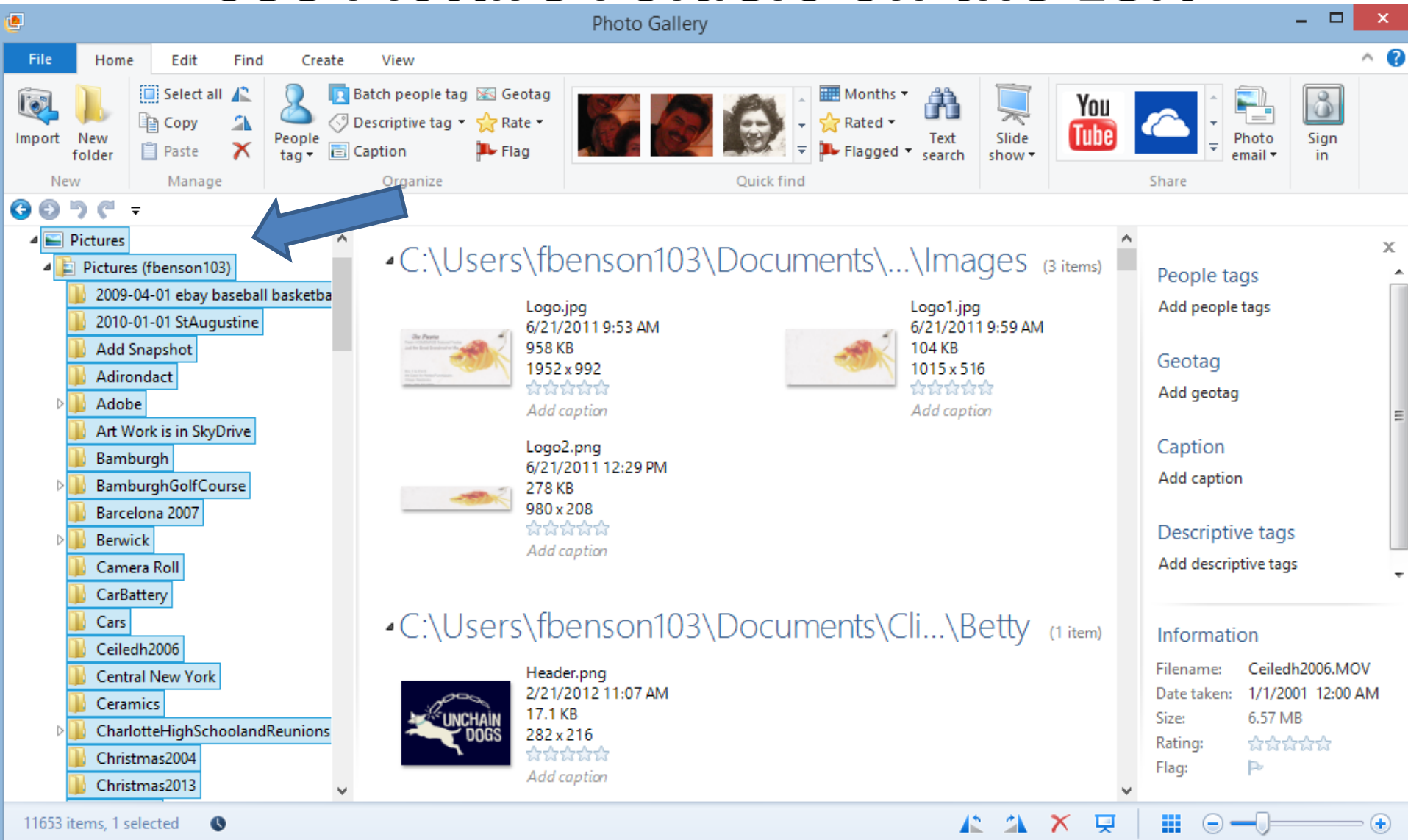


# **Step 2 – Part B – Add Folder(s).**

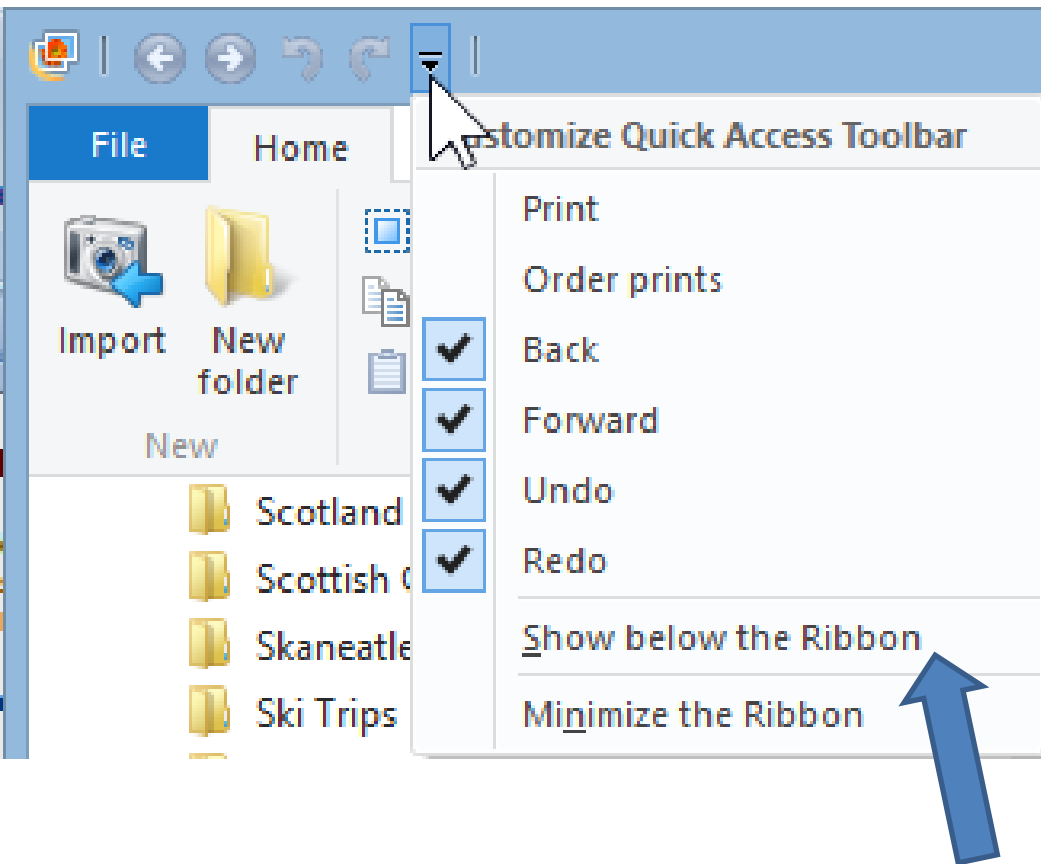
## **Why Add Folders?**

- **If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.**
- **If you want to create a Movie with Movie Maker, you add a Folder and copy Pictures to the Folder. Once you create the Movie, you can delete that folder.**
- **First make sure Photo Gallery is open on your computer.**

