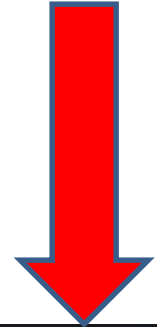# Step 2 – Organize Photos, Videos with File Explorer (Windows 10)

- **This Step is similar then the ones I did in my Movie Maker and Kingsoft Presentation on-line training.**

- **First, I will show you how to Find File Explorer with Windows 10.**

- **When you open Windows 10, you see File Explorer Icon on the Taskbar.**

- **Click on it to open it, which is next.**

- **File Explorer opens. Next, I am going to explain why to Organize Folders.**
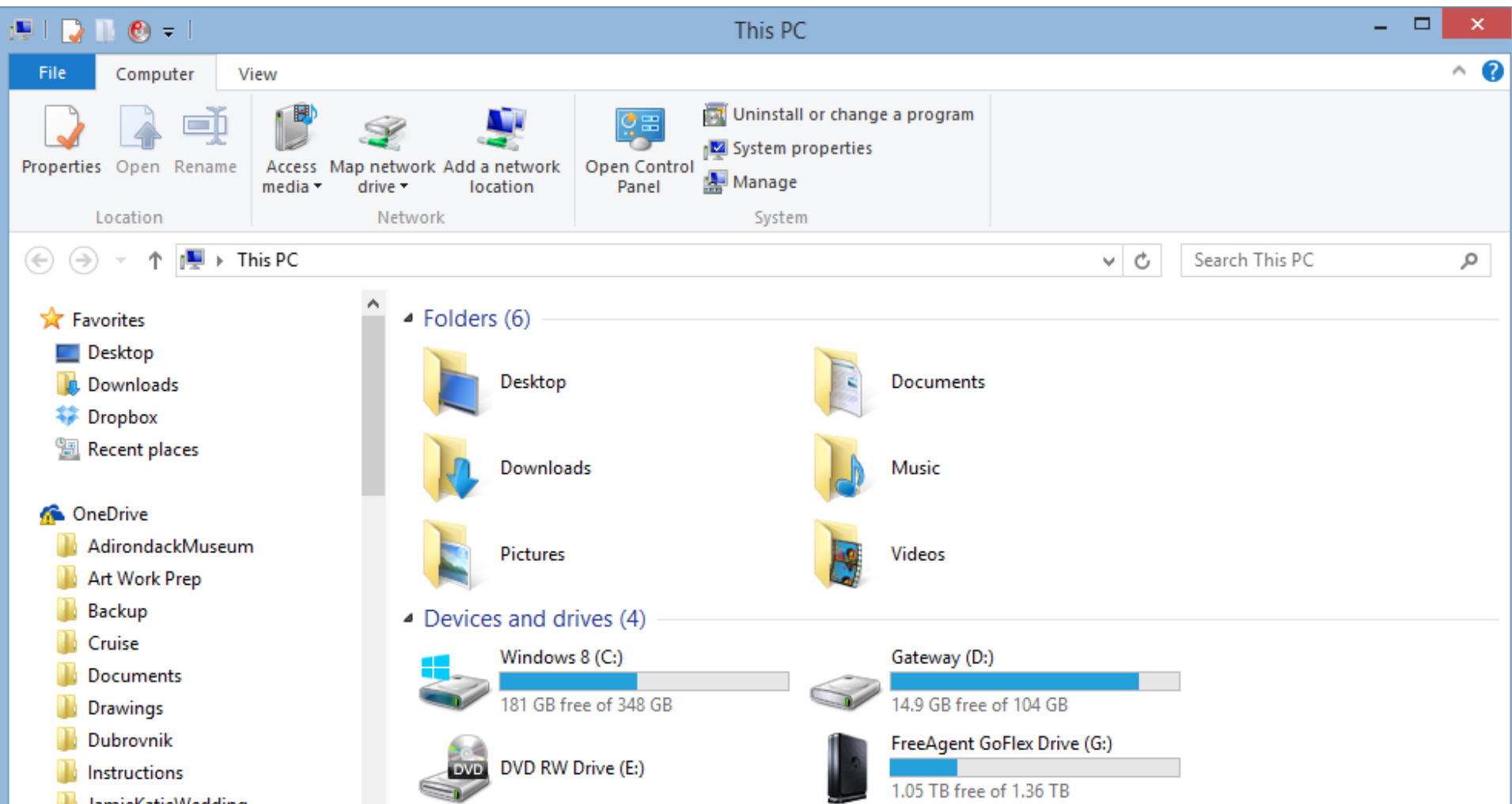
Organize Folders

- **How to Organize?**
  - **If you have Pictures on a Folder under the Pictures Folder on your Computer with most of the Pictures you want to add in Photos App to Create Video, you may not to add another Folder. If you have a lot of Pictures on a Folder under the Pictures Folder and just want to add some of them, you want to add a new Folder and Copy or Move them to the New Folder, because it is easier in Photos App. If you don't have Pictures on your computer that you want to add to Photos App to Create Video, you can find ones online and download them using Step 5. When you download them, you can add them to the New Folder.**
  - **Next is about Videos.**

Organize Folders

- ## How to Organize?

  - **If you have Videos on a Folder under the Videos Folder or Documents Folder on your Computer that you want to add them to Photos App to Create Video, you have to add the Folder to Photos App, which is in Step 6. If you don't have Videos on your computer that you want to add to Photos App to Create Video, you can find the Videos you want and download them using Step 4. When you download them with aTube Catcher, it allows you to download it to the New Folder.**

  - **Next is more about Videos files.**

Videos Information.

- As I mentioned in the page on my website, you need a MP4 Video to add to Photos App. If you have a WMV Video and you add it to Photos App typically does not show the full Video. That's why to convert WMV to MP4. As I mentioned before, the Tip – Convert Video shows you how to do it.

- Next is about Music.

Organize Folders

- **How to Organize?**
  - **If you have Music under the Music Folder, I recommend you keep it and don't add a new Folder. If your Music is not under the Music Folder, I recommend you add a new Folder under Music Folder and Move the Music to the new Folder, because Photos App only allows Music under the Music Folder. If you don't have Music on your computer that you want to add to Photos App to Create Video, you can find the Music you want and download them using Step 3. When you download them with a website, it may go to the Downloads Folder and that's why to move them to a New Folder. Note – aTube Catcher allows to Download to a New Folder.**
- **Next explains about Move or Copy Pictures.**

Move or Copy Pictures Information.

- If you Copy Pictures from a Folder under the Pictures Folder to another Folder and you add the new Folder to Photos App and add the Pictures on the Create Video project, there is an error. But, if you just add a Video and then add Pictures later, it works. That's why I am showing you first to add Video in Step 8 and then how to add Pictures in Step 9. As I mentioned before, if you have Pictures in a Folder under the Pictures Folder that you want to add to Create Video project in Photos App, you don't have to Move or Copy them and it works on Create Video project.

- Next is about add Folders.

Organize Folders

- **Add Folders?**
  - **If you need to add a new Folder for Pictures or Videos, I recommend you add a new Folder, like Photos App under the Pictures Folder or under the Documents Folder. Also, you may want to add Folders under the Photos App Folder, like First Video, Second Video, etc. As I mentioned before, Photos App only allows Music under the Music Folder. If you don't have Music under Music Folder, that's why to add a Folder under the Music Folder.**
  - **Next is the reason why to add new Folders.**

Organize Folders

- **Add Folders?**
  - **The reason to add those Folders, as I mentioned before, it is easier to find them in Photos App. The reason for the name of First Video is it is a Folder with Pictures and Videos to create a Video with Photos App. The reason for the name of Second Video is if you want to create another Video with Photos App. If you want to create another Video, you can add another folder. If you want to create just one video, you don't have to add the Second Video Folder. The reason for the new Folder under Music Folder is it is easer to find Music to add Music to the Photos App with Create Video.**
  - **Next explains about to add Folders with File Explorer.**

Add Folders with File Explorer

- **If you need to add a New Folder for Pictures or Videos, next is how to do that with File Explorer.**

