

MyCatalog Guide

What is MyCatalog?

MyCatalog is a tool available to anyone with internet access. It allows you to save links to specific pages of the catalog in one space, for easy access. These links can be arranged in folders which can be emailed to friends, advisors/advisees, professors, family, etc.

How to use MyCatalog

1. If you plan on saving lists that you want to be able to view again, you should create an account by clicking the appropriate button.
 - a. Follow the directions for creating an account: enter a username, email address and password.
2. The MyCatalog box will remain visible as you navigate throughout the catalog.
3. To **save a link** to a page, click the "add this page" button.
 - a. You can choose what folder you want the page to go to and can name the page whatever you would like.
 - b. Click "add this page" to complete the addition.
4. To **change a folder name**, click EDIT, and change the name in text box. Click SAVE when complete.
5. To **create a new folder**, click the "New Folder" button, type the name in the text box and click SAVE.
6. To **email a list**, click the envelope icon at to the right of the folder name.
7. To **remove a page or folder**, click the red X button next to the name of the page or folder and click confirm delete.
8. To **collapse a folder**, click the arrow to the left of the folder name.
9. To **arrange the order of saved items**, click and hold the icon next to an item's name and drag to the desired position.

