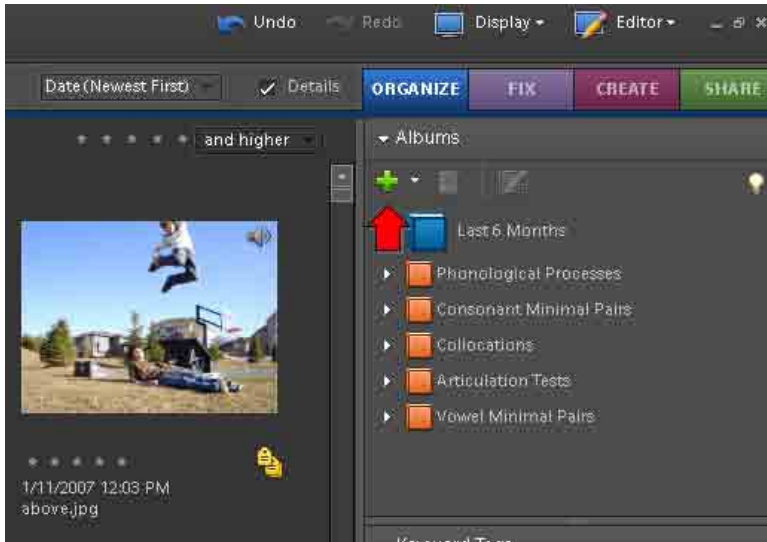




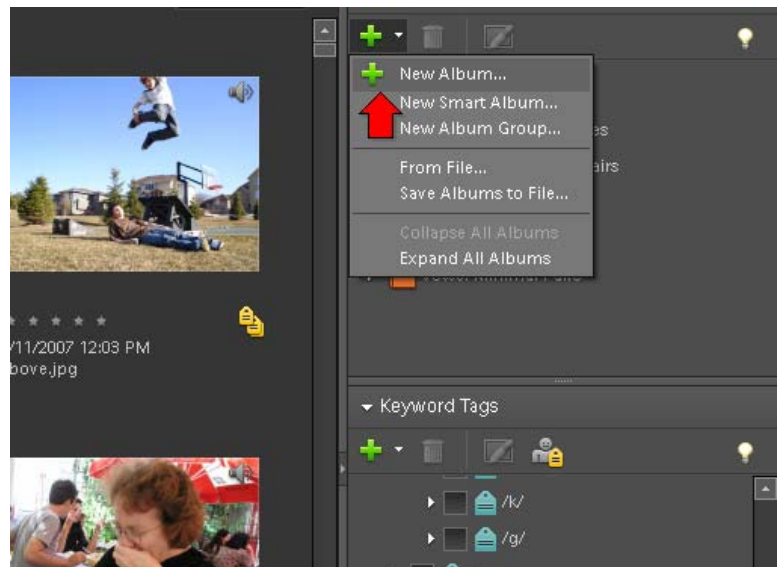
# Marquette University Spanish English Catalog (MaUSECat)

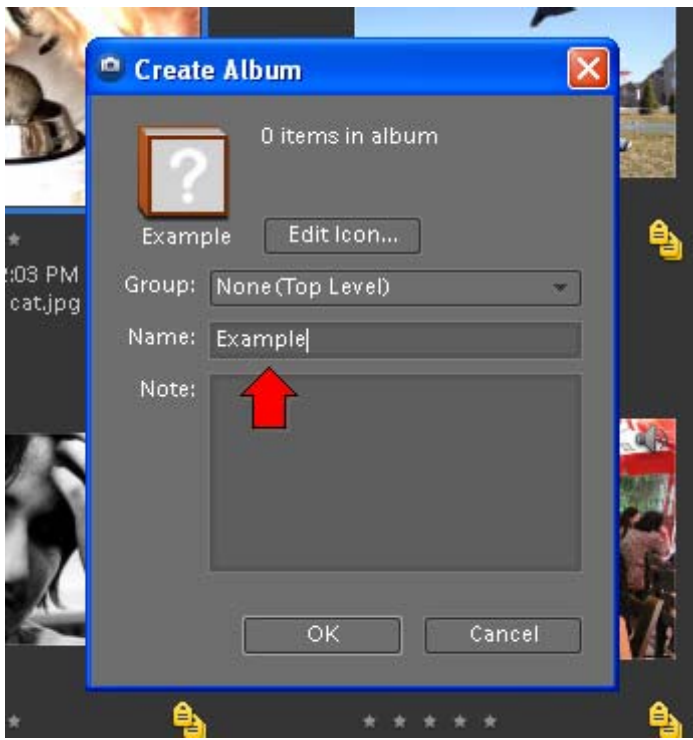
How do I create my own album of pictures, videos, or music?



To begin, click on the *green plus sign* in the *Albums* box in the upper right hand corner.

From the menu that appears, click *New Album*.