- **If you don't need to add a New Folder for Pictures or Videos, you may want to forward to Page 18 on this PDF file and it shows you how to add a New Folder for Music. As I mentioned before, if you already have Music under the Music Folder, you don't need to add a New Folder. If you don't need to add any New Folders, close this and go to another Step.**
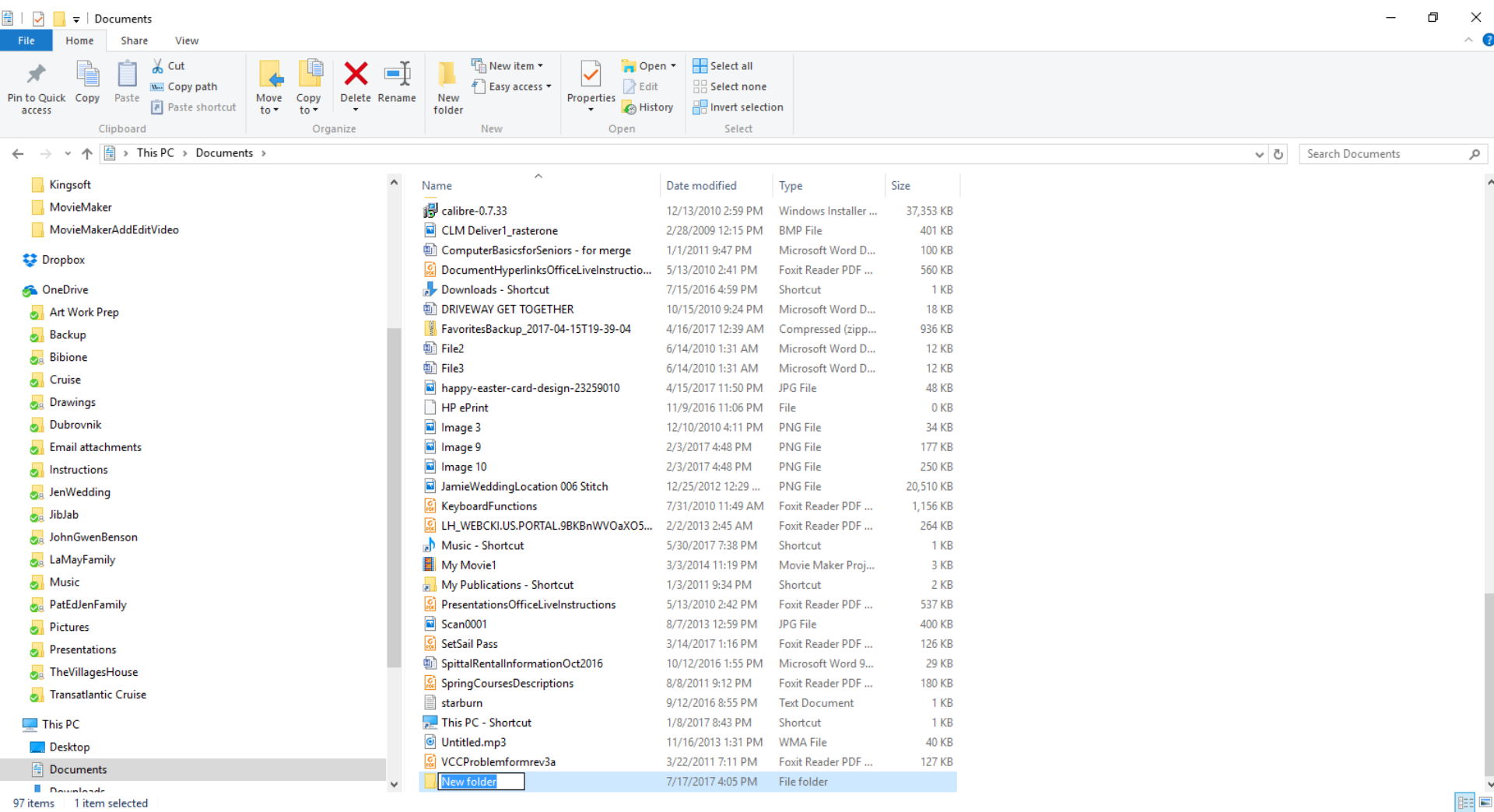
- **Open File Explorer and double click on a Folder, like Documents. Next is what happens.**
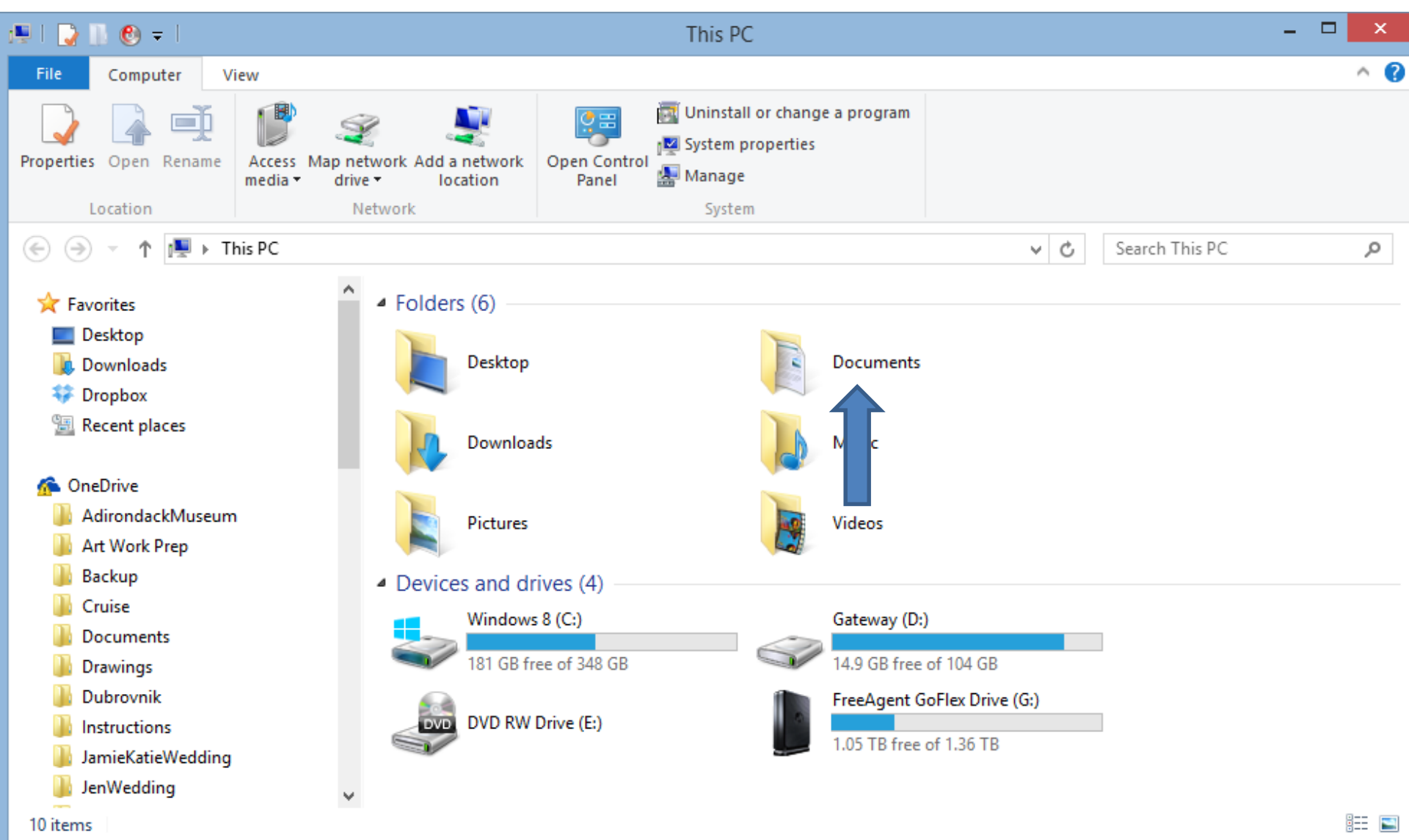
- **I decided to do Documents. You then see Documents and a list. Then click on New Folder in the top. Next is what happens.**
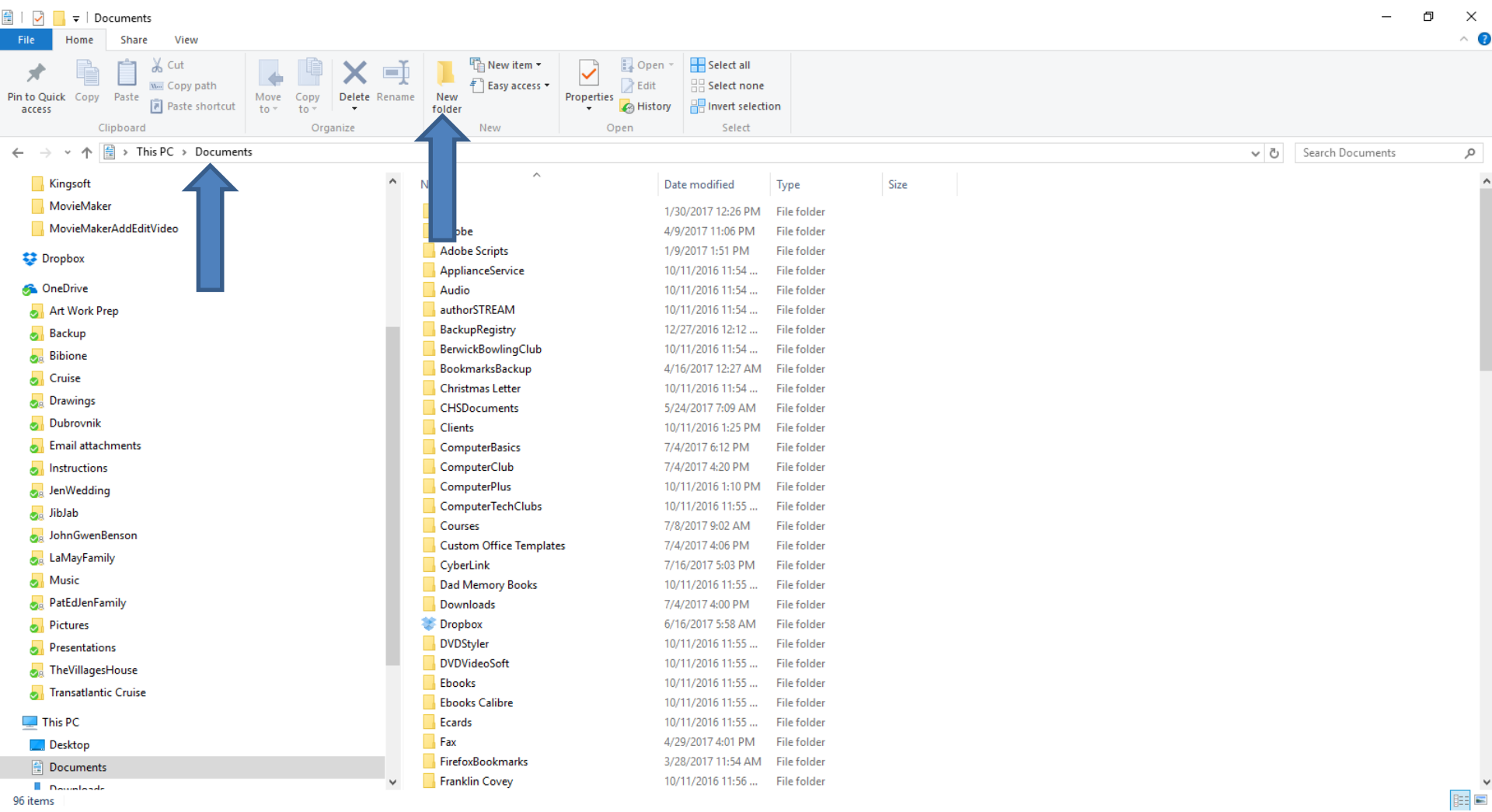
- You then see New Folder at the bottom. You then type in the Name, like Photos App. Next is a sample.