# When you open Photo Gallery, you see Picture Folders on the Left

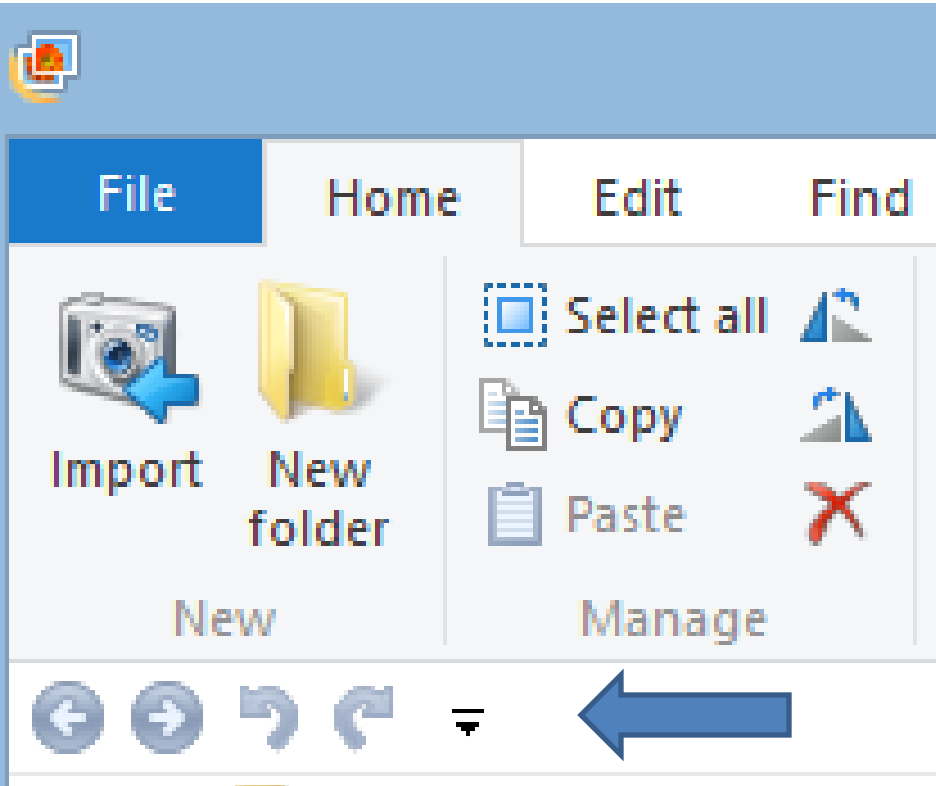


# Tip – How to move the items on the top below the Ribbon



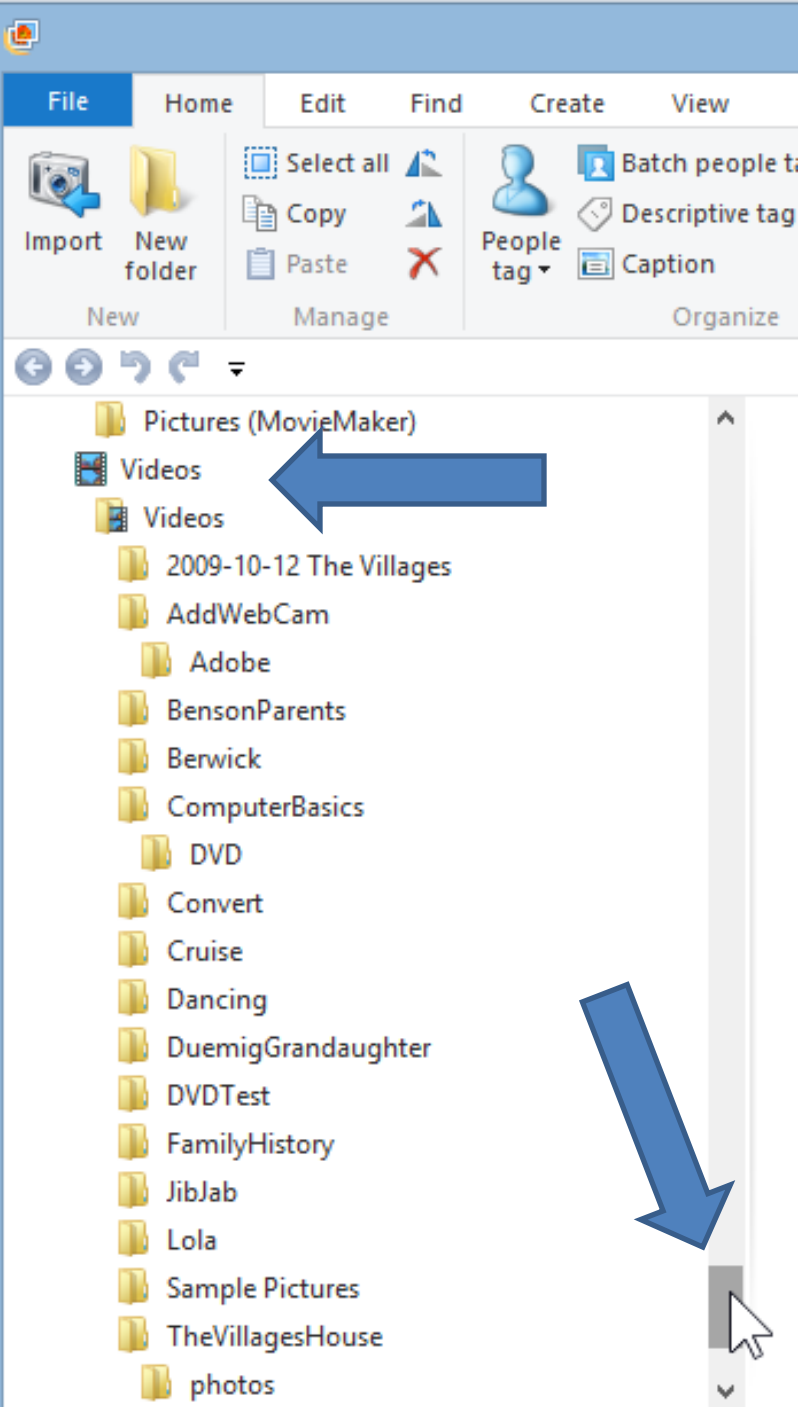
- Click on the dropdown
- Then click on Show below the Ribbon
- Next is a sample and all the rest of the images have it that way.

# You then see it below the Ribbon

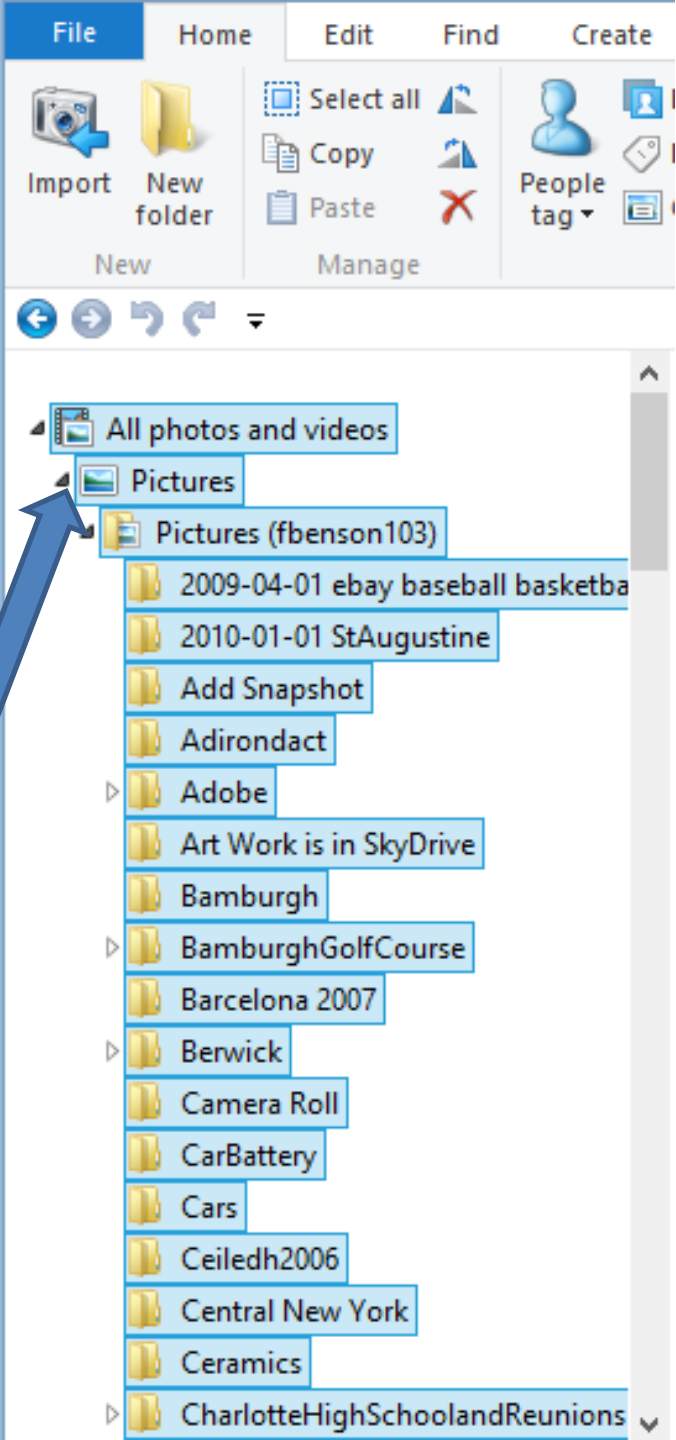


# **Note – Photo Gallery will also shows Videos Folder(s)**

- **But, it does not show documents.**
- **If you put pictures in a document folder, you can add that folder to Photo Gallery.**
- **I will show you that soon.**
- **Next is Video Folders on the bottom.**

