



# Marquette University Spanish English Catalog (MaUSECat)

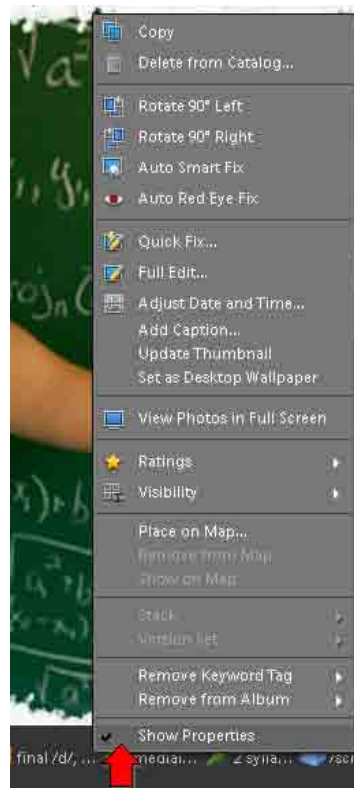
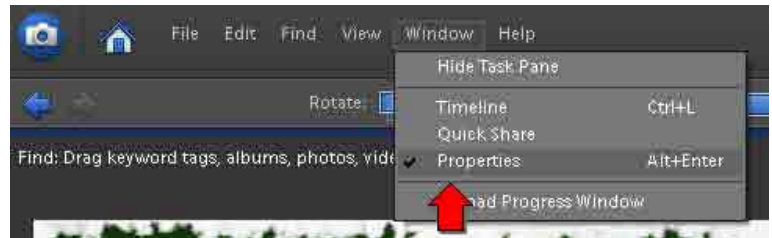
How do I change the word associated with a picture?

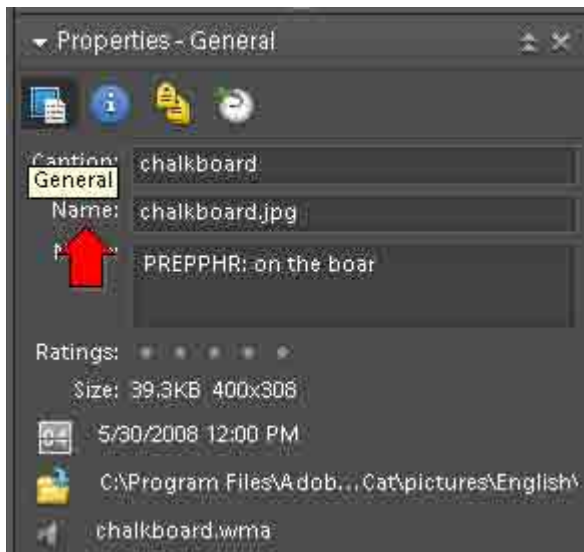
First, select the picture you want to change. Let's suppose you want to change the word *chalkboard* to *blackboard*.



Either choose *Properties* from the Window menu at the top of the screen or right click with your mouse over the picture and choose *Show Properties* from the menu that appears.

By doing either one of these actions, the Properties window will appear. This does not need to be done if the Properties window is already present.

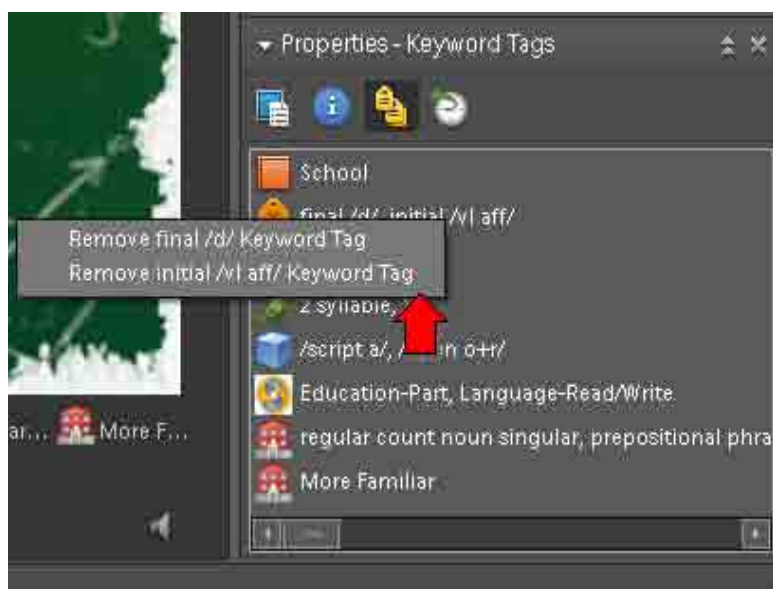
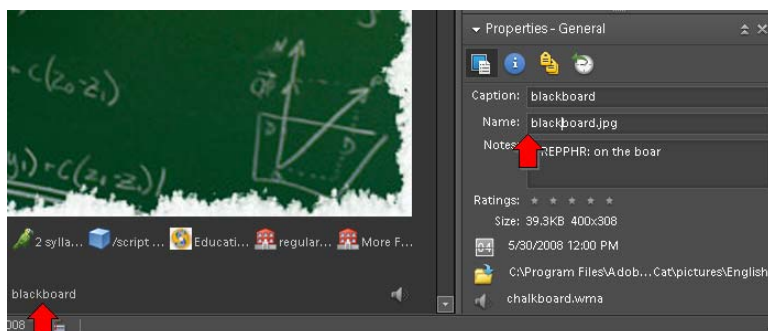




In the Properties window, choose the icon on the left which displays general information about the chosen picture.

Choose the caption and name field by clicking on the name of the picture. You can then type over the original caption and filename. Both will automatically change underneath the picture.

If you are changing the filename to one that is already in use, you will have to add another character, such as an underscore, in order to save the picture under your new filename.



Next, you must remove whatever phonological tags no longer apply. To do so, choose the *Yellow Tags* picture icon. This will display all the tags of your picture.

Right-click with your mouse over those tags you need to remove. A window with "Remove \_\_\_\_\_" will appear and you should, one at a time, select the tags to be removed.

You must then choose the appropriate phonological tags to add to the photo. In this case, we changed *chalkboard* to *blackboard* so we must add an initial /b/ cluster tag to the photo.

Click on the white triangles by *Clusters*, then *Initial Clusters*, then *Initial /-l/*, and then you can see initial /b/.

Click and drag the *initial /b/* tag to the photo. Repeat these steps until all new phonological tags are added to the picture.

Once you have completed this process, the photo will remain in its original position so it may not be appropriately alphabetized.

