

# The Setting Options of a Collection

*In Nuelink, all of your posts are saved into Collections. Individual posts, bulk upload posts, and automated posts are all automatically saved in collections to help you stay organized and manage your content easily.*

*Make sure you are logged into your Nuelink account and have at least created one [collection](#). Also, make sure your social channels are [connected](#).*

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## What is a Collection?

*Collections act like folders to organize your social media posts for easy access. First, you choose your social media channels and set various publishing times. Then, simply add your content to the collections, and it will be placed in the queue according to the times you've set, and shared on the social channels you've selected.*

## Why Create a Collection?

*Nuelink's collection is your time-saving toolkit. It simplifies post-management for entrepreneurs, content creators, and social media managers. Instead of changing the time for each post individually, you can update the time in the collection, and it will apply to all posts. Plus, when you add posts to a collection, they will automatically be scheduled for the next available time slot and shared on the default social channels.*

**Nuelink provides settings for all collections. These settings control how often and when your posts in a collection will be shared on your social media. You can always change these options later in the collection's settings.**

Select a collection from your collections section. Then click on the 'Settings' option at the right to modify your collection.

The screenshot displays the Nuelink dashboard. On the left sidebar, the 'Collections' menu item is highlighted with a red box. The main content area shows the 'Healthy Snacks Recipes (Videos)' collection. At the top right of this section, the 'Settings' button is circled in red, with a red arrow pointing to it from the 'All' tab. Below the collection title, there's a description: 'Collection is like a folder for your social media posts. A collection is a way to organize your social media posts into categories or groups. You can add content to it manually by creating posts or automatically using automations. Learn More'. Below this is a tab bar with 'In Queue' (1), 'Drafts' (2), 'Published' (3), and 'All' (6). The 'All' tab is selected. Below the tabs is a search bar and filters for 'Source (All)', 'Type (All)', and 'Sort: Created (Mo:'. Below this is a post card for 'NEW: LinkedIn Carousels' scheduled for Dec 28, 2023 6:09 PM (UTC+01:00) - In Queue. At the bottom of the post card are buttons: 'View', 'Post Now', 'Edit' (with a 'New' badge), 'Move', 'Duplicate', and 'Delete'.

## Social Channels

*Choose the channels where you want to share your posts. You can update this choice later in the collection's Settings. It's a good idea to pick social channels that match the type of content you plan to share in each collection. For instance, Carousel posts work on Facebook, Instagram, TikTok, and LinkedIn, while Text posts are supported on Facebook, Twitter, and LinkedIn.*

**nl nuelink**

Nuelink User  
Owner

Create Post new

Queue

Collections

Automations

Insights Beta

Social Channels

Brand Settings

TOOLS

Link Shortener

# Hashtags

{ } Shortcodes

Link in Bio Beta

Media Library

MANAGE

Learn More

Posts Settings

Collection Name

Healthy snacks recipes (Videos)

Social Channels

Lydia Mybrary Shop Lydia Mybrary Lydia Mybrary

Lydia Mybrary Channel Lydia MybraryPage Tutorials

Select the social media channels you want to post to from this collection.

Select Youtube Playlist (optional)

Youtube Videos Select a playlist

Refresh

Select a default YouTube playlist to post to. This option is very helpful for automations & bulk import. You can always override it when creating a post.