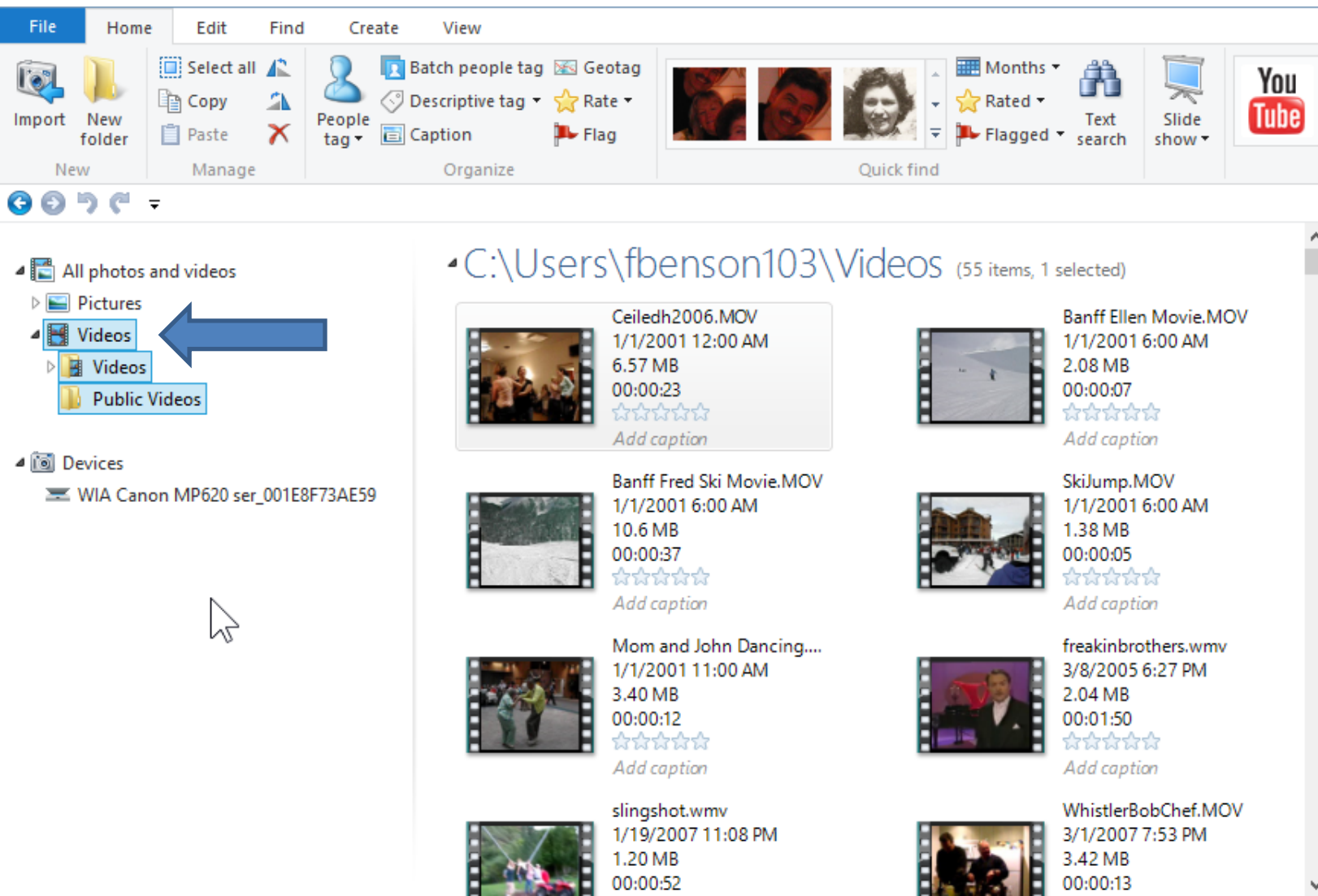


- You have two options to see Videos. One is you scroll down and you see Videos.
- Second option is easier, which is next.



- You click on the icon next to Pictures.
- Next, you see what happens.

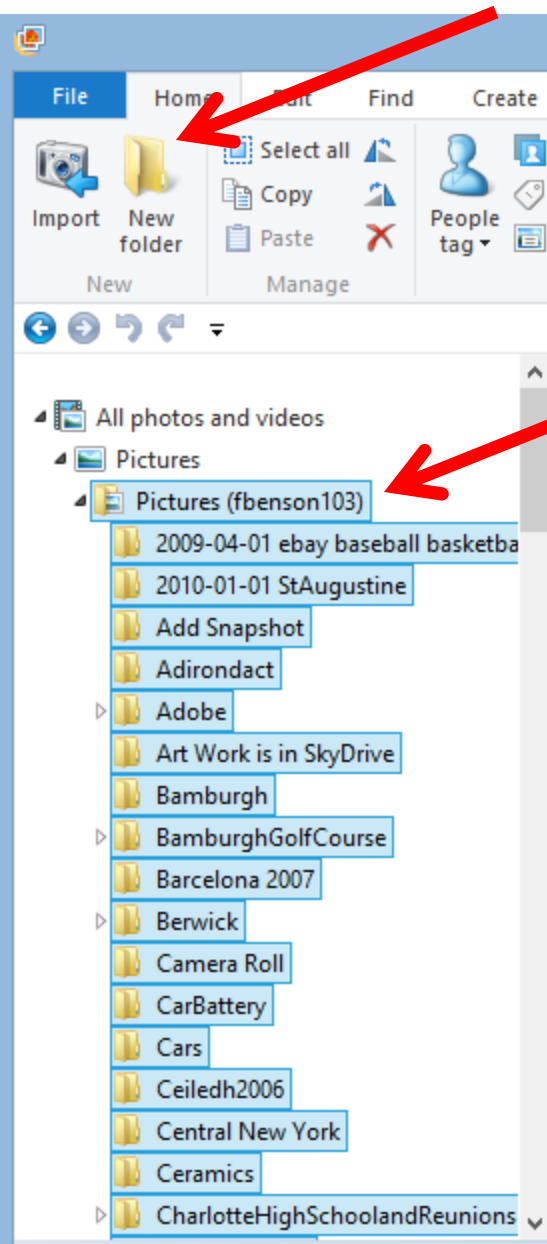
- You see Videos. Click on it and you see them on the right. Next is how to add Folders.



