections and resources. Thank you!

5. Support CKC! [Join CKC](#) or [Donate](#).

6. Stay in Touch! [Subscribe to receive email updates from CKC](#).

Thank You!