Posting Time

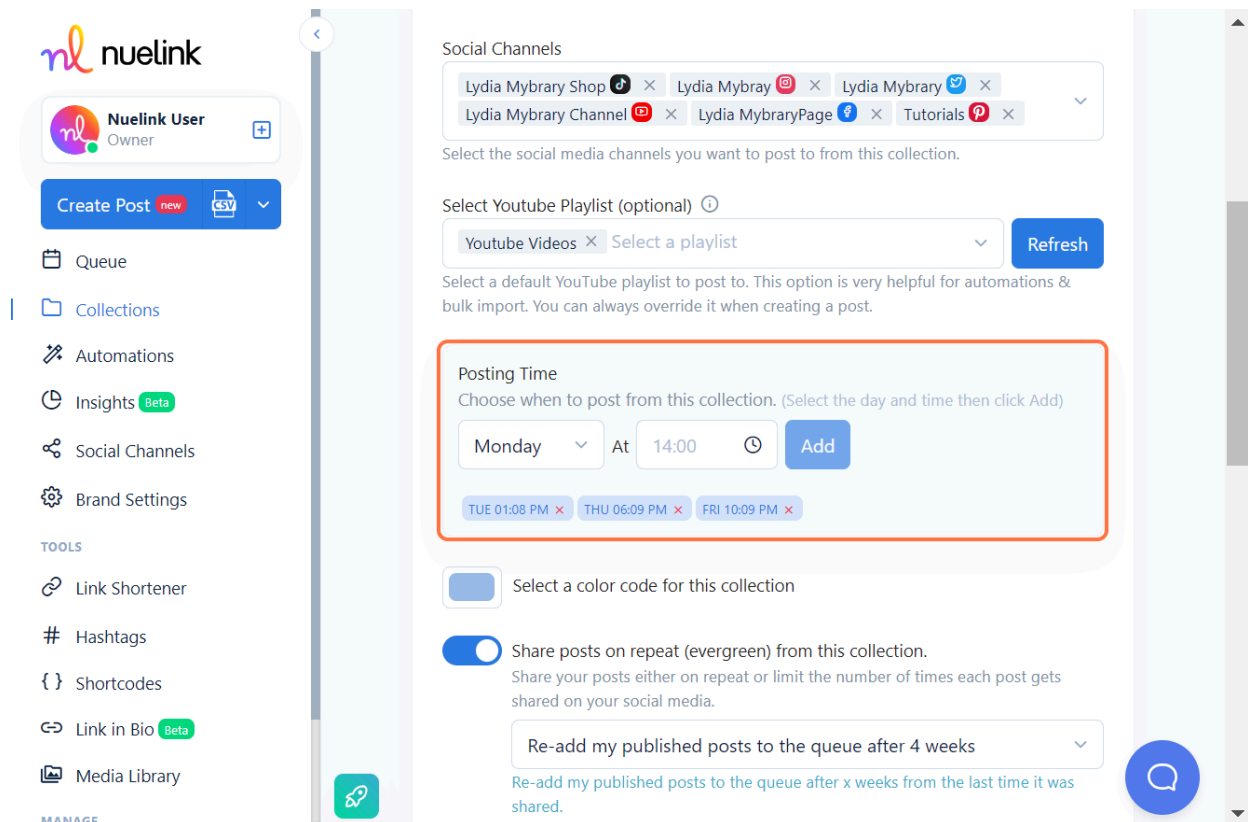
Choose when to post from this collection. (Select the day and time then click Add)