- **Here is a sample. I zoomed in, so you can see it. Once you are complete, click outside of it and them double click on it and next is what happens.**
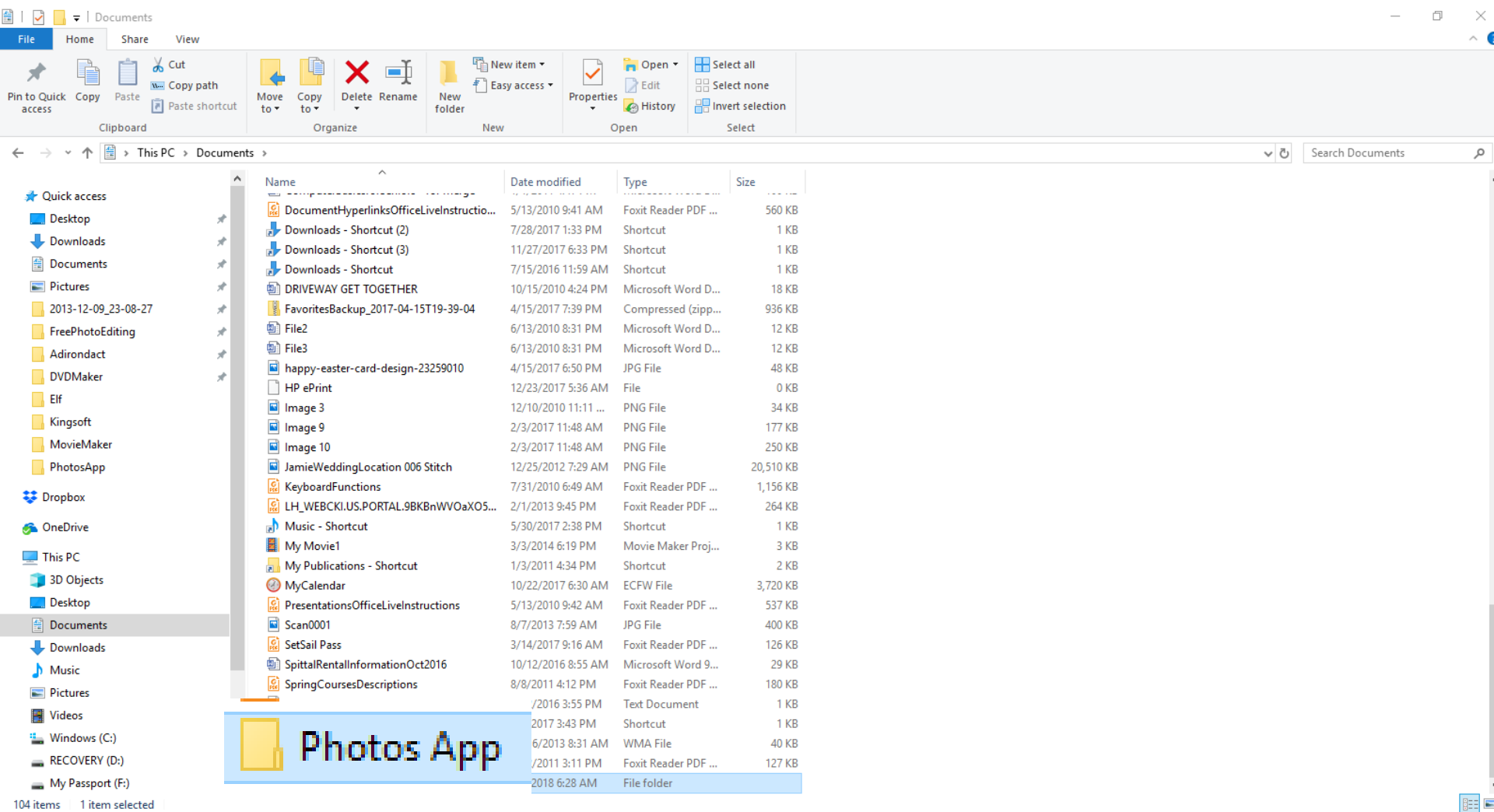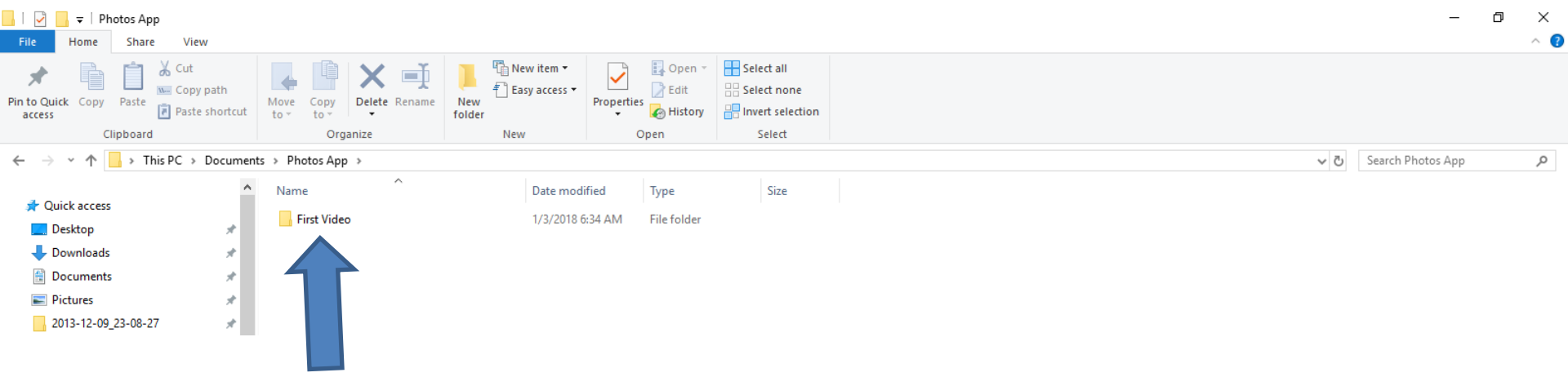
- **It goes to the folder and you see The folder is empty. Next, click on New folder again and follow the same process and type in, like First Video. Next is a sample.**
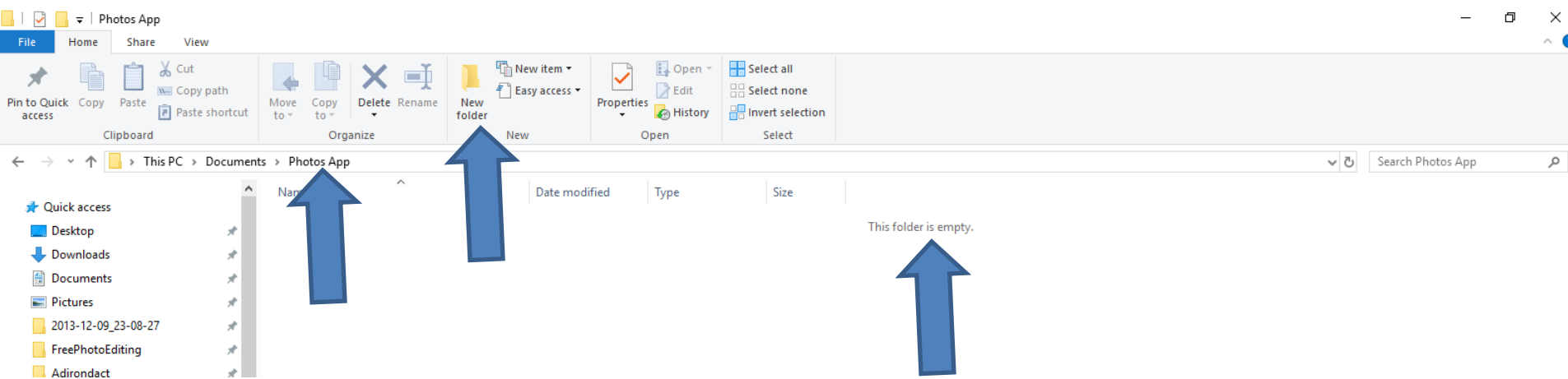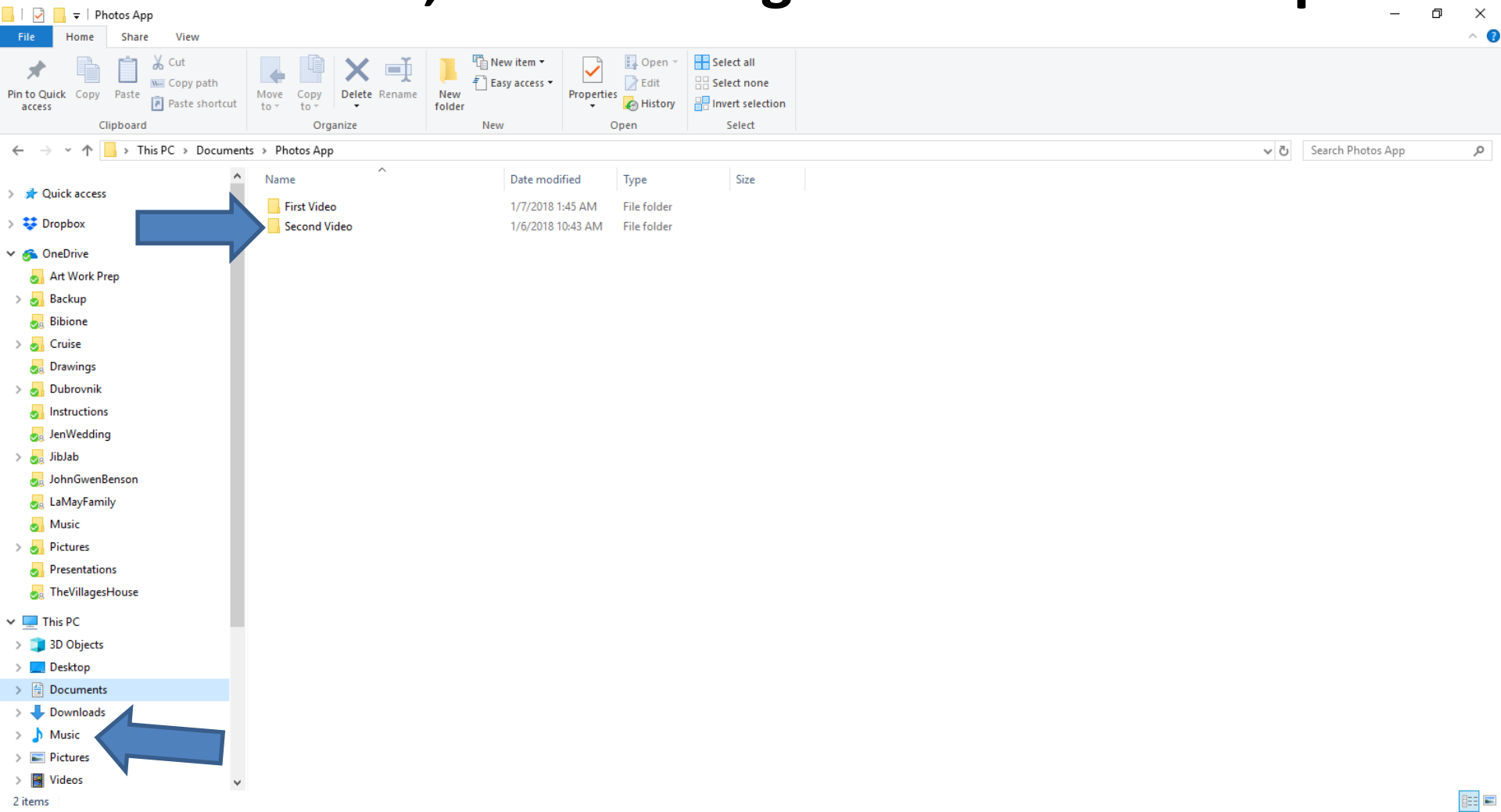
- **Here is a sample. Click on New folder again and follow the same process and type in, like Second Video. Next is a sample of it.**

Here is the sample adding another Folder. Next is to add a Folder under the Music Folder. You first double click on Music Folder on the left. If you don't have OneDrive, it will be higher. Next is a sample.

