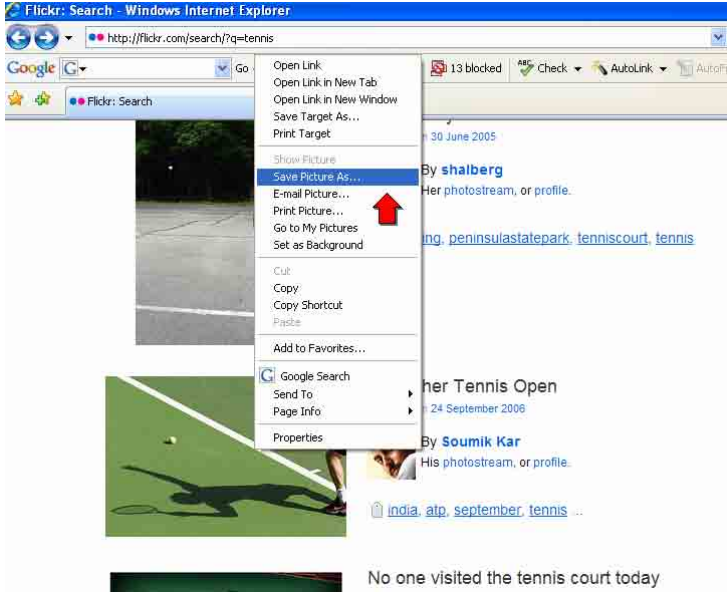# Marquette University
Spanish English Catalog (MaUSECat)

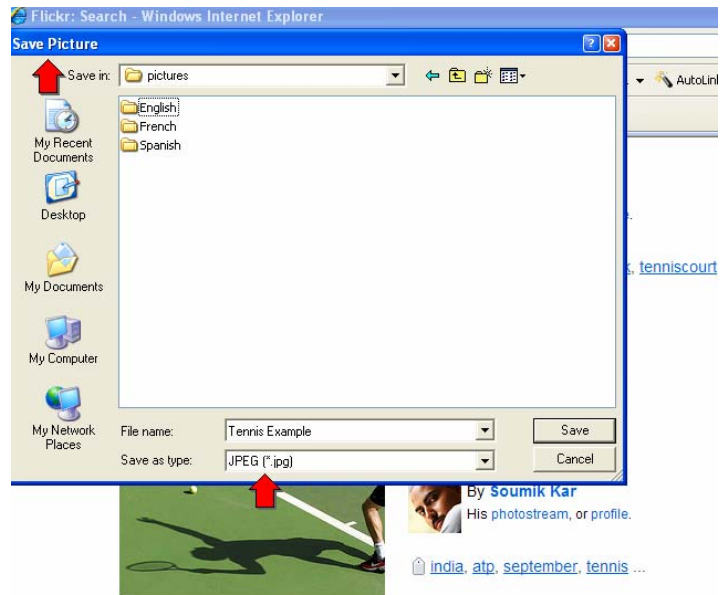## How do I add photos or videos to the catalog?

If you do not already have a photo saved to your computer, find a photo from, for example, the Internet. With the cursor over the photo, right click on your mouse to choose *Save Picture As.*

A *Save Picture* window will appear within which you must choose what folder to save the photo in as well as what to name the photo. Photos can be saved anywhere on your computer's hard drive but we recommend that you use the default folders:

For English catalogs:
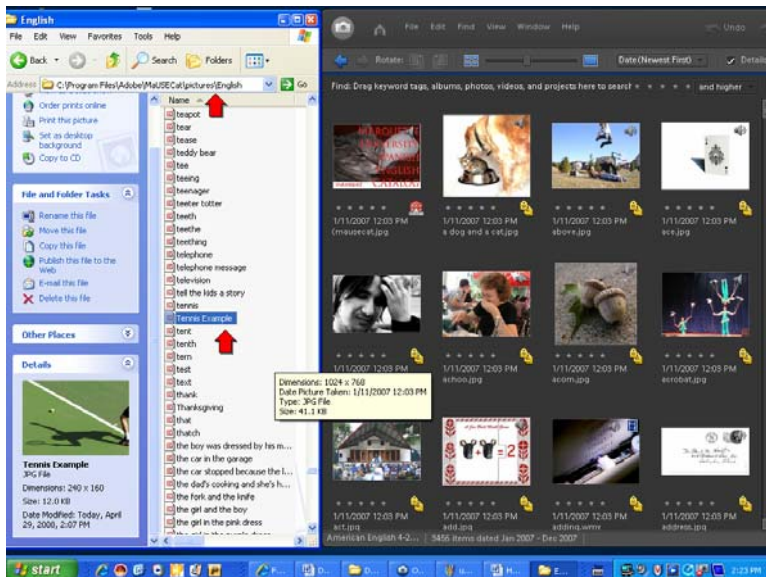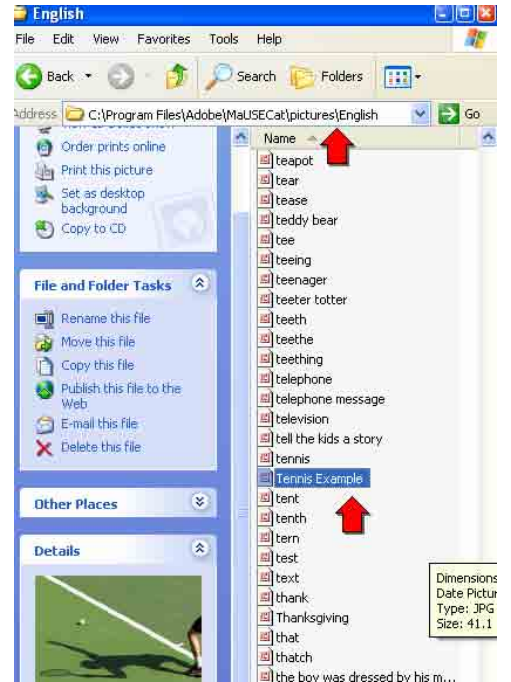C:\Program Files\Adobe\MaUSECat\pictures\English