Monday At 14:00 Add

TUE 01:08 PM THU 06:09 PM FRI 10:09 PM

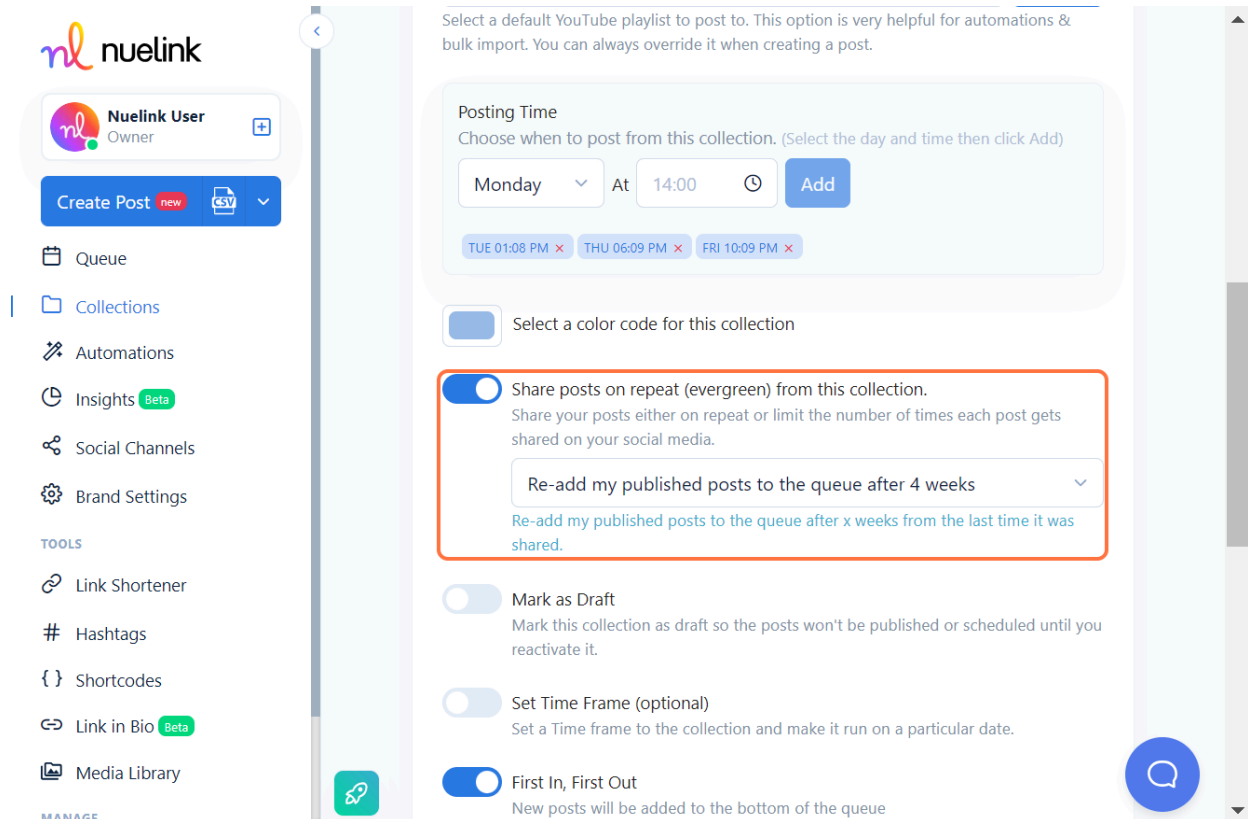
## Select Weekly Posting times

*Choose the days you'd like to post from this collection. You can include up to 5 posting times each day. Click "Add" to confirm your chosen scheduling times.*



## Evergreen Queue

*The evergreen queue feature lets you automatically re-share your collection's posts over and over with Nuelink. You decide how many times to repost, and Nuelink will do it on the same day(s) and time(s). For instance, you can choose to put your shared posts back in the queue one week or a couple of weeks after they were last shared. You can also control and change this in the settings of each collection later. Find out more about Evergreen.*