- **Here is the sample of double click on Music. You follow the same process to add New Folder. Next is a sample.**
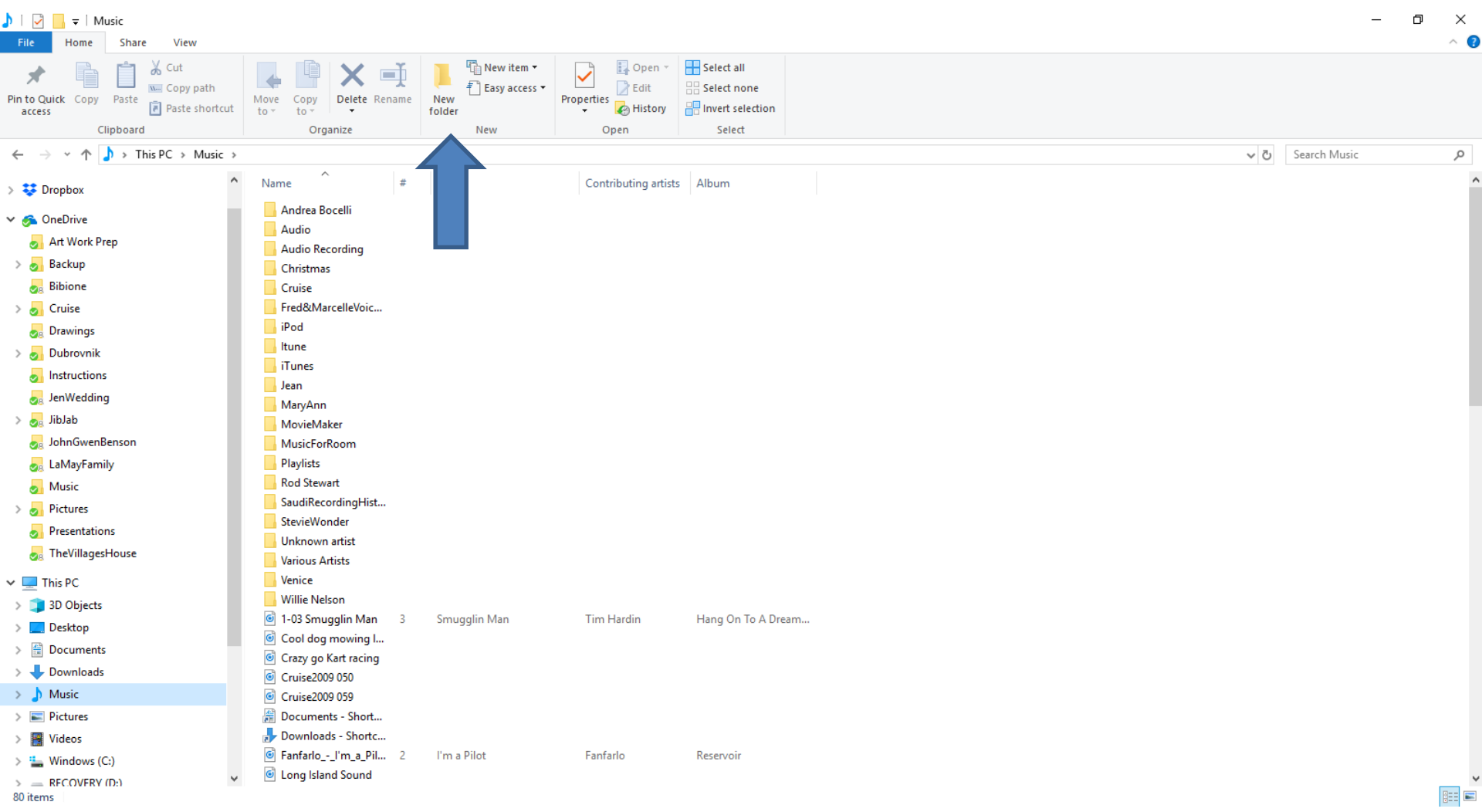
- **Here is the sample of a New Folder and I decided t type in Photos App. Next is about Copy or Move.**
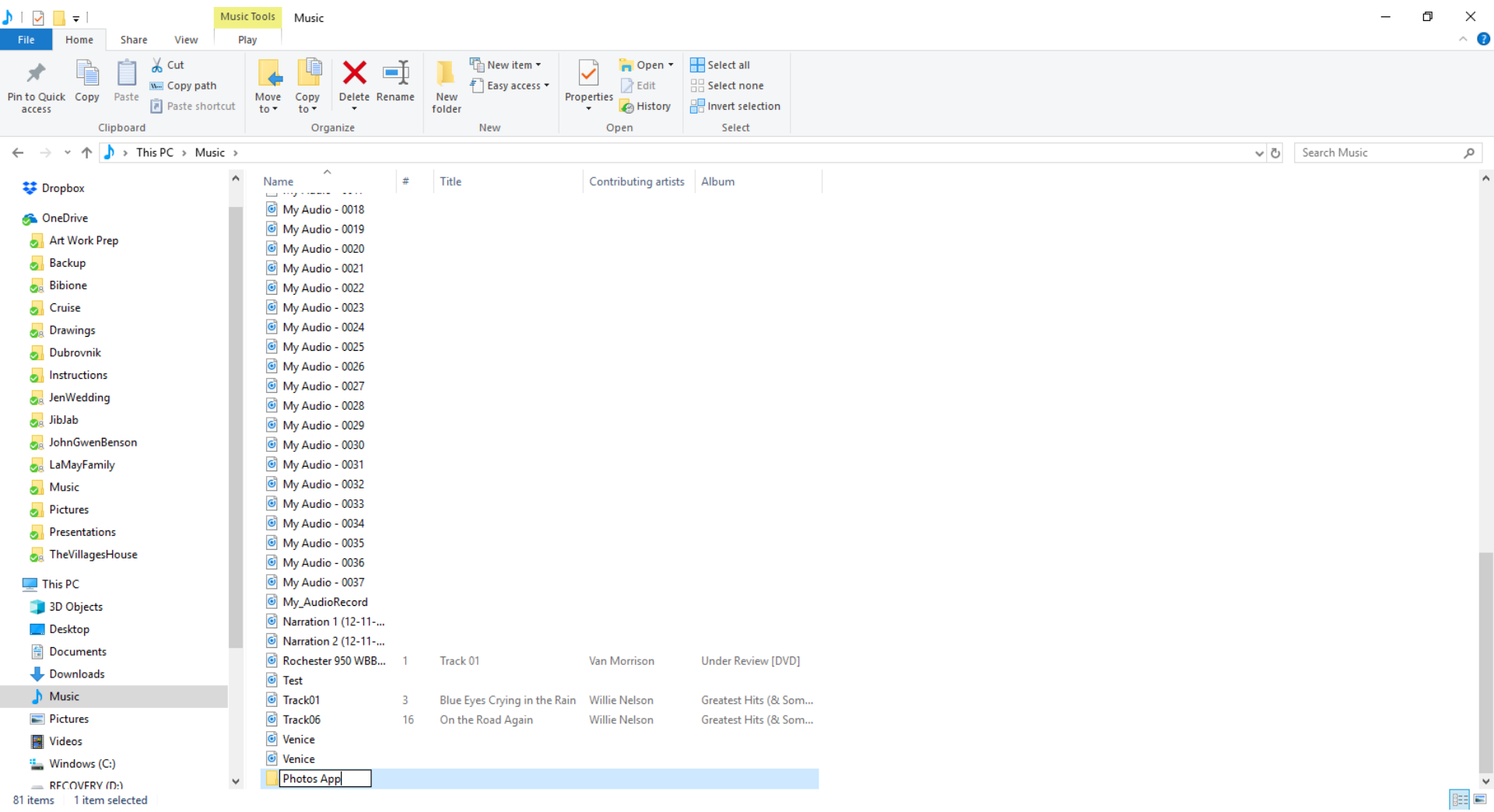
- As I mentioned before, if you have a lot of Pictures on a Folder under the Pictures Folder and just want to add some of them, you want to Copy or Move them to the new Folders.

- As I mentioned before, if you don't have Pictures or Videos on your computer, download them using the other Steps.

- Next explains Copy or Move.

Copy or Move?

- **You can copy or move Pictures, Videos or Music to the Folders you want.**

- **Copy or Move Options**
  - **Within your PC hard drive**
  - **Or from External hard drive**
  - **Or from SD card**
  - **Or from Flash Drive**
  - **Or from CD/DVD**

- **Next is How to Copy or Move with File Explorer.**

How to Copy or Move using File Explorer?

- **Lots of options**
  - **Use Tools Tab**
  - **Drag and drop**
    - **Within your PC, it will move vs. copy**
      - **But, if you drag and drop and click on Ctrl key, it copies.**
    - **From External Hard Drive, SD, Flash Drive it will copy**
      - **But, if you drag and drop and click on Shift key, it moves.**
  - **Right click to copy or cut**
    - **Then Right click again to paste**
  - **Ctrl C to copy, Ctrl X to cut (to move)**
  - **Ctrl V to paste to copy or move a cut**
- **Next is how to use Tools Tab which I recommend, because it is easier.**