For Spanish catalogs:
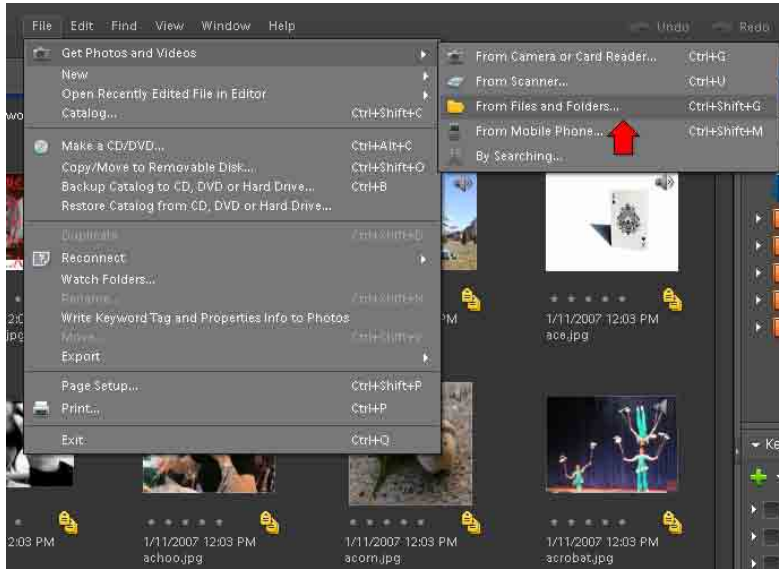C:\Program Files\Adobe\MaUSECat\pictures\Spanish

As you can see, the photo has been saved in the
C:\Program Files\Adobe\MaUSECat\pictures\English folder as
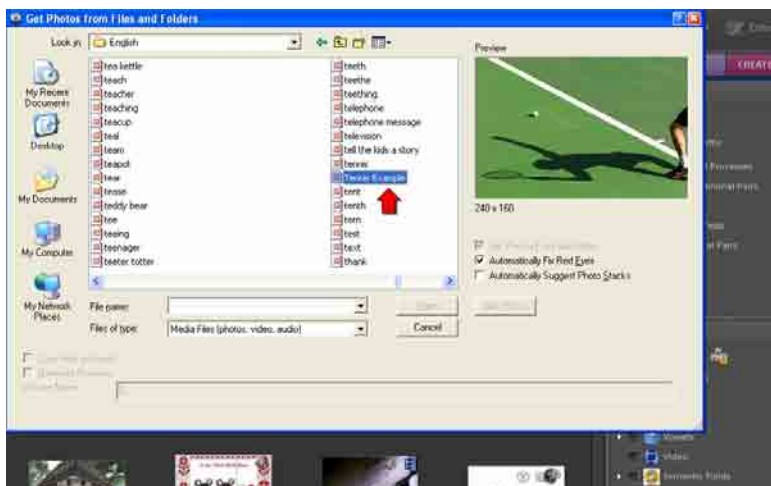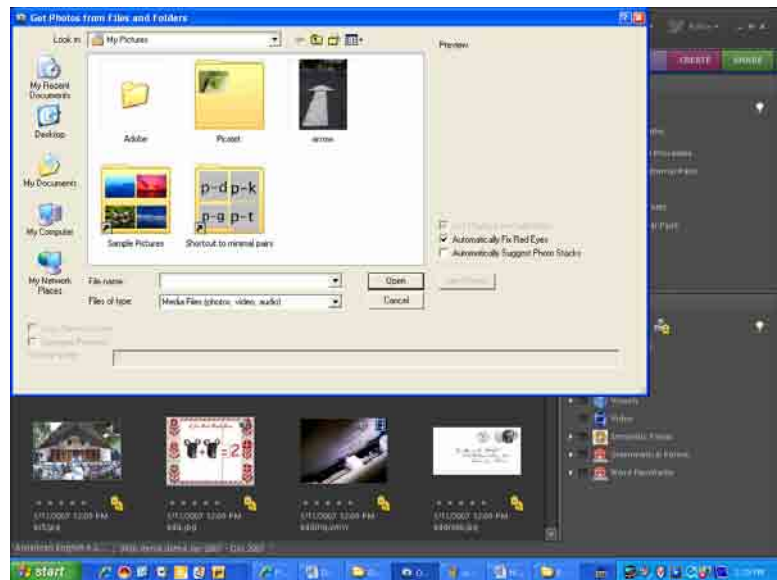*Tennis Example*.