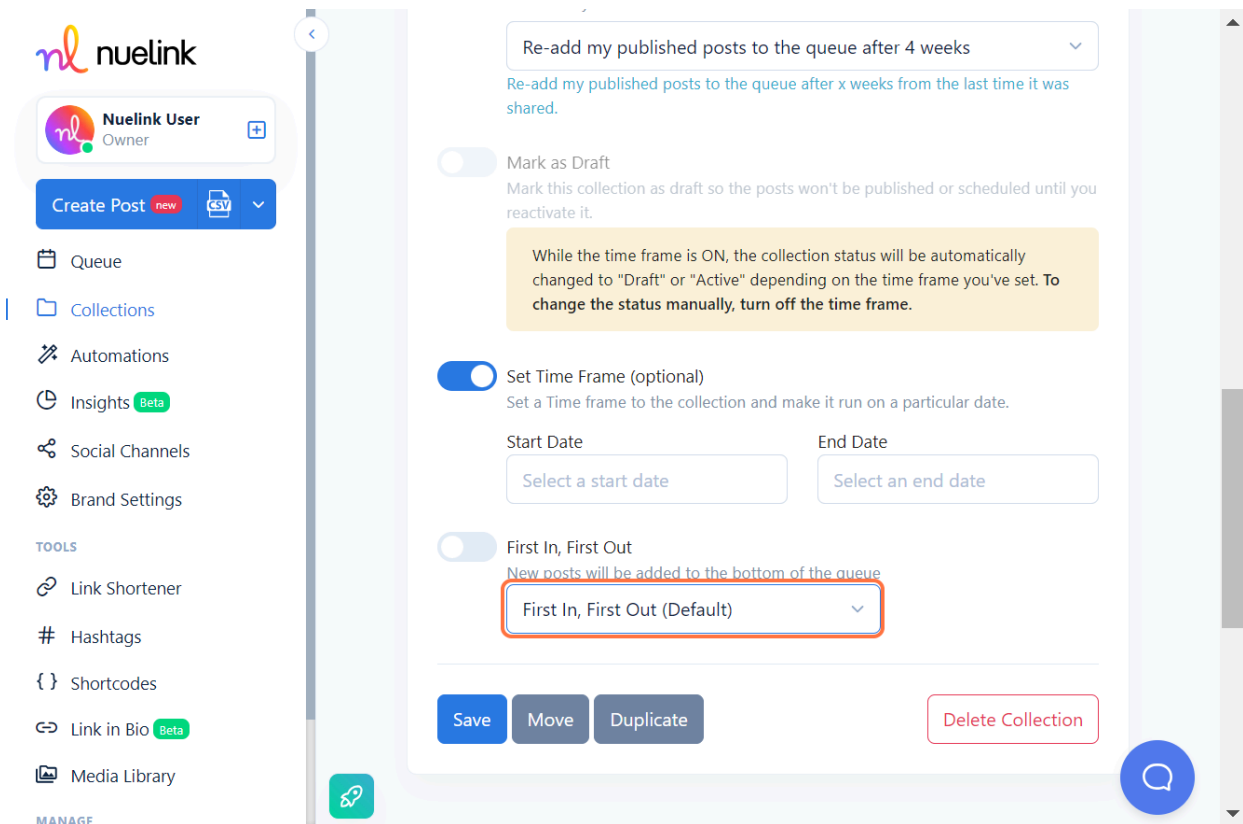
## Queue Order

When you enable this option, posts in this collection will be shared based on **'First In, First Out'**, meaning the oldest posts will be posted first. If you turn it off, you can choose from other options:

**First In, First Out:** Older posts get posted first.

**Last In, First Out:** The newest posts are prioritized.

**Random:** Posts are published in a random order from the collection.



## ***Pause Posting***

*If you turn this option on, all the posts in the selected collection will stop being published and scheduled until you resume this collection.*

## ***Share Collection***

*If you enable sharing the collection option, this will automatically share this collection with its posts with the other brands owned by you. It will also appear in the Shared Collections section.*