- **To get to the Tools Tab, and you want to Copy or Move Pictures to the new Folder, you click on the Pictures folder on the left. Next is what happens. Later is how to do that with Downloads Folder.**
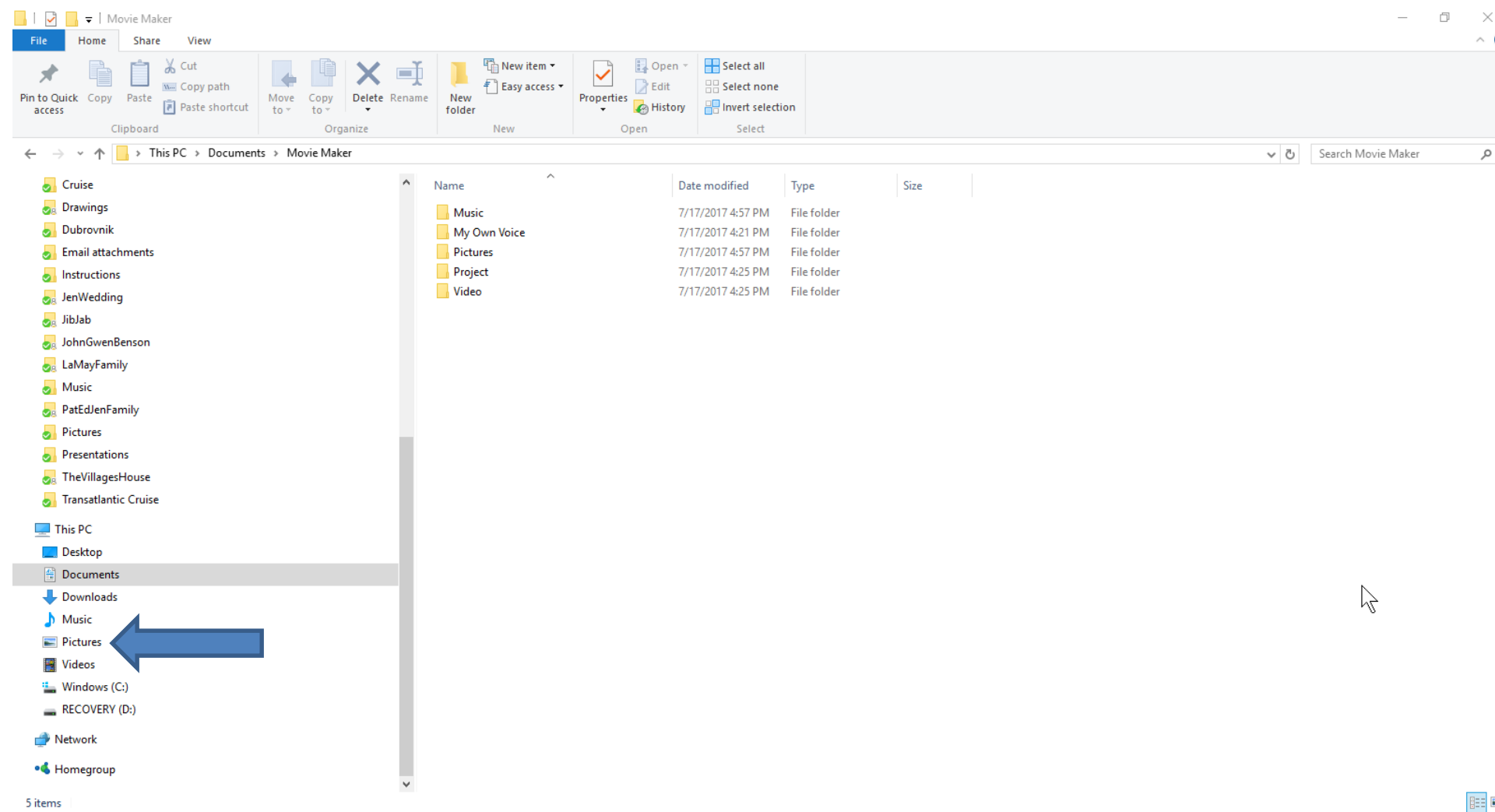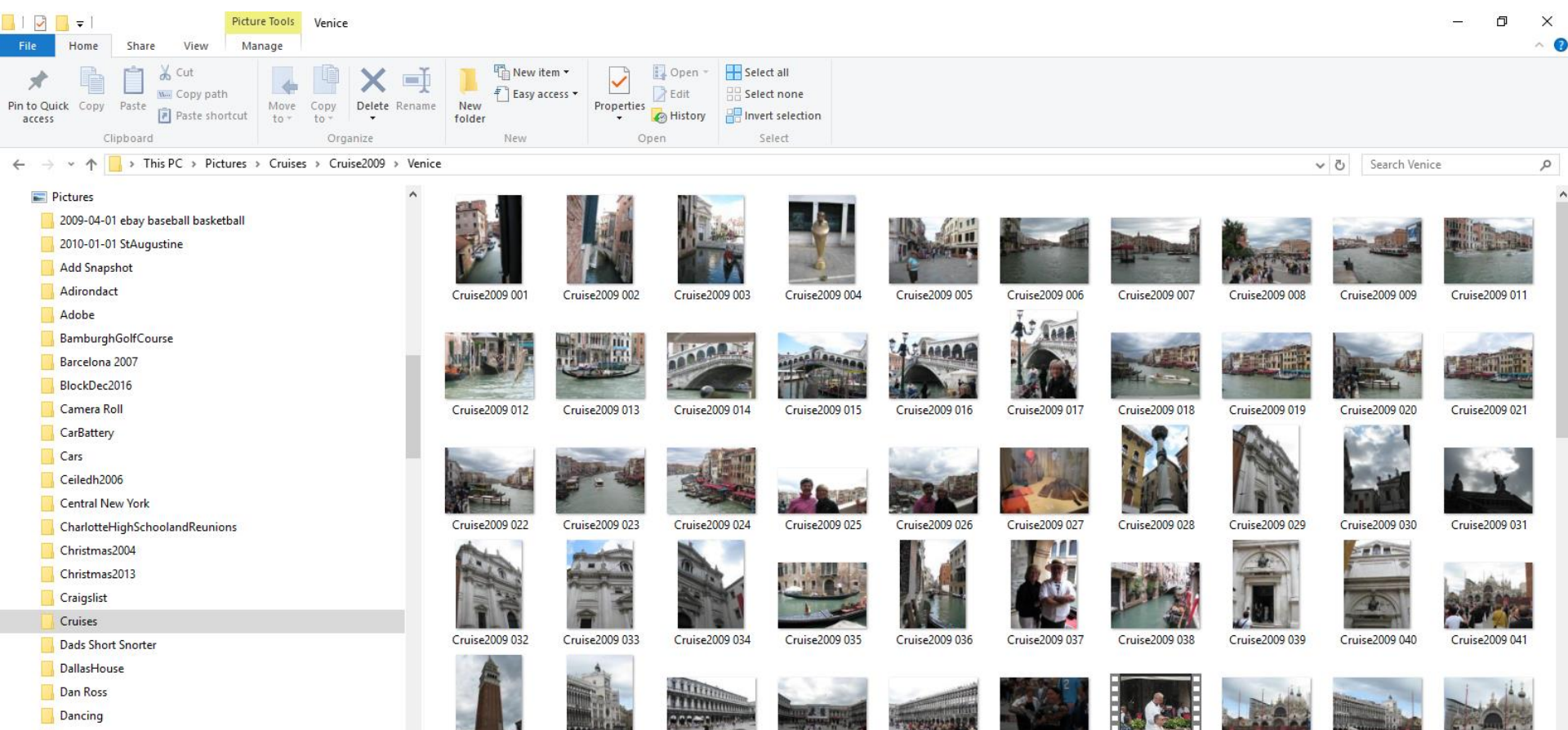
You see Pictures with a list of Picture folders on the right. To see Tools Tab, you have to click on a Picture folder that you want Pictures to Copy or Move to the Folder under Photos App Folder in Documents or Pictures. You may have to scroll down to find it and double click on it. Next is a sample of finding one.
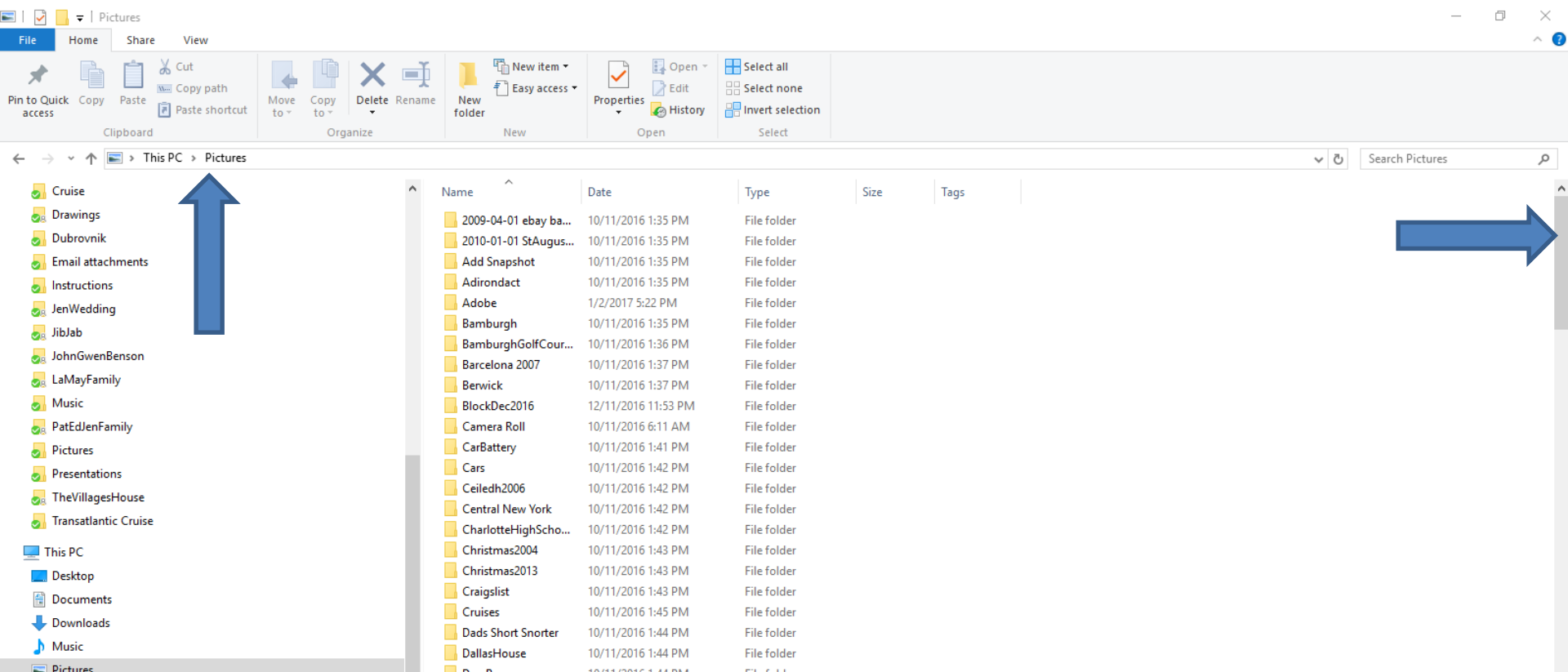
- **Here is a sample of finding a folder. Note - it is a folder under the other two folders. To see the Tools bar options, you have to highlight the Pictures that you want to Copy or Move to the First Video folder under Photos App, which is next.**

- **You left click on the first Picture you want. Then press the Shift Key and click on the last one to highlight them. Or, click on the first Picture and press and hold the Ctrl key and click on which ones you want. Below is a sample with the Shift Key. You then see Move to and Copy to on top. Next is a sample of selecting some with Ctrl Key.**

- **Here is a sample with using the Ctrl key and click on different ones. Next is about clicking on Copy to, because I had a lot of Pictures in the Folder. Note – I did it with the all of the Pictures I selected with the Shift Key.**
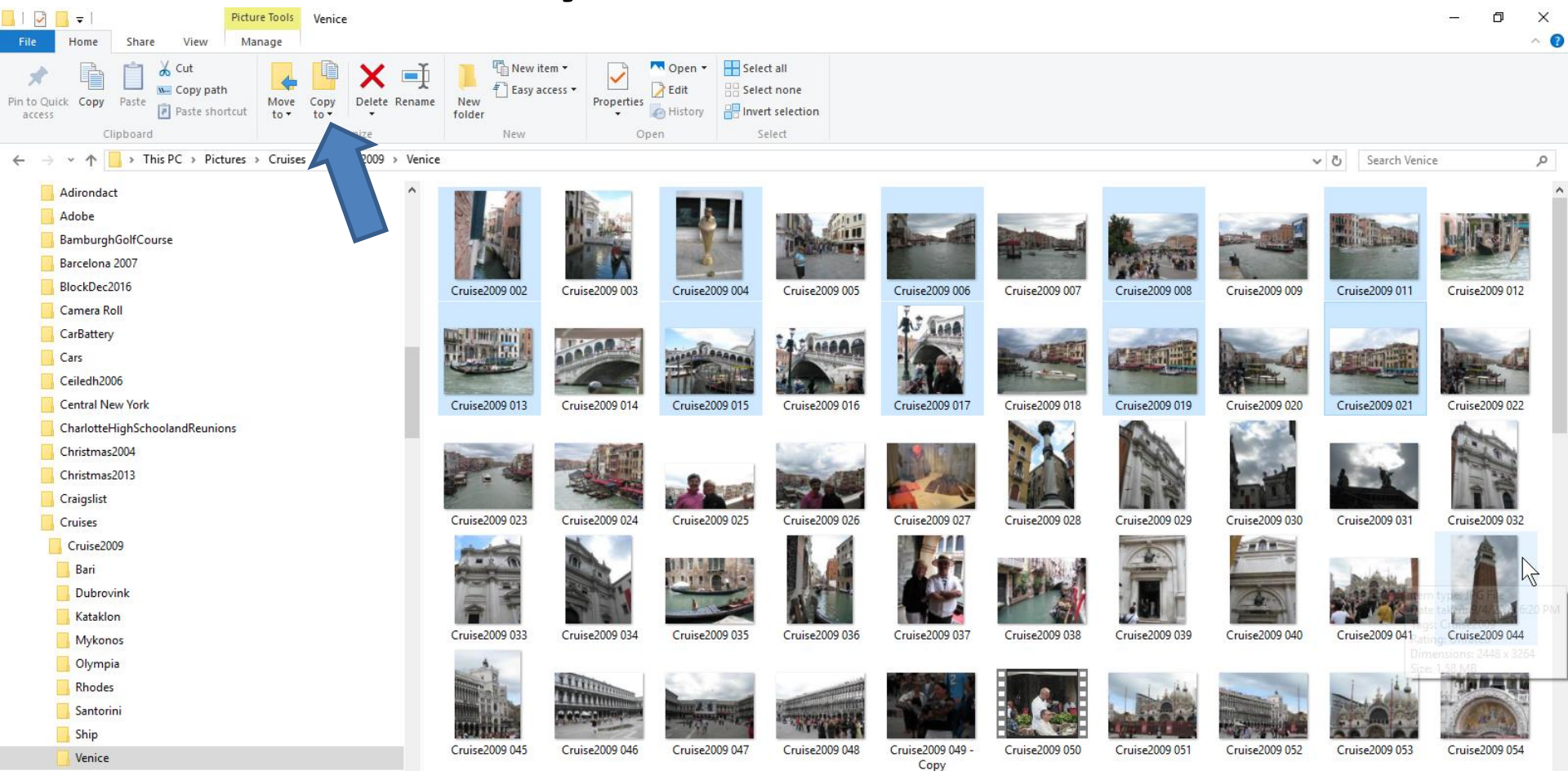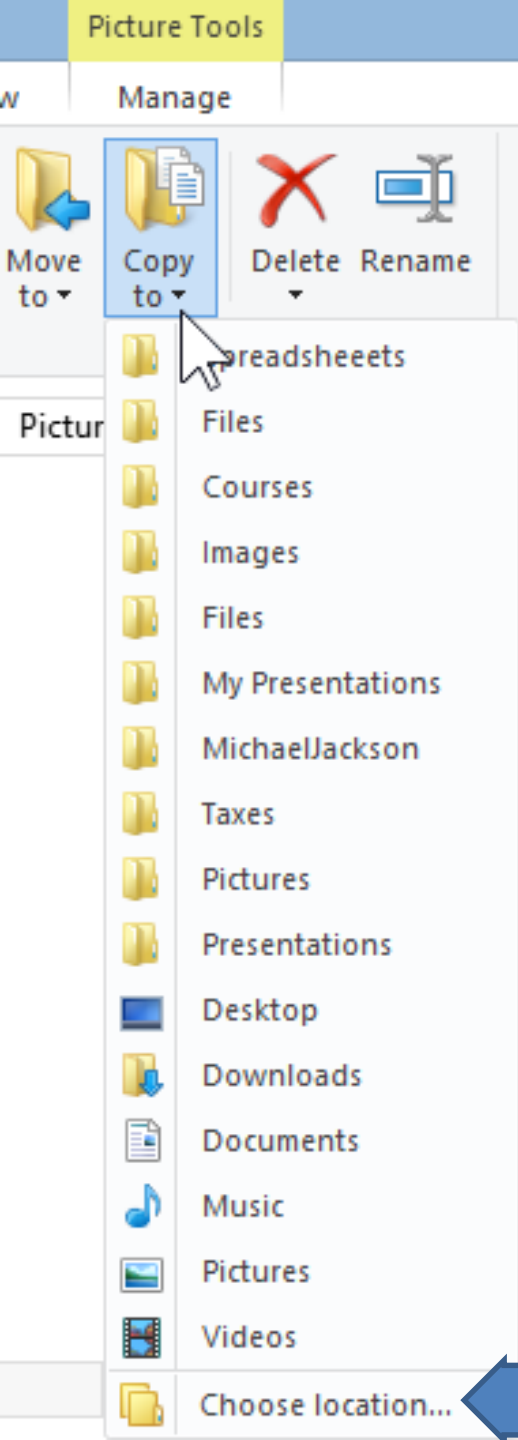
- **I recommend Copy to vs. Move to, unless it is in the Downloads Folder. I recommend Move to from Downloads Folder.**