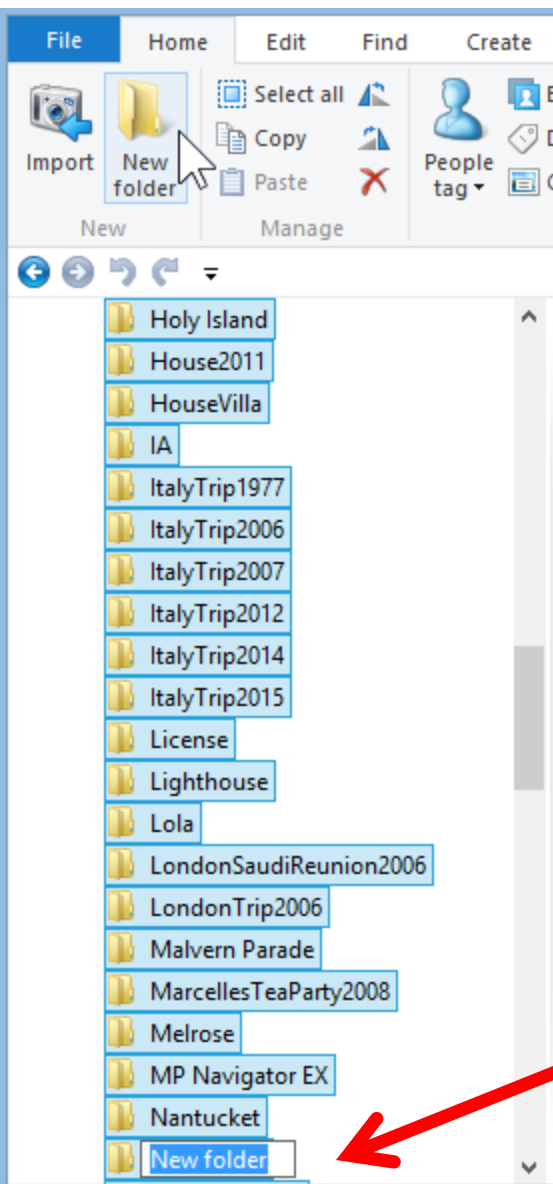


# **First, I am going to show you to Add Folder and subfolders**

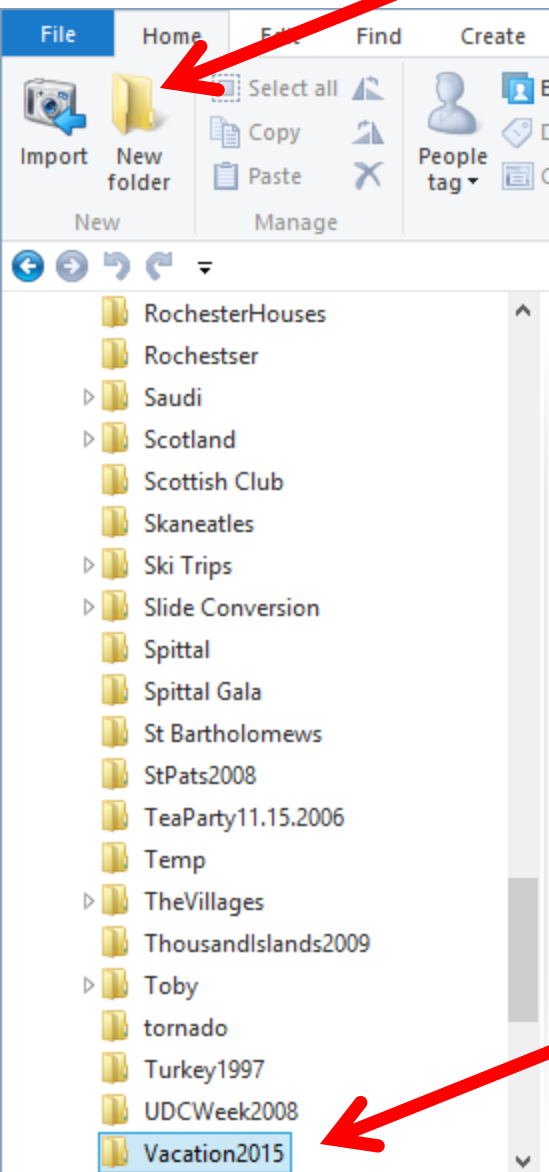
- As I mentioned before, If you already loaded pictures/videos without names, new folders, etc., you should organize those pictures/videos into new Folder and subfolders to better find them.**
- I will be showing you how to Add the folders and move pictures to them.**



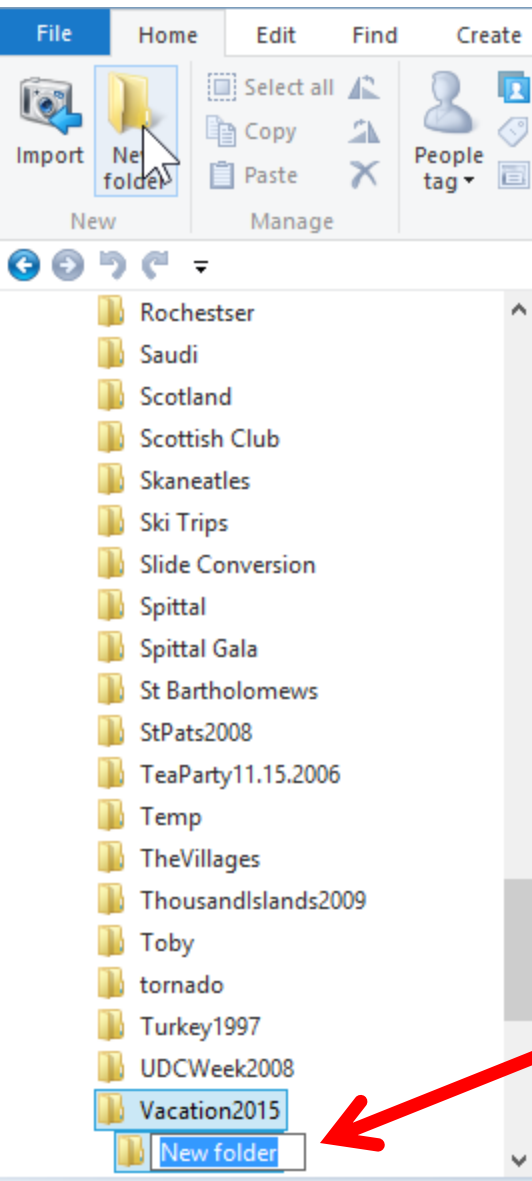
- **First click on Pictures.**
- **Then, click on New folder**



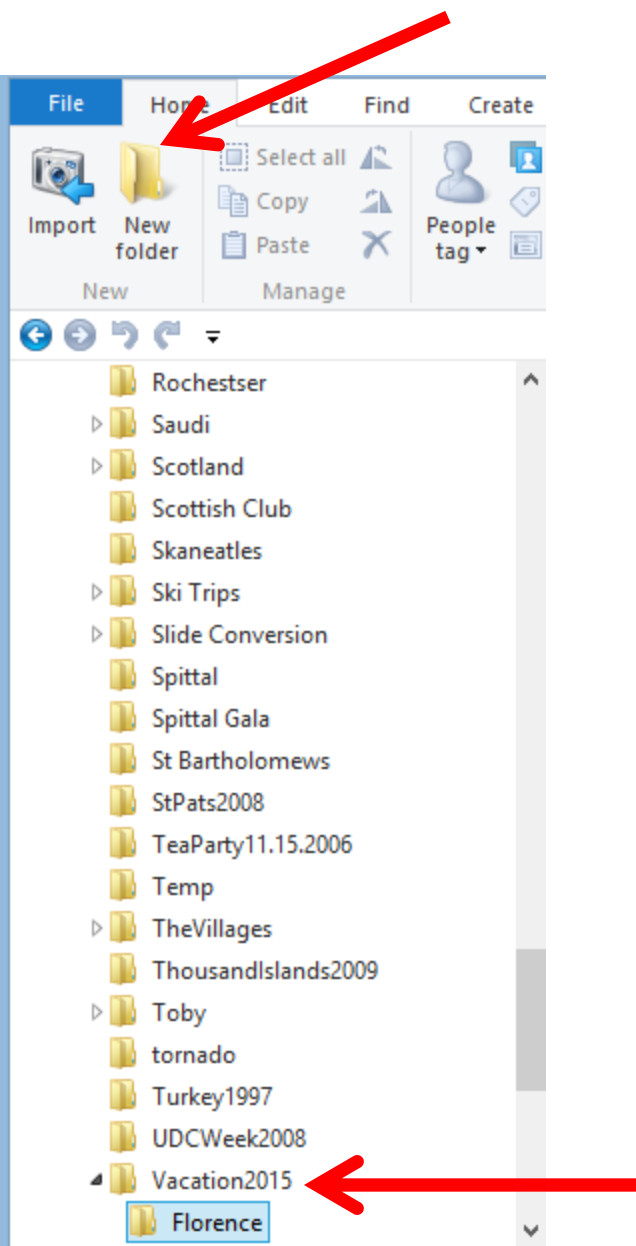
- You then see new folder highlighted.
- Next, you type in a new name, like Vacation215



