**CollectionSpace: Create a New Object**

1. Select CREATE NEW from the top navigation menu
2. Select OBJECT from the OBJECTS menu
3. Click the SELECT NUMBER PATTERN button  within the IDENTIFICATION NUMBER field
4. Choose a pattern; the field will fill in automatically
5. In the TITLE field, enter: The Beauty of Ice
6. In the TITLE TRANSLATION field, enter: La belleza de hielo
7. In the TITLE TRANSLATION LANGUAGE field, enter: Spanish
8. Scroll down to the OBJECT PRODUCTION INFORMATION section
9. In the PRODUCTION DATE field, enter: January 2014
10. Hit Tab to auto-fill the date fields
11. Click anywhere outside the date pop-up to exit
12. In the PRODUCTION PERSON field, enter: Your name
13. When prompted, add your name to the LOCAL PERSONS AUTHORITY
14. Select the small PLUS SIGN at the bottom left of the PRODUCTION PERSON field
15. In the PRODUCTION PERSON field, enter: Another name
16. When prompted, add that name to the LOCAL PERSONS AUTHORITY
17. At the bottom of the record, select the SAVE button