- **When you click on Copy to, it shows a list of recent places.**

- **When click on any folder, it Copies to that folder.**

- **Other option is to click on Choose Location at the bottom, which I recommend.**

- **Next is what happens.**

New Window Opens
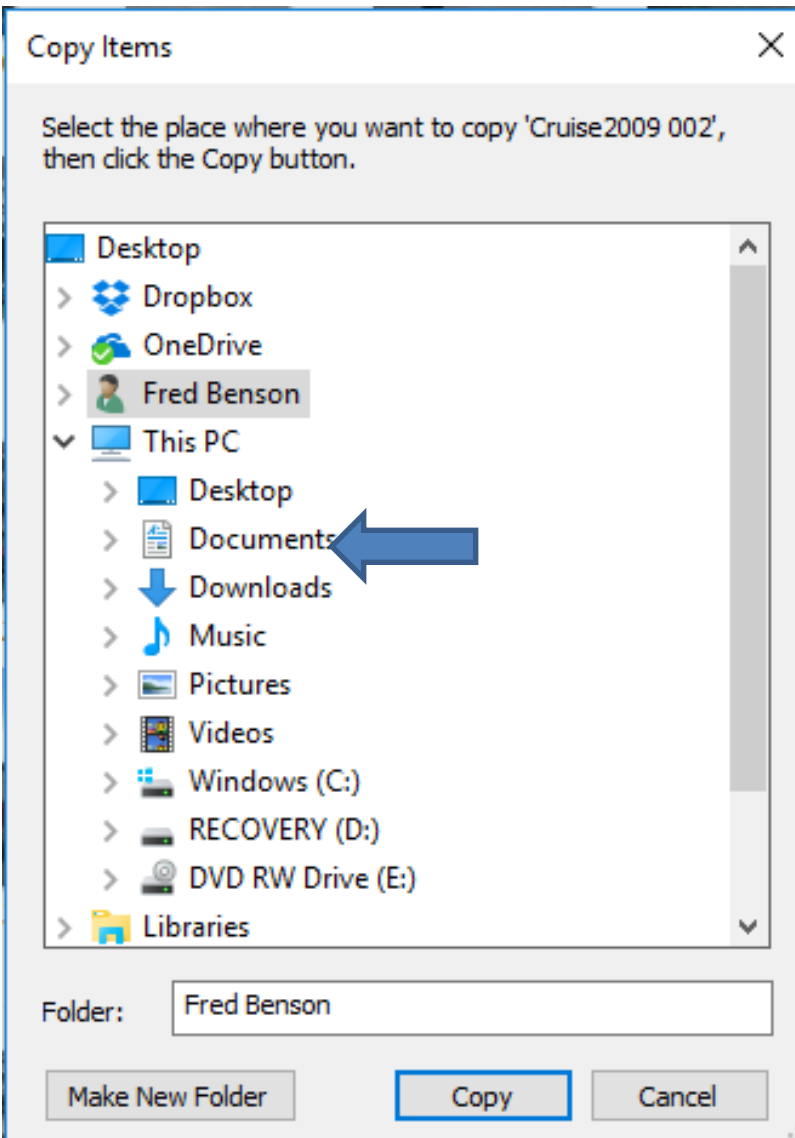
- **Click on Documents or Pictures to find the Photos App Folder.**

- **Next is a sample.**

- **Here is a sample of clicking on Documents and scroll down and click on Photos App.**

