

# Editing a Collection Description 6.5

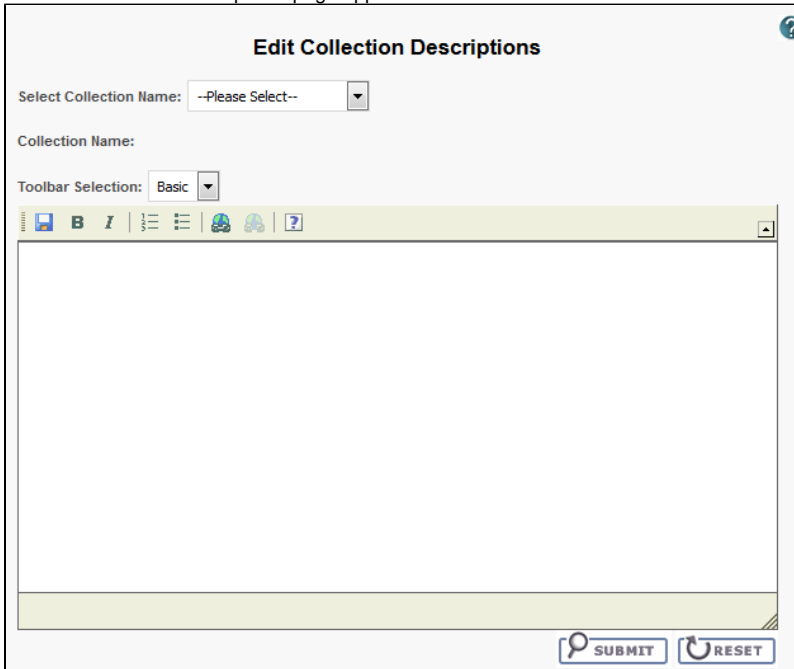
**NBIA role required to use this feature: NCIA.MANAGE\_COLLECTION\_DESCRIPTION**

For more information about roles, see [Creating a New NBIA User](#).

This feature allows you as an administrator to enter a brief description for a collection so the NBIA user knows what type of data comprises the collection.

To edit a collection description, follow these steps:

1. Click **Admin > Edit Collection Description**.  
The Edit Collection Descriptions page appears.



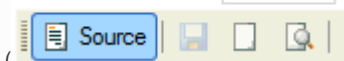
2. From the Select Collection Name list, select a collection name.
3. In the text box, enter a description or edit an existing description for the collection. Use the text formatting tools to format the text, if you like. If appropriate, you can add a hyperlink to a resource such as a wiki with a longer description.

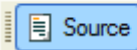
The description displays on the simple/advanced search screen when you click the (?) button next to the collection name.



## Creating a clickable link

Toolbar Selection: Rich



To make a link clickable in this section, select **Rich** for Toolbar Selection, select **Source** (  ), and create a link as shown in the following example:

```
<span contenteditable="false"><a href="https://www.google.com" target="_blank"><span>Link To Be Created</span> </a></span></p>
```

If you want to edit the link, select the **Source** button and set `contenteditable` to `true`.