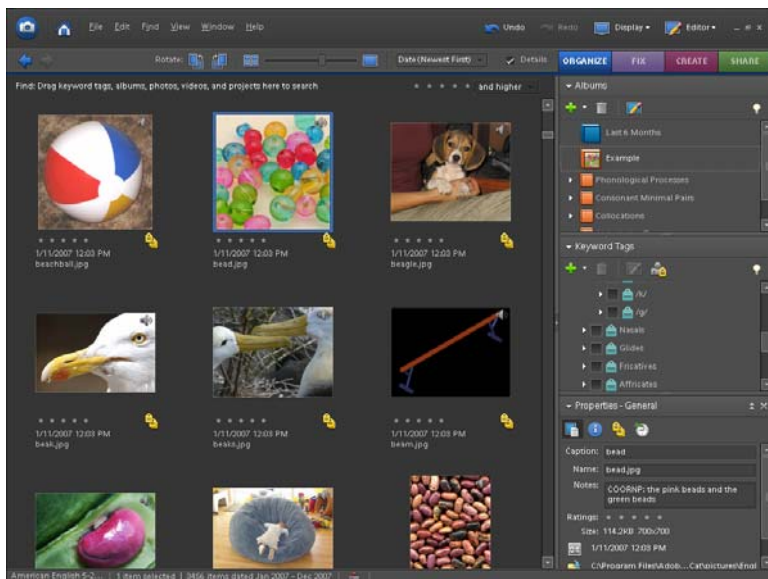
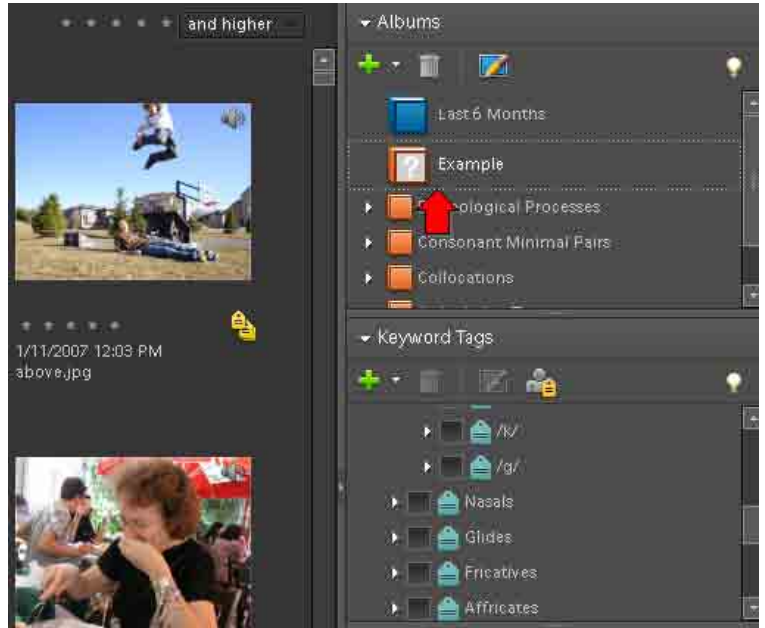




Name the new album by typing the name into this box that will appear.

Click *OK*.

An icon for your new album will appear. The name of it appears to the right of the album icon.

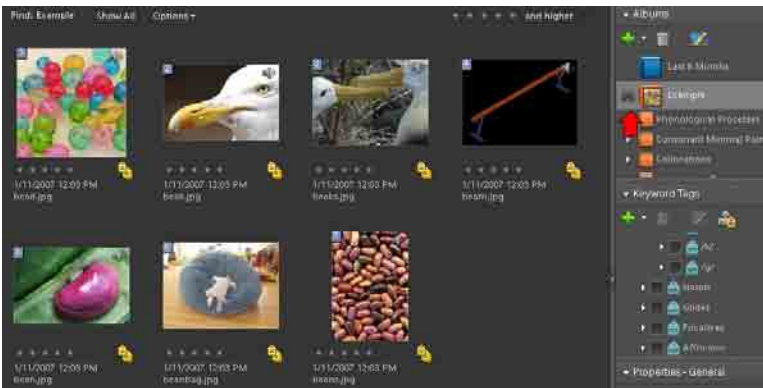
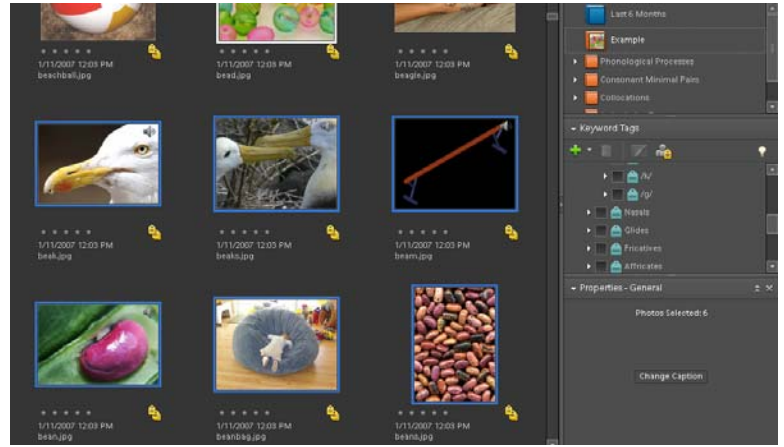


In order to put photos or videos into the album, click on a single photo and drag it to the new album icon or click and drag the new album icon to a single photo.

Another option is to click on a photo and then hold down the *Shift* key as you click on other displayed photos.

All photos/videos chosen will be highlighted by a blue border.

Then click and drag the new album icon over to the group of highlighted photos/videos.



There are now seven photos in this new album which can be displayed by themselves by clicking on the new photo album icon.

A pair of binoculars will appear by the icon if it has been chosen.