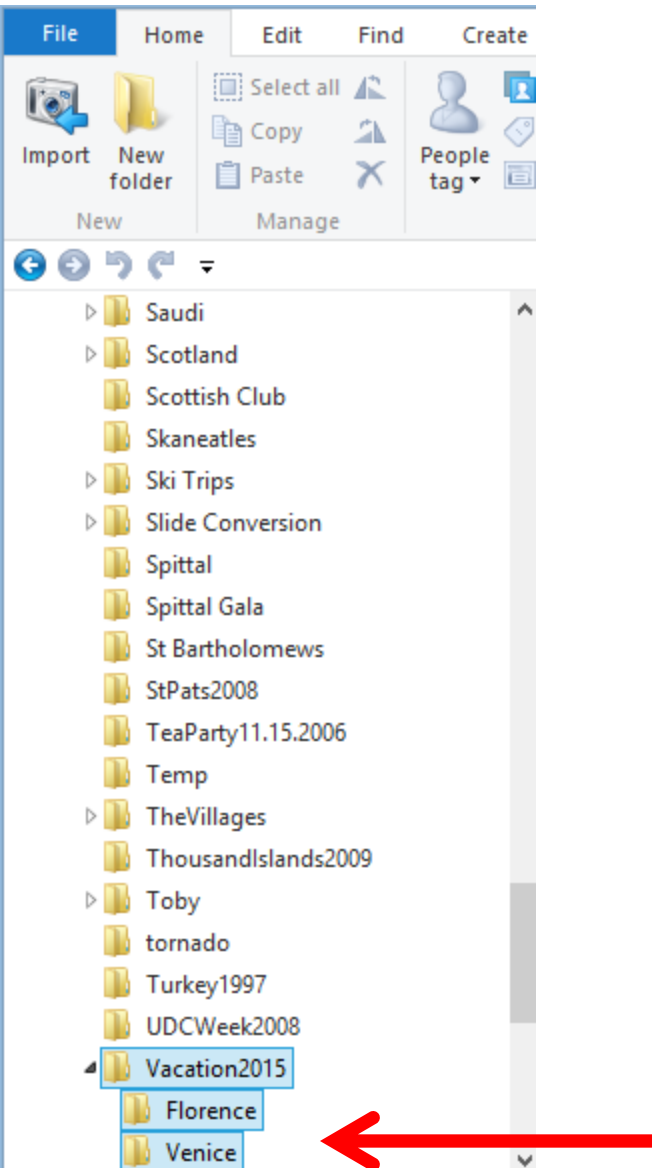
- You then see Vacation2015 at the bottom highlighted.
- Next, you click on New folder again.



- You then New folder again.
- Type in a name like Florence.



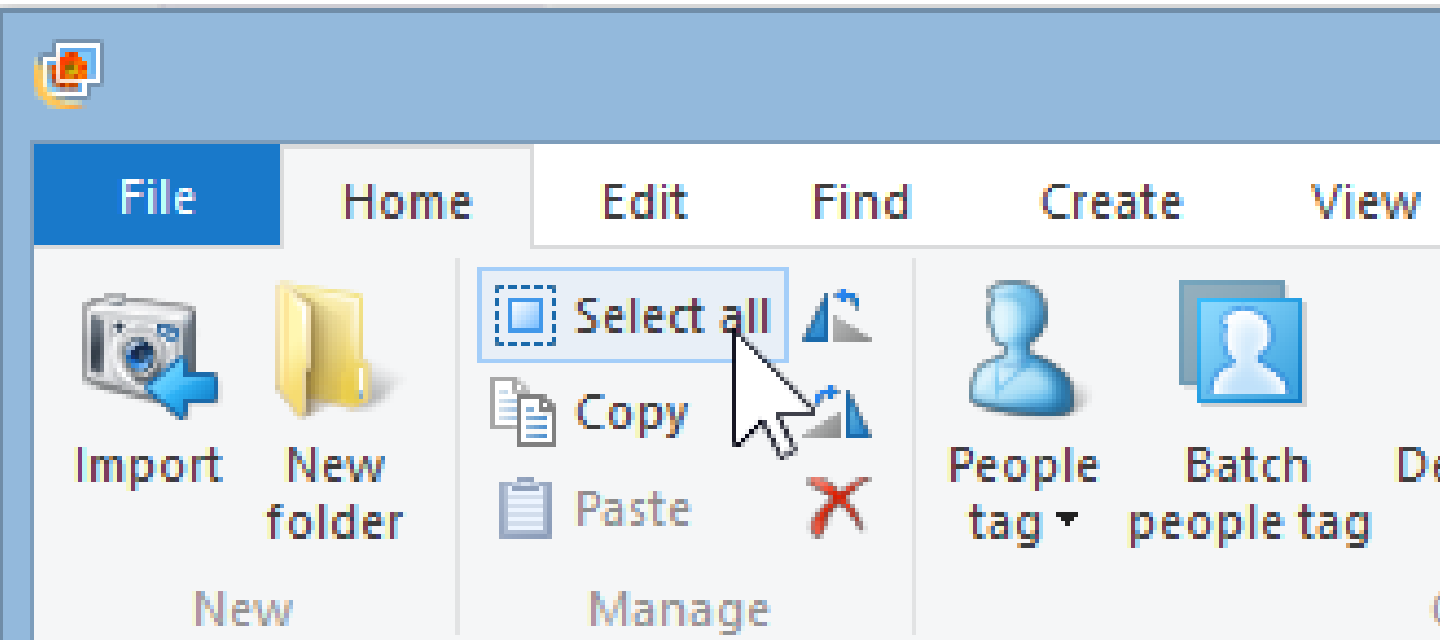
- **You see Florence.**
- **Next, you have to click on Vacation2105 again and then click on New Folder again.**
- **Follow same process and type in a new name, like Venice.**
- **Next is a sample.**



- You now have a Folder and subfolders.
- Next, is go to pictures you want to move to a subfolder, like Venice.
- Once you are there, you can select All or part of them.
- Next is select all options.

# Select all Pictures Options.

- To select all, you click on Select All in the Home page or do Ctrl A.





# You then see them highlighted.

The screenshot displays the Windows Photo Library application interface. The top ribbon includes tabs for File, Home, Edit, Find, Create, and View. The Home tab is active, showing various actions like Import, New folder, Select all, Copy, Paste, People tag, Batch people tag, Descriptive tag, Caption, Geotag, Rate, and Flag. A Quick find section on the right shows a preview of three photos and filters for Months, Rated, and Flagged. Below the ribbon is a navigation bar with back, forward, and refresh icons. The main area is divided into a left sidebar and a central grid. The sidebar lists folders such as Cruise2009, Bari, Dubrovnik, Kataklon, Mykonos, Olympia, Rhodes, Santorini, Ship, Venice, Cruise2010BalticNorthEurope, Cruise2011, CruiseCaribbeanApril2013, CruiseFirstOneCosta2005, CruiseMed2008, CruiseTransAtl2013, CruiseTransAtl2014, CruiseTransAtl2015, CruiseXmas2010, Movie, and Dads Short Shorter. The central grid displays a grid of photo thumbnails, each with a small image, filename, date, time, size, resolution, and a five-star rating system. The 'Venice' folder is selected in the sidebar, and the grid shows several photos from the 'Cruise2009' folder, including 'Cruise2009 003.JPG' through 'Cruise2009 011.JPG'. Each photo thumbnail is highlighted with a light blue border.

**File** Home Edit Find Create View

Import New folder Select all Copy Paste People tag Batch people tag Descriptive tag Caption Geotag Rate Flag

Months Rated Flagged Text search Slide show

New Manage Organize Quick find

Cruise2009  
Bari  
Dubrovnik  
Kataklon  
Mykonos  
Olympia  
Rhodes  
Santorini  
Ship  
Venice  
Cruise2010BalticNorthEurope  
Cruise2011  
CruiseCaribbeanApril2013  
CruiseFirstOneCosta2005  
CruiseMed2008  
CruiseTransAtl2013  
CruiseTransAtl2014  
CruiseTransAtl2015  
CruiseXmas2010  
Movie  
Dads Short Shorter

Image	Filename	Date	Time	Size	Resolution	Rating	Action
	Cruise2009 003.JPG	9/4/2009	2:43 PM	2.03 MB	2448 x 3264	☆☆☆☆☆	Add caption
	Cruise2009 004.JPG	9/4/2009	3:17 PM	2.06 MB	2448 x 3264	☆☆☆☆☆	Add caption
	Cruise2009 005.JPG	9/4/2009	3:18 PM	2.10 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 006.JPG	9/4/2009	3:52 PM	2.25 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 007.JPG	9/4/2009	3:53 PM	2.12 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 008.JPG	9/4/2009	4:44 PM	2.21 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 009.JPG	9/4/2009	4:56 PM	2.18 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 011.JPG	9/4/2009	5:15 PM	2.51 MB	3264 x 2448	☆☆☆☆☆	Add caption

# How to select a portion of them?


- You have a few options.
- First, if you want to select like five in a row, click on the first photo and press and hold the Shift key and click on the last one.
- Second, if you want different ones, click on the first one you want and then press and hold the Ctrl key and click on each picture you want.
- Next is a sample.