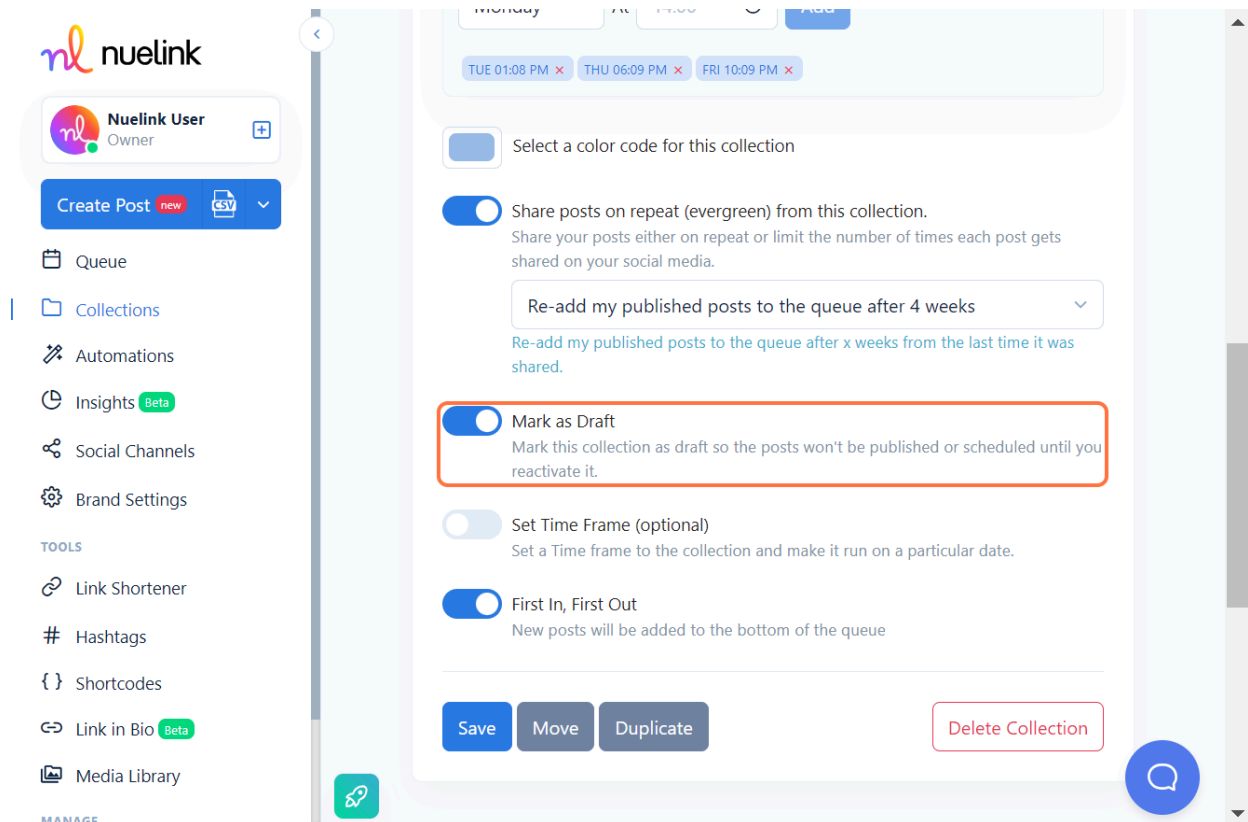
## Set Time Frame

*You choose a time range for a collection. You pick a beginning and ending date, and the content from this collection will only be shared during this time.*

The screenshot shows the Nuelink user interface. On the left is a sidebar with navigation options: Queue, Collections (selected), Automations, Insights (Beta), Social Channels, Brand Settings, and a TOOLS section containing Link Shortener, Hashtags, Shortcodes, Link in Bio (Beta), and Media Library. The main content area is titled 'Nuelink User Owner'. It features a 'Create Post' button with a 'new' tag and a CSV icon. Below this, there's a dropdown menu set to 'Re-add my published posts to the queue after 4 weeks'. A toggle for 'Mark as Draft' is currently off. A yellow informational box states: 'While the time frame is ON, the collection status will be automatically changed to "Draft" or "Active" depending on the time frame you've set. To change the status manually, turn off the time frame.' The 'Set Time Frame (optional)' toggle is turned on and is highlighted with a red rectangle. Below it, there are input fields for 'Start Date' and 'End Date', both with placeholder text 'Select a start date' and 'Select an end date' respectively. A 'First In, First Out' toggle is also turned on, with a note: 'New posts will be added to the bottom of the queue'. At the bottom of the settings panel are four buttons: 'Save', 'Move', 'Duplicate', and 'Delete Collection'.

## Mark as a Draft

*The social media posts and content created in this collection will be stored as a draft in your Nuelink collections and will not be shared with your audience.*



## Select Color Code

*You can set a color for each collection and color-organize your collections. This is very helpful when viewing the queue in Calendar mode or when organizing your posting schedule.*



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Social Channels

Lydia Mybrary Shop × Lydia Mybray × Lydia Mybrary ×  
Lydia Mybrary Channel × Lydia MybraryPage × Tutorials ×

Select the social media channels you want to post to from this collection.

Select Youtube Playlist (optional) ⓘ

Youtube Videos × Select a playlist Refresh

Select a default YouTube playlist to post to. This option is very helpful for automations & bulk import. You can always override it when creating a post.

Posting Time

Choose when to post from this collection. (Select the day and time then click Add)

