Setting up Shelves within Calibre-Web

1. Log back into the Calibre-Web interface.
2. Navigate to the bottom left corner. You should see shelves here. There'll be some public shelves and the option "+ CREATE A SHELF". Click the "+ CREATE A SHELF" option.
3. Give your shelf a suitable title. Alsof, select the checkbox with the text "Sync this shelf with Kobo device". ONLY the shelves where you selected this checkbox will be synced to your eReader. However you design your shelves is your own choice. It may be good to know that "Shelves" in Calibre-Web correspond with "Collections" within your Kobo-device. So it may be a nice strategy to order shelves by category/series/author etc. This depends upon your preferences.
4. Finally, click save.