How to create a Collection in Shopify?

Shopify allows you to create two types of collections:

Manual and Automated.

In the following paragraphs, we'll walk you through the process of creating collections on Shopify, both manually and automatically.

#1. Manual collections

In general, **a manual collection requires store owners to group up the products individually by hand**. Its components (the chosen products) will remain the same unless you decide to add more or remove some products.

Though Shopify manual collection takes more time and effort to manage, it's a great attempt to **showcase your personalized and hand-picked items to customers** or want to c**reate a specialized collection** targeting a small group of consumers.

Below are the step-by-step instructions on how to create a manual collection on your Shopify store:

- Step 1: From the **Shopify Admin Dashboard**, go to **Products > Collections.**
- Step 2: Click **Create collection.**
- Step 3: Next, enter a **title and description** for the collection.
- Step 4: In the **Collection type** section, click **Manual.**

- Step 5: Move to the **Search engine listing** and click on **Edit** to preview how your collection will be displayed in search results.

By default, the search engine listing will use the collection's name as the page title and the description as the meta description. In case you want to include keywords for ranking purposes, don't forget to edit the meta description. You can make changes to the collection's URL, but this only applies to the collection's name part.

- Step 6: In the **Collection availability** section, tick or untick the boxes to choose the sales channels you want to show your collection on. The number of sales channels is subject to change based on your answers to Shopify questions when setting up your store.

The collection will not appear on your site unless you tick the **Online Store** box. In case you are not ready to publish them to the world yet, you can click on **Schedule availability** and schedule their handiness to a future date.

Collection availability

Will be available to 6 sales channels.

Deselect all

☑ Online Store

 Schedule availability

☑ Point of Sale

☑ Shopify Inbox

☑ Facebook

☑ Buy Button

☑ Google

Google has noticed that your store doesn't meet its requirements.

Learn more

- Step 7: You can upload an image to represent the collection in the **Collection image.** Just click on the **Add Image** button or drop an image there. It's worth noting that this section is optional and only visible on your store if your theme supports showing it. Don't forget to check out Shopify image guidelines and make sure your media files comply with them.
- Step 8: Click **Save** in the top right corner.

- Step 9: In the **Product** section, search for the products you want to include or click **Browse** and choose from the list of your products.

Products

Q Search products

Browse

Sort: Best selling

There are no products in this collection.
Search or browse to add products.
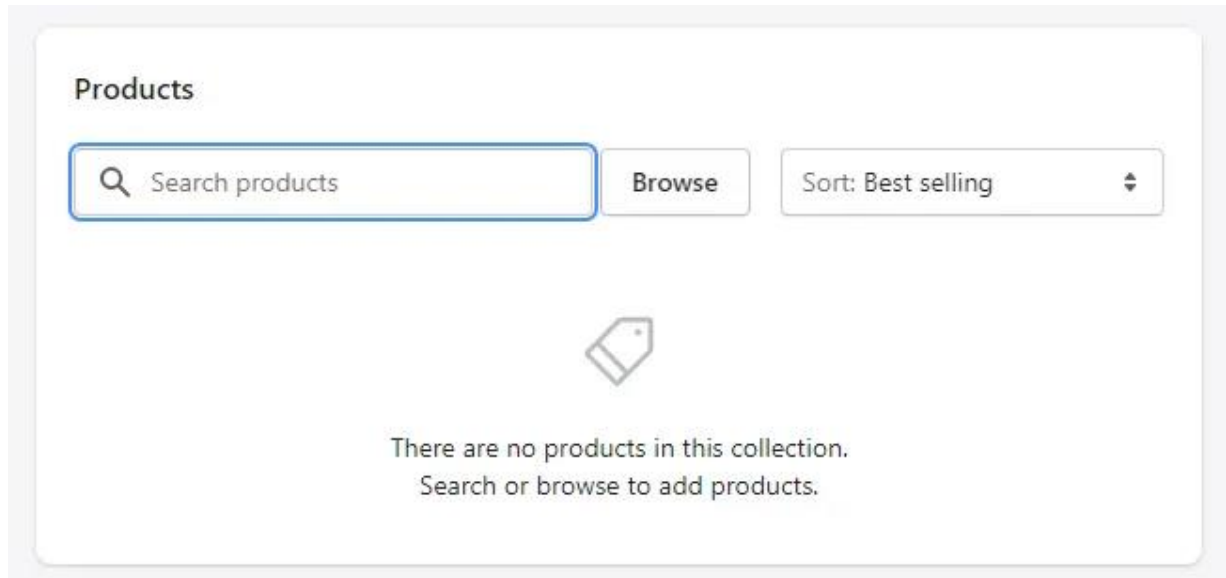
- Step 10: Set the sort order for how you want the products to be sorted in your store, to Best selling, Product title, Prices, etc.
- Step 11: Click **Save** when you finish.