Monday At 14:00 Add

TUE 01:08 PM × THU 06:09 PM × FRI 10:09 PM ×

Select a color code for this collection

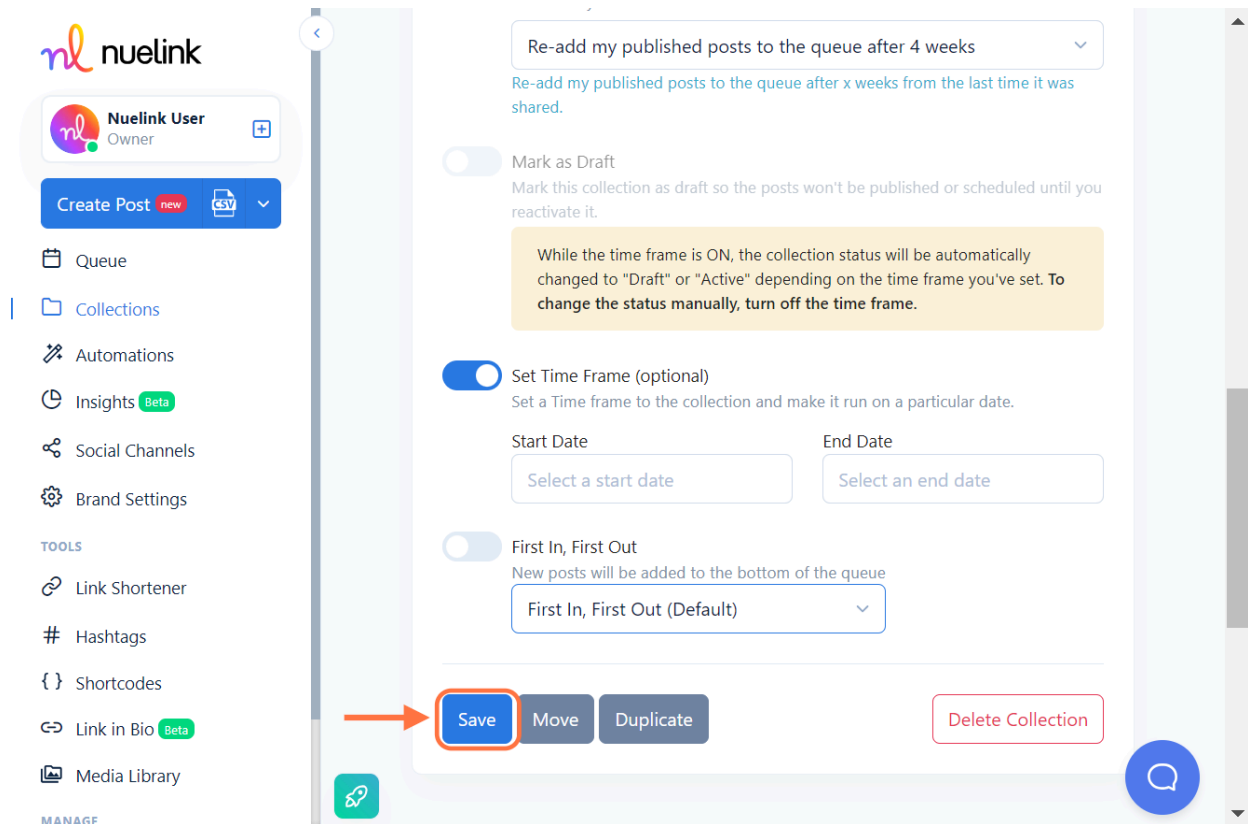
☒ Share posts on repeat (evergreen) from this collection.  
Share your posts either on repeat or limit the number of times each post gets shared on your social media.

Re-add my published posts to the queue after 4 weeks

Re-add my published posts to the queue after x weeks from the last time it was shared.

## Save your Edits

*After you finish adjusting your collection's settings, be sure to click 'save' to update your collection. You can also choose to 'Move,' 'Duplicate,' or 'Delete' it.*



## Collections FAQ & Troubleshooting:

### How does the Queue of the Collection Work?

The posts made or created in a collection are organized following one of three scheduling queue orders:

**First In, First Out** publishes posts chronologically, starting with the oldest.

**Last In, First Out** does the same, but starting with the newest.

**Random** shares posts in a random order.

### What are the types of posts I can add to a collection?

Nuelink makes it easy to create and schedule all types of content, such as text, images, carousels, short and long videos, tweets, stories, and polls. Make sure your posts meet the [requirements](#) of your selected social media platforms.

## Can I create a one-off post?

Yes, while all posts must be created in a collection. You can set your post to “Schedule Once” and it will be posted once at a date and time of your choice, skipping your collection queue settings.

## Can I bulk-upload posts in a collection?

Certainly, we automatically place your Bulk-imported posts into a collection to help you keep your posts organized. Learn how to bulk import [here](#).

## Can I change the time of posting for a post that is already in the Queue?

Luckily, you can. Click on Edit at the bottom of the post then click on Schedule. You can then select an exact date for your post.

## Can I set automation to collections?

Yes, we strongly suggest setting automations for your collections to fully leverage their potential.

## Can I copy a post to other collections?

Luckily, you can either move your post to another collection by clicking ‘Move’ under the post or you can click ‘Duplicate’ and select a collection to copy your post into.

## How can I best use the Evergreen queue feature?

It's good to repost and reshare content on social media after a while. Some platforms don't like frequent reposting, so wait at least 4 weeks. You can change this if you want. We highly recommend that you stick to the 4-week timeframe for best results, but you can make it 1 week if you prefer. We might add an option to "re-add immediately", but we're still thinking about it.

*Finally, if you happen to have any additional inquiries, please read through our [Frequently Asked Questions](#) section.*

*Check our [Help Center](#) for further tutorials. We offer several videos and articles on effectively getting the maximum benefit out of Nuelink.*

*Still need help? [Contact Us](#).*