- **Then click on First Video and then click on Copy.**

- **Next is what happens.**
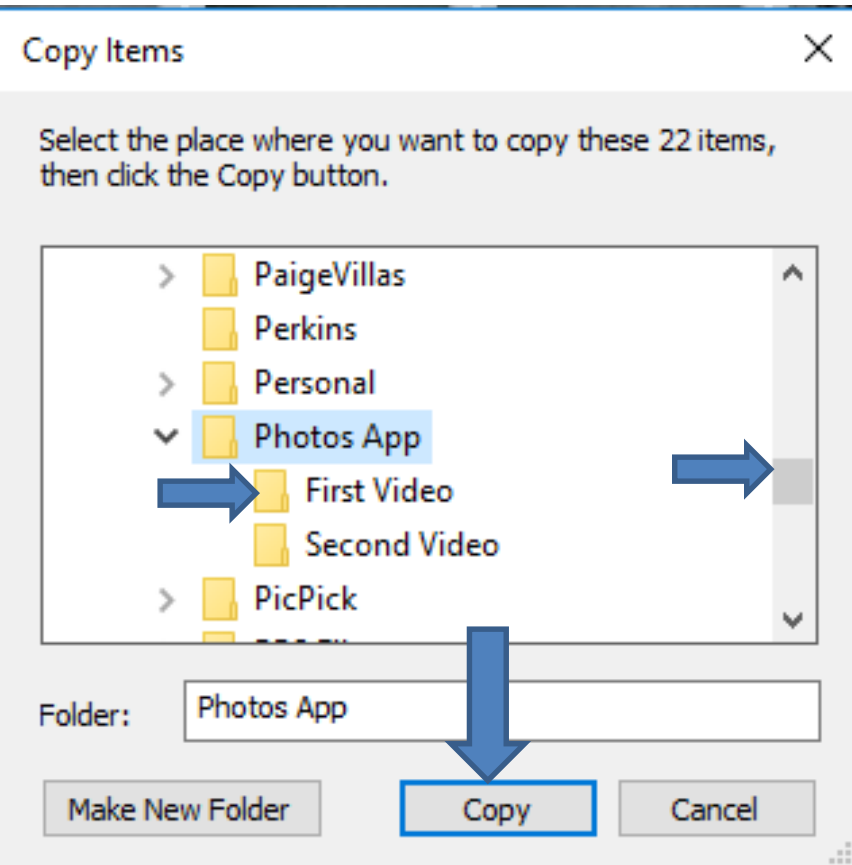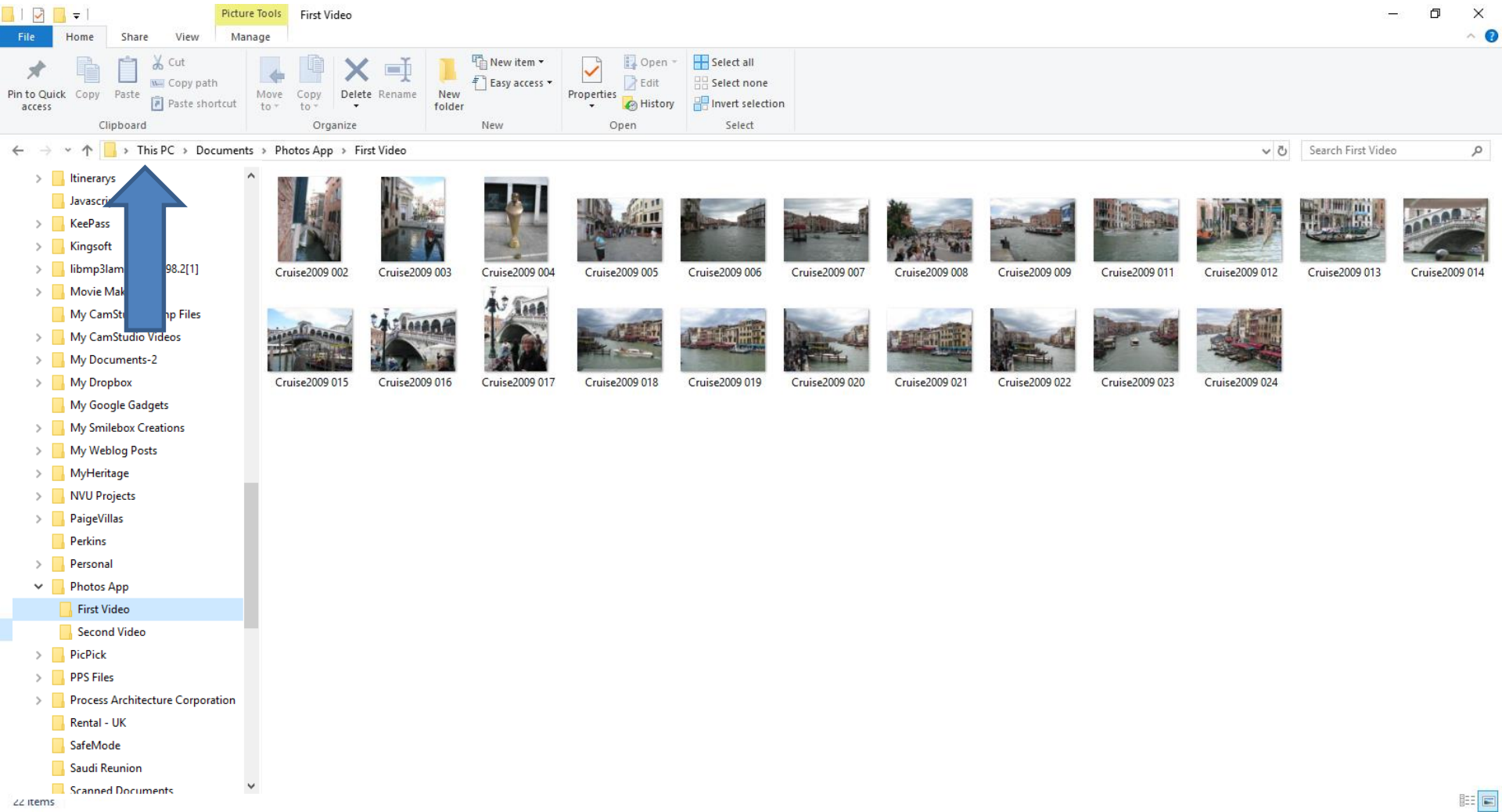
- **When you click on Copy, the window closes. When you go to Documents again and click on Photos App and First Video, you see a copy of the Pictures. Next is about Downloads Folder.**
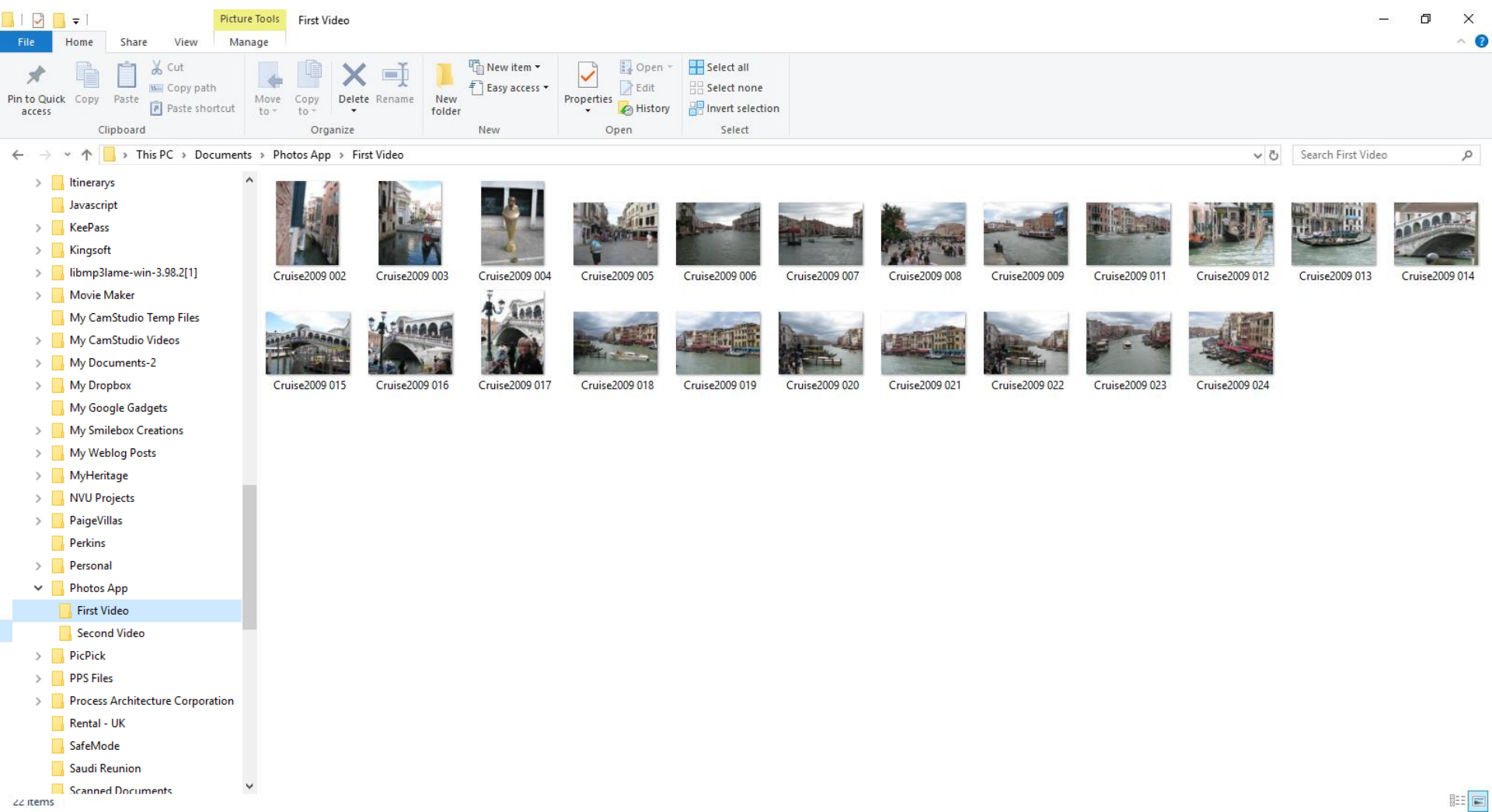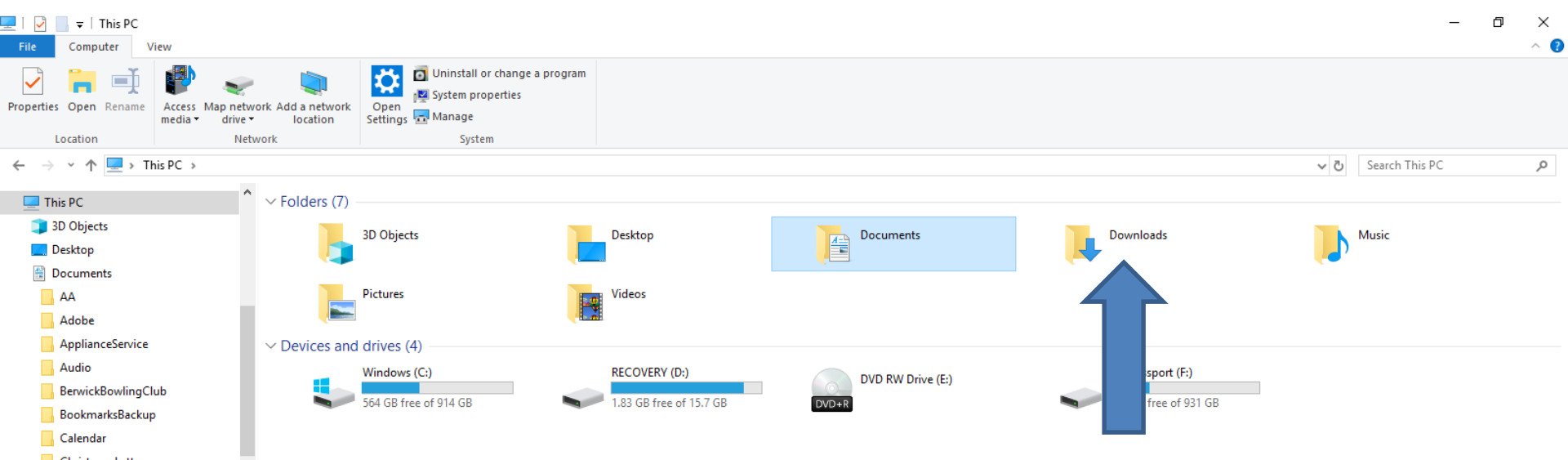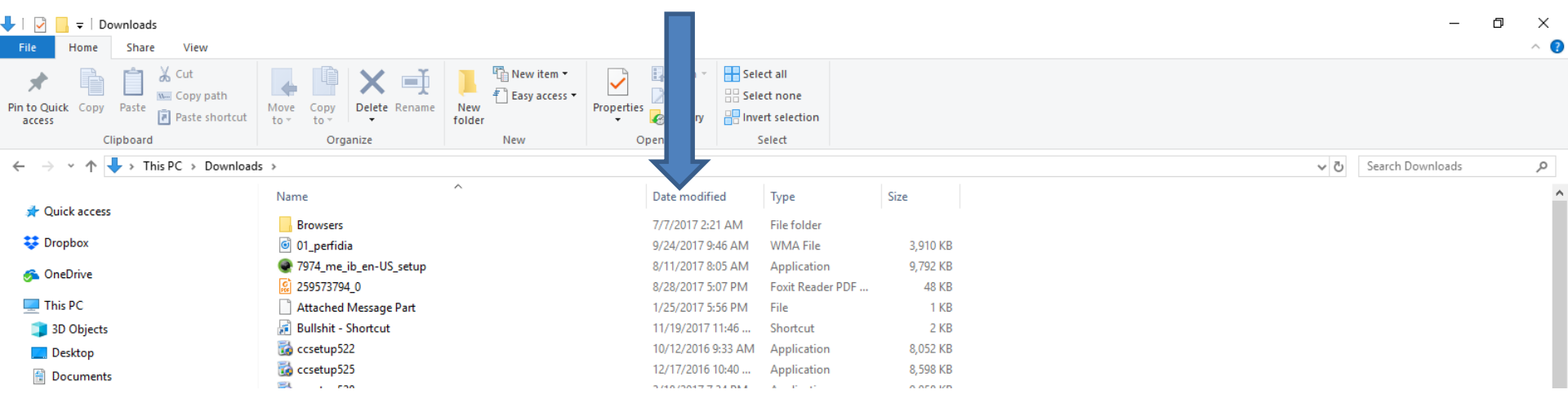
- **You click on This PC in the upper left to get to the Downloads Folder and next is a sample.**