# You see them highlighted.

The screenshot shows a Windows Photo Library window with the following elements:

- Ribbon:** File, Home, Edit, Find, Create, View.
- Home Tab:** Import, New folder, Select all, Copy, Paste, Manage.
- Create Tab:** Batch people tag, Geotag, Descriptive tag, Rate, Caption, Flag, Organize.
- View Tab:** Months, Rated, Flagged, Quick find, Text search, Slide show, YouTube.
- Left Sidebar:** Folder list including Saudi, Scotland, Scottish Club, Skaneatles, Ski Trips, Slide Conversion, Spittal, Spittal Gala, St Bartholomews, StPats2008, TeaParty11.15.2006, Temp, TheVillages, ThousandIslands2009, Toby, tornado, Turkey1997, UDCWeek2008, Vacation2015, Florence, Venice.
- Main Area:** Grid of photo thumbnails with metadata:
  - Cruise2009 053.JPG: 9/4/2009 6:32 PM, 2.26 MB, 3264 x 2448, 5 stars, Add caption.
  - Cruise2009 054.JPG: 9/4/2009 6:34 PM, 2.62 MB, 3264 x 2448, 5 stars, Add caption.
  - Cruise2009 055.JPG: 9/4/2009 6:38 PM, 1.91 MB, 3264 x 2448, 5 stars, Add caption.
  - Cruise2009 056.JPG: 9/4/2009 6:39 PM, 2.04 MB, 2448 x 3264, 5 stars, Wedding.
  - Cruise2009 057.JPG: 9/4/2009 6:39 PM, 1.64 MB, 2448 x 3264, 5 stars, Add caption.
  - Cruise2009 058.JPG: 9/4/2009 6:40 PM, 1.64 MB, 2448 x 3264, 5 stars, Add caption.
  - Cruise2009 060.JPG: 9/4/2009 7:00 PM, 2.39 MB, 3264 x 2448, 5 stars, Add caption.
  - Cruise2009 061.JPG: 9/4/2009 7:11 PM, 1.49 MB, 3264 x 2448, 5 stars, Add caption.
  - Cruise2009 062.JPG: 9/4/2009 7:11 PM, 1.49 MB, 3264 x 2448, 5 stars, Add caption.
  - Cruise2009 063.JPG: 9/4/2009 7:11 PM, 1.49 MB, 3264 x 2448, 5 stars, Add caption.

- **Third option vs. Ctrl Key, you hover over each one you want and click on the box in the upper left to highlight it.**



Cruise2009 043.JPG  
9/4/2009 6:19 PM  
2.23 MB  
3264 x 2448  
☆☆☆☆☆  
*Add caption*



- Depending on the Folder location, you may have to scroll down to get to the new subfolder.

The screenshot displays the Windows Photo Library interface. The top ribbon includes tabs for File, Home, Edit, Find, Create, and View. The Home tab is active, showing options like Import, New folder, Select all, Copy, Paste, Batch people tag, Descriptive tag, Caption, Geotag, Rate, and Flag. The main area shows a list of folders on the left and a grid of photo thumbnails on the right. A blue arrow points to the 'Venice' folder in the list.

**Folder List (Left):**

- Saudi
- Scotland
- Scottish Club
- Skaneateles
- Ski Trips
- Slide Conversion
- Spittal
- Spittal Gala
- St Bartholomews
- StPats2008
- TeaParty11.15.2006
- Temp
- TheVillages
- ThousandIslands2009
- Toby
- tornado
- Turkey1997
- UDCWeek2008
- Vacation2015
- Florence
- Venice

**Photo Grid (Right):**

Thumbnail	Filename	Date	Size	Resolution	Rating	Caption
	Cruise2009 053.JPG	9/4/2009 6:32 PM	2.26 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 054.JPG	9/4/2009 6:34 PM	2.62 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 055.JPG	9/4/2009 6:38 PM	1.91 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 056.JPG	9/4/2009 6:39 PM	2.04 MB	2448 x 3264	☆☆☆☆☆	Wedding
	Cruise2009 057.JPG	9/4/2009 6:39 PM	1.64 MB	2448 x 3264	☆☆☆☆☆	Add caption
	Cruise2009 058.JPG	9/4/2009 6:40 PM	1.64 MB	2448 x 3264	☆☆☆☆☆	Add caption
	Cruise2009 060.JPG	9/4/2009 7:00 PM	2.39 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 061.JPG	9/4/2009 7:11 PM	1.49 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 062.JPG					
	Cruise2009 063.JPG					

- To move, click on the first picture highlighted and hold it down and drag it to the folder. I zoomed in, so you can see it.

The screenshot displays the Windows Photo Library interface. The top ribbon includes tabs for File, Home, Edit, Find, Create, and View. The Home tab is active, showing options for Import, New folder, Manage (Select all, Copy, Paste), Organize (Batch people tag, Descriptive tag, Caption, Geotag, Rate, Flag), and Quick find (Months, Rated, Flagged, Text search, Slide show, YouTube). The left sidebar shows a folder list with 'Venice' selected. The main area shows a grid of photos. A tooltip is visible over the first photo in the second row, showing a magnified view of the photo and the text 'Move to Venice' with a blue arrow pointing to the photo.

File Name	Date	Size	Resolution	Rating	Caption
Cruise2009 053.JPG	9/4/2009 6:32 PM	2.26 MB	3264 x 2448	☆☆☆☆☆	Add caption
Cruise2009 054.JPG	9/4/2009 6:34 PM	2.62 MB	3264 x 2448	☆☆☆☆☆	Add caption
Cruise2009 055.JPG	9/4/2009 6:38 PM	1.91 MB	3264 x 2448	☆☆☆☆☆	Add caption
Cruise2009 056.JPG	9/4/2009 6:39 PM	2.04 MB	2448 x 3264	☆☆☆☆☆	Wedding
Cruise2009 057.JPG	9/4/2009 6:39 PM	1.64 MB	2448 x 3264	☆☆☆☆☆	Add caption
Cruise2009 058.JPG	9/4/2009 6:40 PM	1.64 MB	2448 x 3264	☆☆☆☆☆	Add caption
Cruise2009 061.JPG	9/4/2009 7:11 PM	1.49 MB	3264 x 2448	☆☆☆☆☆	Add caption
Cruise2009 063.JPG					

- Depending on the Folder location, you may have to scroll down to get to the new subfolder
- I will zoom in and you see Move to Movie

The screenshot shows a Windows Explorer window with the following elements:

- Left Pane (Folder List):**
  - Santorini
  - Ship
  - Venice
  - Cruise2010BalticNorthEurope
  - Cruise2011
  - CruiseCaribbeanApril2013
  - CruiseFirstOneCosta2005
  - CruiseMed2008
  - CruiseTransAtl2013
  - CruiseTransAtl2014
  - CruiseTransAtl2015
  - CruiseXmas2010
  - Movie** (highlighted)
  - Dads Short Snorter
  - DallasHouse
- Main Pane (Image Grid):**
  - Cruise2009 054.JPG**: 9/4/2009 6:34 PM, 2.62 MB, 3264 x 2448, 5 stars, *Add caption*
  - Cruise2009 055.JPG**: 9/4/2009 6:38 PM, 1.91 MB, 3264 x 2448, 5 stars, *Add caption*
  - Cruise2009 056.JPG**: 9/4/2009 6:39 PM, 2.04 MB, 2448 x 3264, 5 stars, *Add caption*
  - Cruise2009 057.JPG**: 9/4/2009 6:39 PM, 1.64 MB, 2448 x 3264, 5 stars, *Add caption*
  - Cruise2009 060.JPG**: 9/4/2009 7:00 PM, 2.39 MB, 3264 x 2448, 5 stars, *Add caption*
- Overlaid Element:** A white box with a blue arrow pointing to the right and the text **Move to Movie** is overlaid on the image thumbnails. A mouse cursor is pointing at the arrow.