#2. Automated collections

With automated collections, things will be a little different. Unlike manual collections which required you to manually add items, **automated collections use predefined conditions** to categorize matching products into specific groups. You can base on types, tags, and other details as conditions to arrange your products. It saves you a lot of time compared to manually adding items, especially when you update your inventory regularly.

The following summarizes the process of creating an automated collection.

- Step 1: From the **Shopify Admin Dashboard**, go to **Products** > **Collections.**
- Step 2: Click **Create collection.**
- Step 3: Next, enter a **title and description** for the collection.
- Step 4: In the **Collection type** section, click **Automated.**

- Step 5: After that, **select whether products need to meet all conditions or any condition to be included in the collection**. Then, set the collection conditions using the drop-down lists.

CONDITIONS

Products must match: ○ all conditions ⦿ any condition

Price	⇕	is greater than	⇕	$ 30	🗑
Product tag	⇕	is equal to	⇕	black friday	⇕	🗑
Inventory stock	⇕	is greater than	⇕	50		🗑

⚠ This collection will include all products with at least one variant that matches: Price, Inventory stock.

Add another condition

Search engine listing   Edit
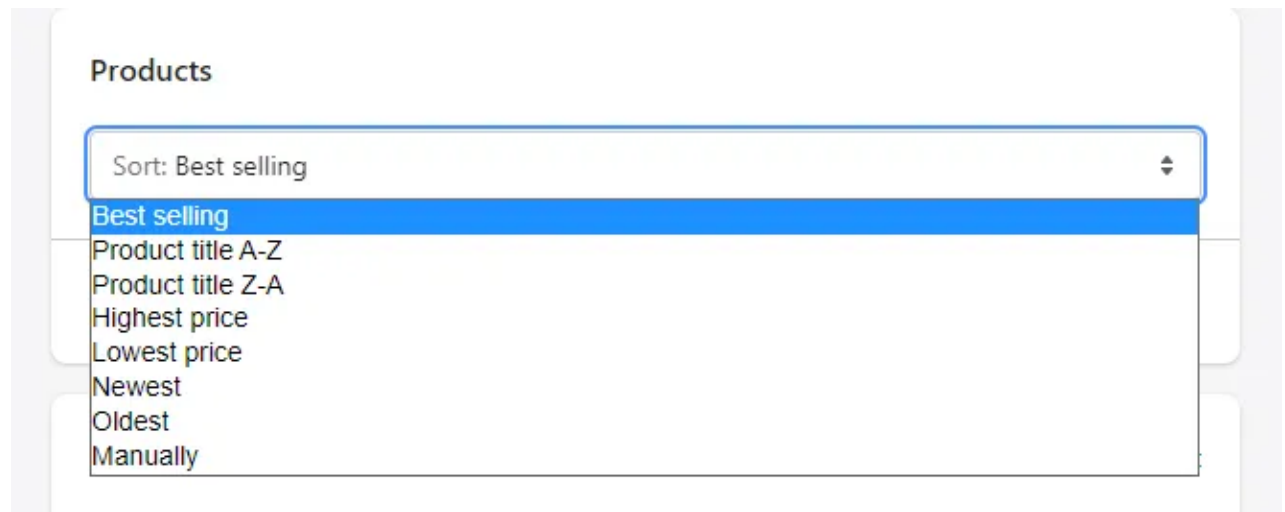
Add a description to see how this collection might appear in a search engine listing

- Step 6: Edit the **Search engine listing** in case you want to include more keywords, or let it be with the default information.
- Step 7: Set **Collection availability** and **Collection image.**
- Step 8: Click **Save.**
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The products that match the conditions will automatically be included in the collection and displayed in the **Product** sections. Besides, whenever you [add products to Shopify](#) in the future, **items that align with these terms will appear in the corresponding collection automatically**. You can add more conditions later on, as long as the total number does not exceed 60.

- Step 9: Set the sort order as how you like it to showcase in your store, then hit **Save** when you finish.

Products

Sort: Best selling   ⬍

Best selling
Product title A-Z
Product title Z-A
Highest price
Lowest price
Newest
Oldest
Manually

One important note before moving to the next section. **Once you've created a Shopify collection, you won't be able to change its type**. Therefore, our advice is that please carefully consider the functions and purposes of each collection type before making one.

Conclusion

Adding Collection to Shopify isn't difficult if you follow the step to step guide.

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