Once a photo has been downloaded and
saved, there are two ways to import it into
MaUSECat. First, you can open the folder
containing the photo in the same way that
you open any folder in Windows. MaUSECat
should also be running. Then, simply click
and drag the photo file from its folder into the
MaUSECat window.

The alternative way of adding a photo or video to the catalog is to select the *File* menu and choose *Get Photos and Videos,* then select *From Files and Folders*.
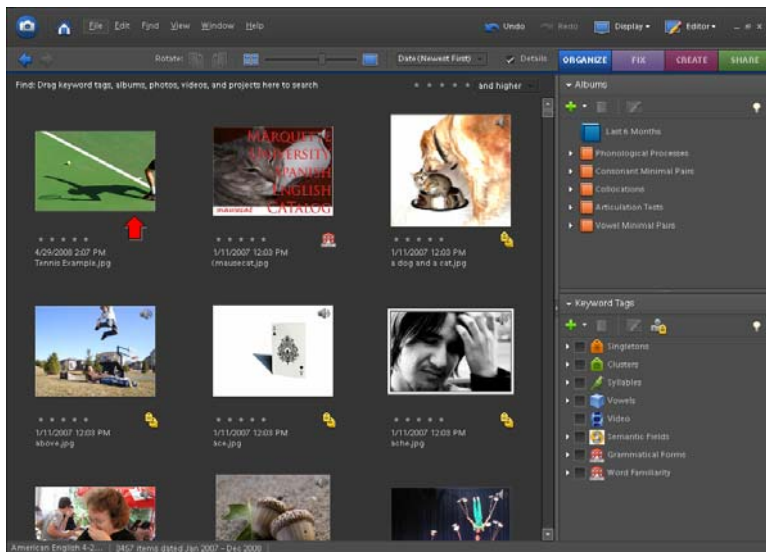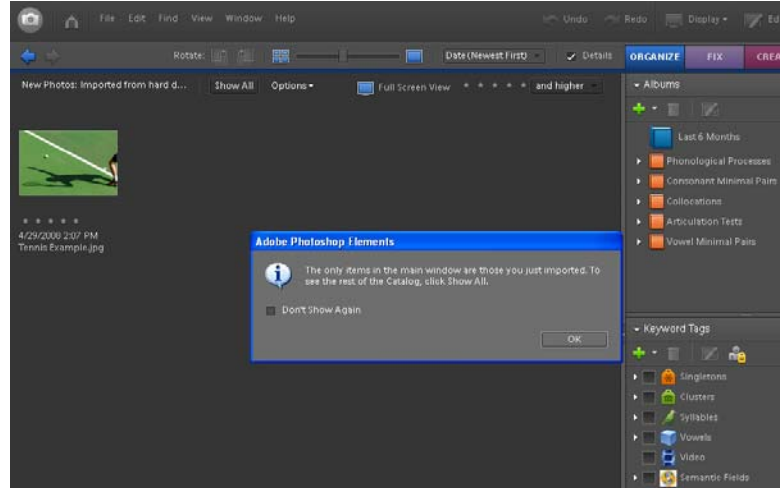
A *Get Photos From Files and Folders* window will appear.

Locate the folder on your computer where the photo or video file is saved. Double click on the filename.

Your screen will automatically return to show the photo/video or set of photos/videos that you selected as additions to the catalog.

A reminder window will also appear to tell you to click *Show All* to return to the entire catalog display.

The newest photos will be displayed first in the catalog until you have alphabetized them with the others. See the help file titled *How do I display the pictures in alphabetic order after I've added some new pictures to the collection?* for further instructions on doing this.