- You now longer see them. Then, click on Venice to see them.

The screenshot shows the Windows Photo Library interface. The left sidebar contains a list of folders, with 'Venice' highlighted and a blue arrow pointing to it. The main area displays a grid of photo thumbnails with the following metadata:

Thumbnail	Filename	Date/Time	Size	Resolution	Rating	Action
	Cruise2009 053.JPG	9/4/2009 6:32 PM	2.26 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 054.JPG	9/4/2009 6:34 PM	2.62 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 057.JPG	9/4/2009 6:39 PM	1.64 MB	2448 x 3264	☆☆☆☆☆	Add caption
	Cruise2009 060.JPG	9/4/2009 7:00 PM	2.39 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 061.JPG	9/4/2009 7:11 PM	1.49 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 062.JPG	9/4/2009 7:12 PM	1.33 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 063.JPG	9/4/2009 7:12 PM	1.50 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 064.JPG	9/4/2009 7:18 PM	2.10 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 065.JPG	9/4/2009 7:18 PM	2.10 MB	3264 x 2448	☆☆☆☆☆	Add caption
	Cruise2009 066.JPG	9/4/2009 7:18 PM	2.10 MB	3264 x 2448	☆☆☆☆☆	Add caption



- You then see them in Venice. You continue to do other pictures and also the other folder, like Florence. Next is to Copy.

The screenshot displays the Windows Explorer interface. The ribbon at the top includes tabs for File, Home, Edit, Find, Create, and View. The ribbon is divided into sections: 'New' (Import, New folder), 'Manage' (Select all, Copy, Paste), 'Organize' (Batch people tag, Descriptive tag, Caption, People tag), and 'Quick find' (Months, Rated, Flagged, Text search, Slide show, YouTube). The left sidebar shows a tree view of folders, with 'Venice' selected. The main pane shows three photo thumbnails with their metadata:

Image	File Name	Date/Time	Size	Resolution	Rating	Caption
	Cruise2009 055.JPG	9/4/2009 6:38 PM	1.91 MB	3264 x 2448	★★★★★	Add caption
	Cruise2009 056.JPG	9/4/2009 6:39 PM	2.04 MB	2448 x 3264	★★★★★	Wedding
	Cruise2009 058.JPG	9/4/2009 6:40 PM	1.64 MB	2448 x 3264	★★★★★	Add caption

- **As I mentioned before, the reason for Copy is if you want to create a Movie with Movie Maker. After you create your movie and it is fine, you can then delete the Copies.**
- **First, you create a folder, like Movie. Once you create the folder, you can copy to that folder.**
- **You have two options to Copy. Next, I will show first option.**

# You click again to drag and then click and hold the Ctrl Key and you see copy vs. Move.

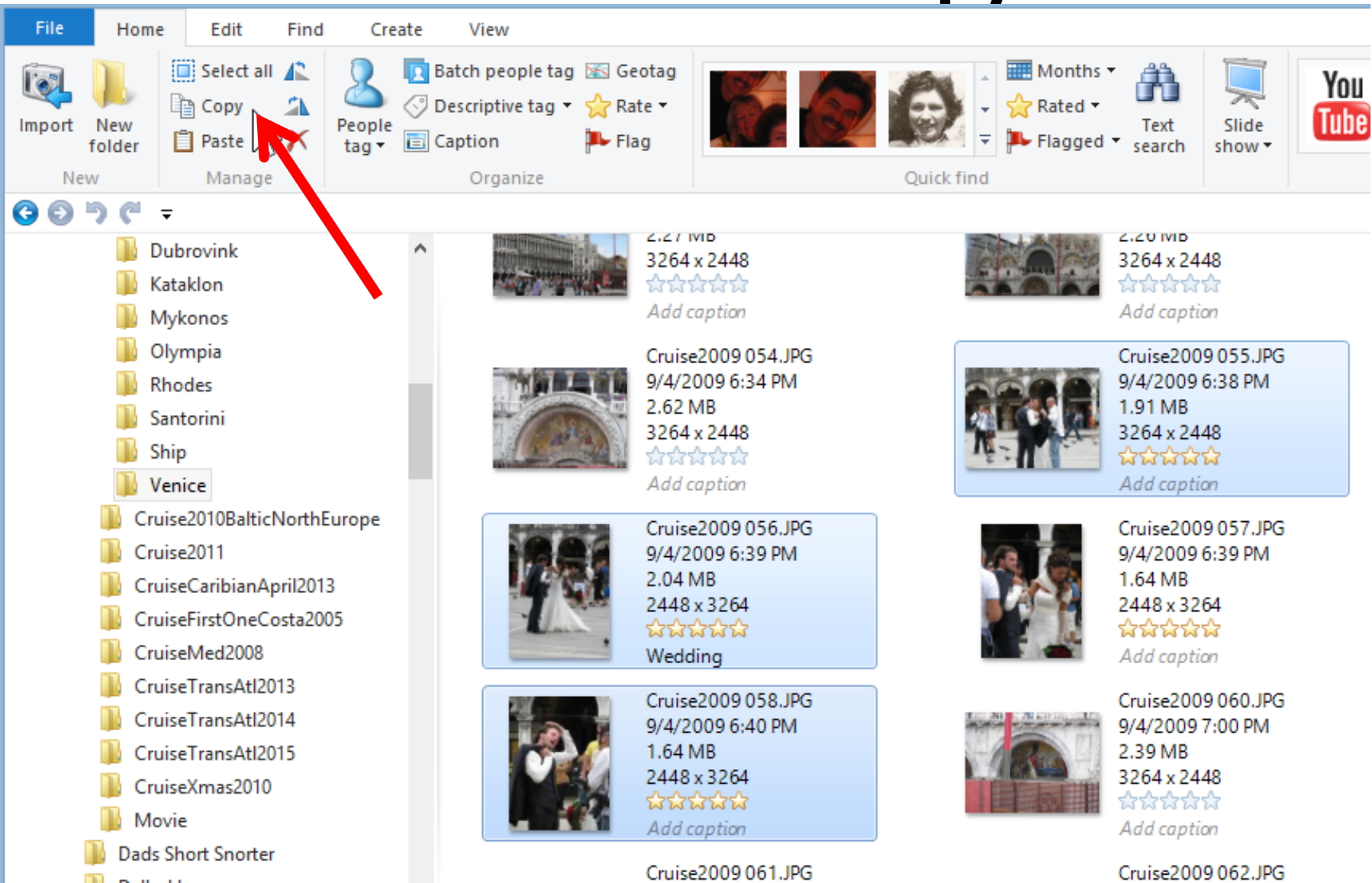
- I will zoom in.

The screenshot shows a photo gallery interface. On the left is a sidebar with a list of folders: Rhodes, Santorini, Ship, Venice, Cruise2010BalticNorthEurope, Cruise2011, CruiseCaribbeanApril2013, CruiseFirstOneCosta2005, CruiseMed2008, CruiseTransAtl2013, CruiseTransAtl2014, CruiseTransAtl2015, CruiseXmas2010, **Movie**, Dads Short Snorter, and DallasHouse. The main area displays several photo thumbnails with their metadata:

- Cruise2009 054.JPG**: 9/4/2009 6:34 PM, 2.62 MB, 3264 x 2448, 4 stars, *Add caption*
- Cruise2009 055.JPG**: 9/4/2009 6:38 PM, 1.91 MB, 3264 x 2448, 5 stars, *Add caption*
- Cruise2009 056.JPG**: 9/4/2009 6:39 PM, 2.04 MB, 2448 x 3264, 5 stars, *Wedding*, *Add caption*
- Cruise2009 058.JPG**: 9/4/2009 6:40 PM, 1.64 MB, 5 stars, *Add caption*
- Cruise2009 057.JPG**: 9/4/2009 6:39 PM, 1.64 MB, 2448 x 3264, 5 stars, *Add caption*
- Cruise2009 060.JPG**: 9/4/2009 7:00 PM, 2.39 MB, 3264 x 2448, 4 stars, *Add caption*

A dialog box titled **Copy to Movie** is overlaid on the bottom left, featuring a blue plus sign icon.

