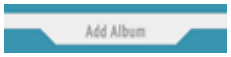
ALBUM INSTRUCTIONS

CREATE AN ALBUM

1. Just as in real life, you need to acquire an album before you can start putting photos into it. Follow the steps in this section to add, title, describe, and tag a new album.
2. Start in the group where you wish to create and save an album. All albums are tied to a specific group. For general interest albums, start in the TPS Commons. For albums related to a particular group focus, start in that group (eg. Disability History, Primary Sources in the School Library, Civil Rights, etc.).
3. From the group's homepage, click on the photo icon.
4. Click on the down tab to Add Album. 

5. Enter a name for the album in the Title space.
6. Enter a description for the album in the Content box.
7. To reference a particular user or add a tag within the content box, use the icons below the box. Search and add references according to the instructions on the screen.
8. Select No or Yes beside Collaborative Album. A collaborative album allows all group members to upload photos and edit Reference Data (link and note) for any existing photo in the album.

9. Tag the album for ease of access by picking existing tags or adding your own.
10. Click Add Album.

ADD AN IMAGE USING "IMPORT LOC.GOV IMAGE"

1. After you have added a new album, you will be directed to the ALBUMS page listing all of the albums in that group.
2. Click on the album that you created.
3. Click on IMPORT LOC.GOV IMAGE at the bottom of your album.

NOTE: The Album and the Group will already have been selected in the menu.
4. Navigate to an item you wish to save from loc.gov. Copy the URL of that item from the "About this item" page and paste it into the Bibliographic Link box in the Network.
NOTE: Do not copy the URL from the enlarged version at loc.gov.
5. Click Check Link to determine if the URL is valid. If it is valid, the bibliographic data will be pulled in to the description.
6. Click the SAVE OPTIONS button to save the highest resolution (default) image.
7. Click PROCEED TO NEXT STEP.
8. Add more descriptions or strategies for teaching in the Content box, if desired.
9. Click PROCEED TO NEXT STEP

10. Check the Finalize screen for accuracy. You may always edit the image information or even delete it after uploading it.
11. Before uploading the image, select what you want to do next. You can view the image immediately, return to the album, return to the group, or continue adding new images. See screenshot example below:

12. Click UPLOAD IMAGE AND THEN. The screen will return to your selected preference.

ADD AN IMAGE FROM OUTSIDE LOC.GOV

1. Begin by opening the album you have created.
2. To upload an image file from your computer, click on the UPLOAD IMAGE button at the bottom of the album.

3. Drag and drop the file from your computer to the space that says “Drag an image from your computer to this space.” Alternatively, click on Choose File to choose a file just as you would attach a file to an email.
   NOTE: The file must be a jpg, jpeg, or png and smaller than 10mb.
4. Once the file has completed uploading, a message will state, “Your file was successfully uploaded to the server.”
5. Click PROCEED TO NEXT STEP
6. Enter information for Title, Description, Reference link, and Reference note.
7. Click PROCEED TO NEXT STEP
8. Check the Finalize screen for accuracy. You may always edit the image information or even delete it after uploading it.
9. Before uploading the image, select what you want to do next. You can view the image immediately, return to the album, return to the group, or continue adding new images. See screenshot example below:

10. Click UPLOAD IMAGE AND THEN. The screen will return to your selected preference.