- **Here is a sample and then double click on Downloads and next is what happens.**
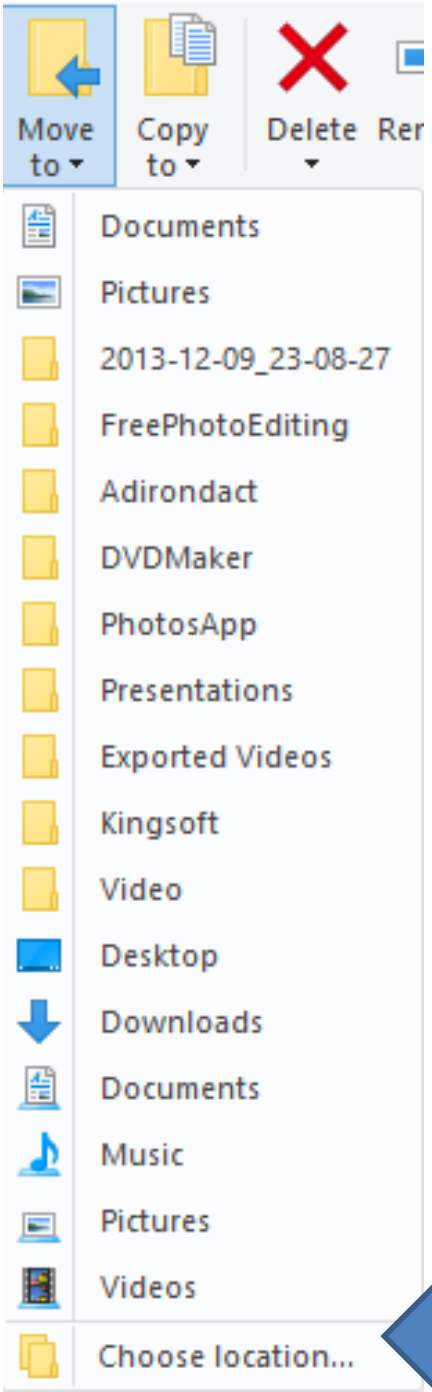
- **You see Downloads and if you don't see the Music that I showed you in Step 3 with a website then click on Date modified and next is what happens.**
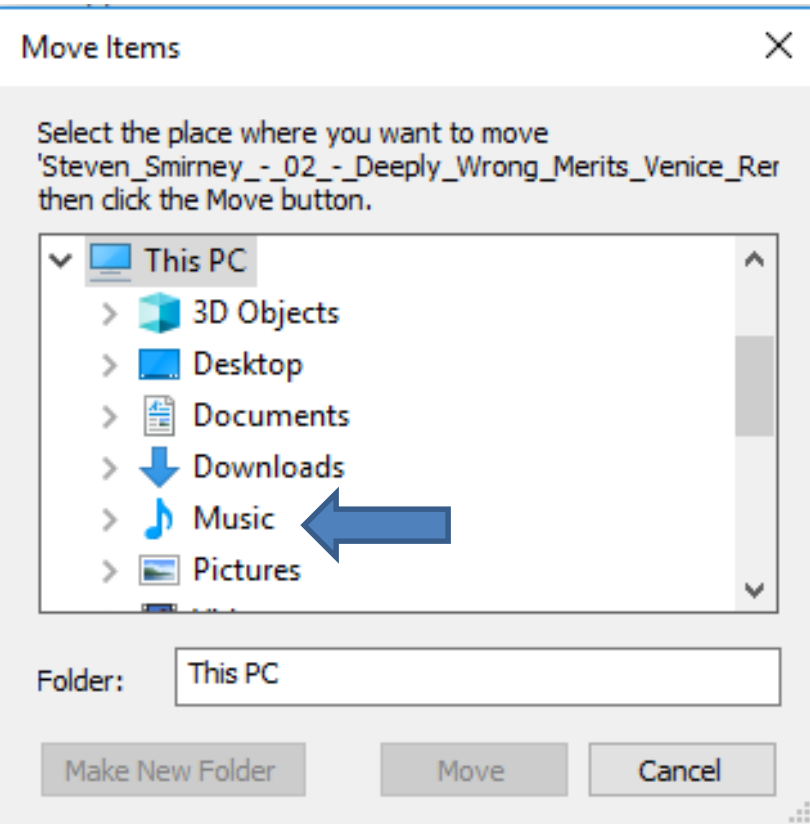
- **You then see it at the top. You click on the Music that you downloaded and then click on Move to. Next is a sample of clicking on Move to that is similar to Copy to.**
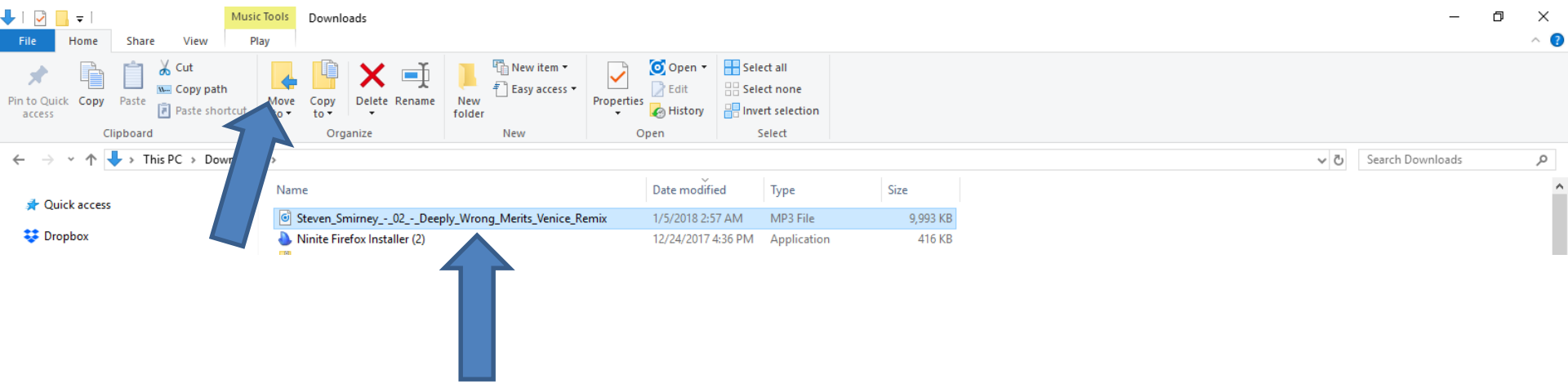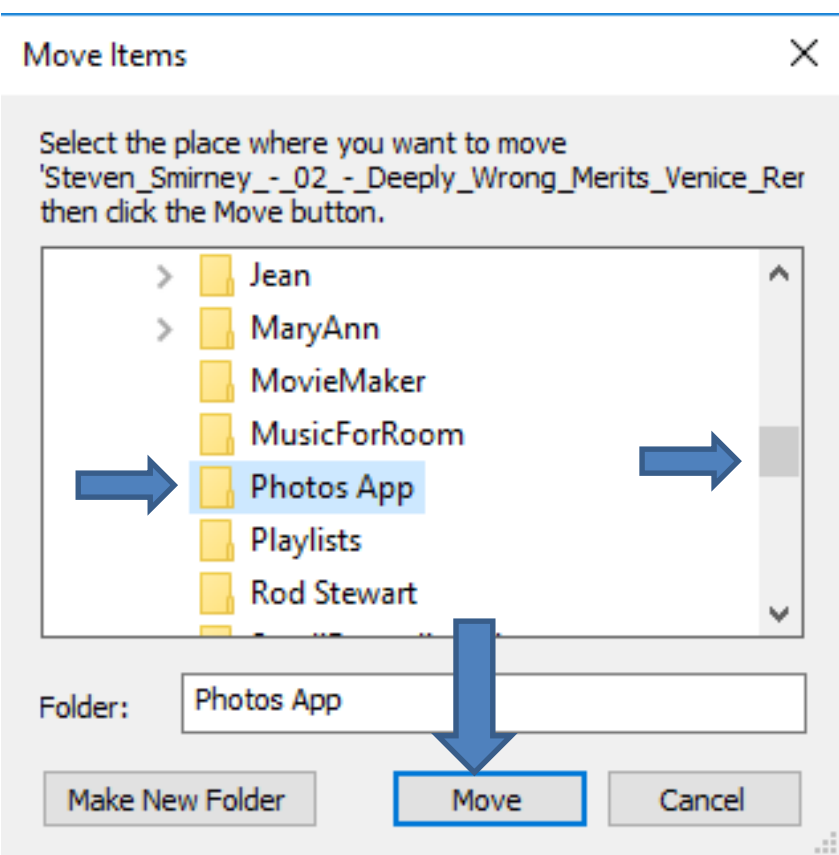
- **When you click on Move to, it shows a list.**

- **I recommend click on Choose Location at the bottom.**

- **Next is what happens.**

New Window Opens

Move Items   ✕

Select the place where you want to move
'Steven_Smirney_-_02_-_Deeply_Wrong_Merits_Venice_Rer
then click the Move button.

∨ 💻 This PC
   > 📦 3D Objects
   > 🖥 Desktop
   > 📄 Documents
   > ⬇ Downloads
   > 🎵 Music ⬅
   > 🖼 Pictures

Folder: | This PC |

| Make New Folder | | Move | | Cancel |

- **Click on Music to find the Photos App Folder.**
- **Next is a sample.**

- **Here is a sample of clicking on Music and scroll down and click on Photos App.**

- **Then click on Move.**

- **Once you do that, the window closes and you don't see it in the Downloads Folder.**

- **Next is what it looks like in the Photos App folder under Music Folder.**

- **You then see it at the top. You click on the Music that you downloaded and then click on Move to. Then find the folder as I showed you before with Copy to. Next is a sample of Move it to the Music folder under the Photos App folder.**
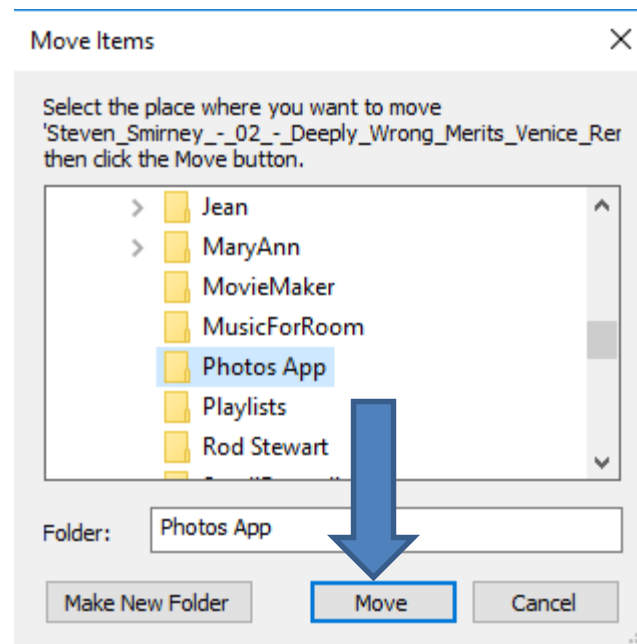
- **Here is a sample of Move it to the Photos App Folder under Music Folder.**

- **Next is more about Music.**
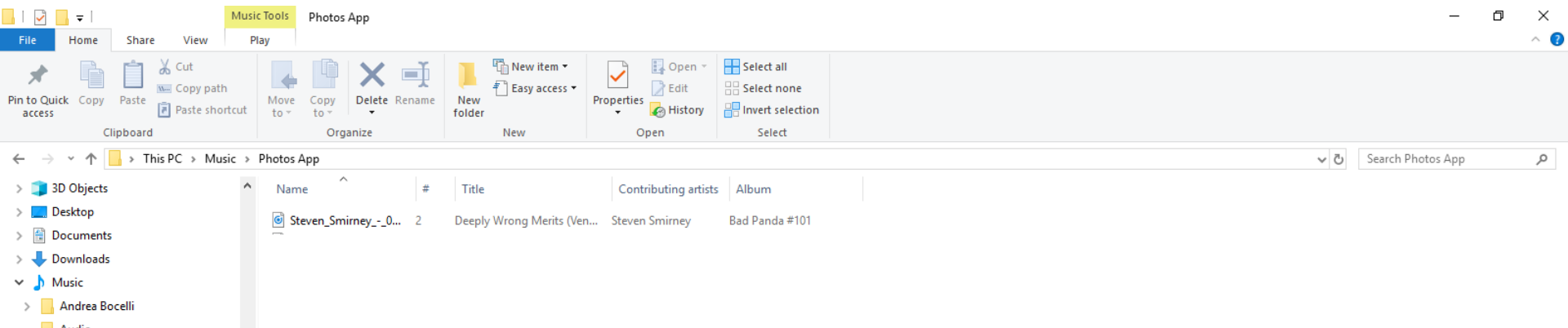
- As I mentioned before, if you have Music on your Computer that you want to add to the Photos App Video and the Music is under the Music Folder, you don't not need to Move it. If it is not under the Music Folder, you should Move it to the new Folder that I added under Music Folder.

- As I mentioned before, if you don't have the Music you want to add to the Photos App Video, use Step 3 to download Free Music and it also shows you how to add them to the new Folder under the Music Folder.

- This is the End of the Step 2.