# Other option to Copy. Go to upper left and click on Copy.



The screenshot displays the Windows Photo Library interface. The ribbon at the top is divided into sections: File, Home, Edit, Find, Create, and View. The 'Manage' section under 'Home' contains the 'Copy' button, which is highlighted by a red arrow. Other buttons in the ribbon include 'Import', 'New folder', 'Select all', 'Paste', 'Batch people tag', 'Geotag', 'People tag', 'Descriptive tag', 'Caption', 'Rate', and 'Flag'. The 'Quick find' section includes filters for 'Months', 'Rated', and 'Flagged', along with 'Text search' and 'Slide show' options. The main area shows a gallery of photos with details such as file name, date, time, size, and resolution. The 'Venice' folder is selected in the left sidebar.

**File** Home Edit Find Create View

Import New folder Select all Copy Paste Batch people tag Geotag People tag Descriptive tag Caption Rate Flag Months Rated Flagged Text search Slide show YouTube

New Manage Organize Quick find

Dubrovnik Kataklon Mykonos Olympia Rhodes Santorini Ship Venice Cruise2010BalticNorthEurope Cruise2011 CruiseCaribbeanApril2013 CruiseFirstOneCosta2005 CruiseMed2008 CruiseTransAtl2013 CruiseTransAtl2014 CruiseTransAtl2015 CruiseXmas2010 Movie Dads Short Snorter

2.27 MB 3264 x 2448 Add caption

Cruise2009 054.JPG 9/4/2009 6:34 PM 2.62 MB 3264 x 2448 Add caption

Cruise2009 055.JPG 9/4/2009 6:38 PM 1.91 MB 3264 x 2448 Add caption

Cruise2009 056.JPG 9/4/2009 6:39 PM 2.04 MB 2448 x 3264 Wedding Add caption

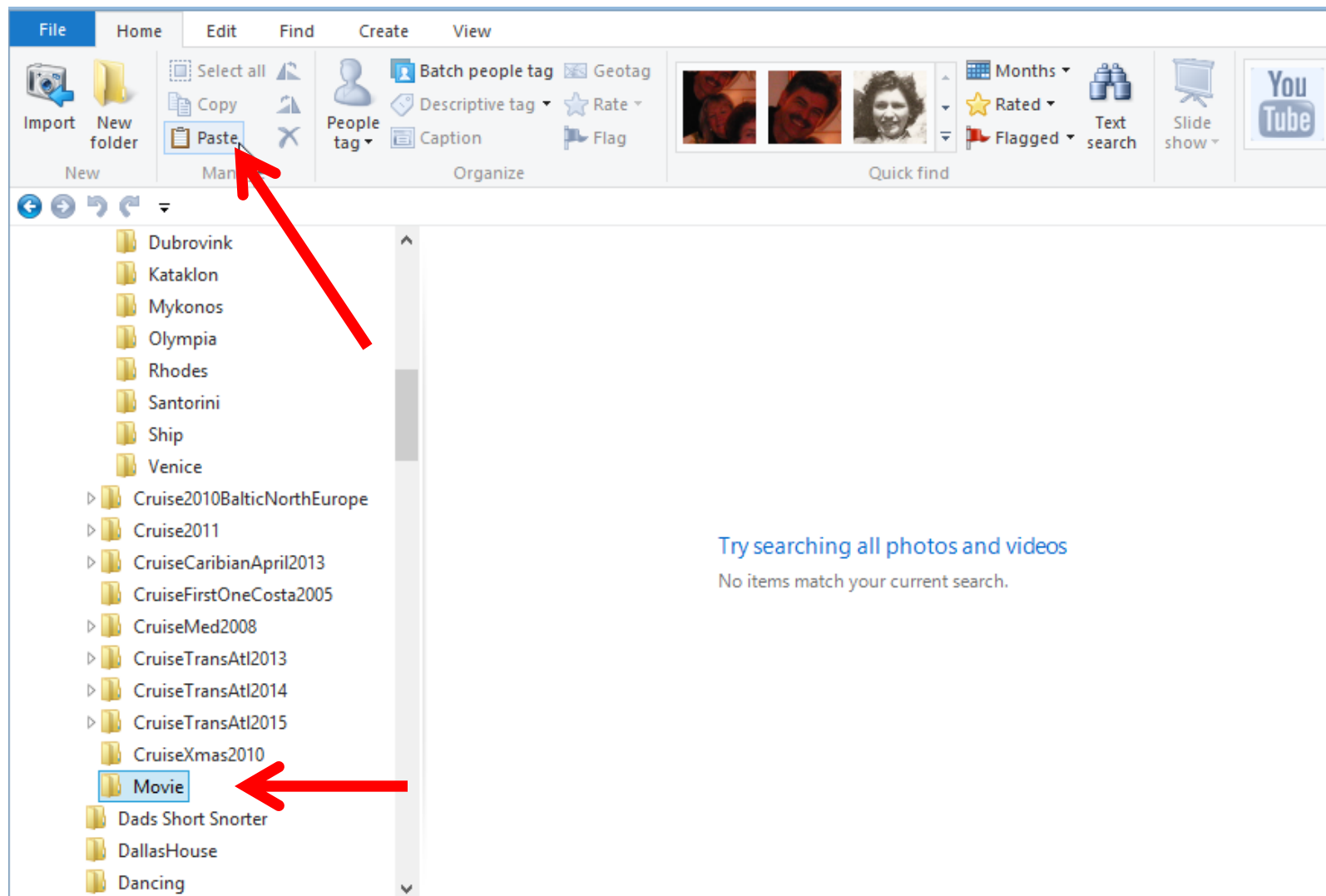
Cruise2009 057.JPG 9/4/2009 6:39 PM 1.64 MB 2448 x 3264 Add caption

Cruise2009 058.JPG 9/4/2009 6:40 PM 1.64 MB 2448 x 3264 Add caption

Cruise2009 060.JPG 9/4/2009 7:00 PM 2.39 MB 3264 x 2448 Add caption

Cruise2009 061.JPG Cruise2009 062.JPG

# Then click on the Folder and then click on Paste.



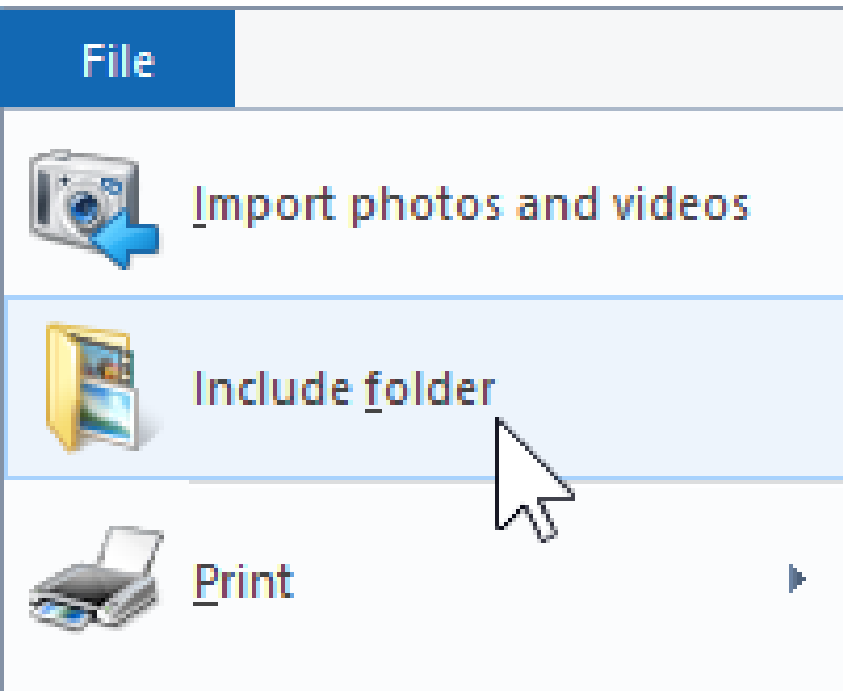
# How to Create Movie?

- **Step 8 – Part D walks you through how to Create Movie.**
- **Once you complete your Movie, you can then remove that folder. Just click on it and then click on the Del key.**

# Videos

- **The process is the same to Move or Copy Videos.**
- **Next is how to add Document Folder.**

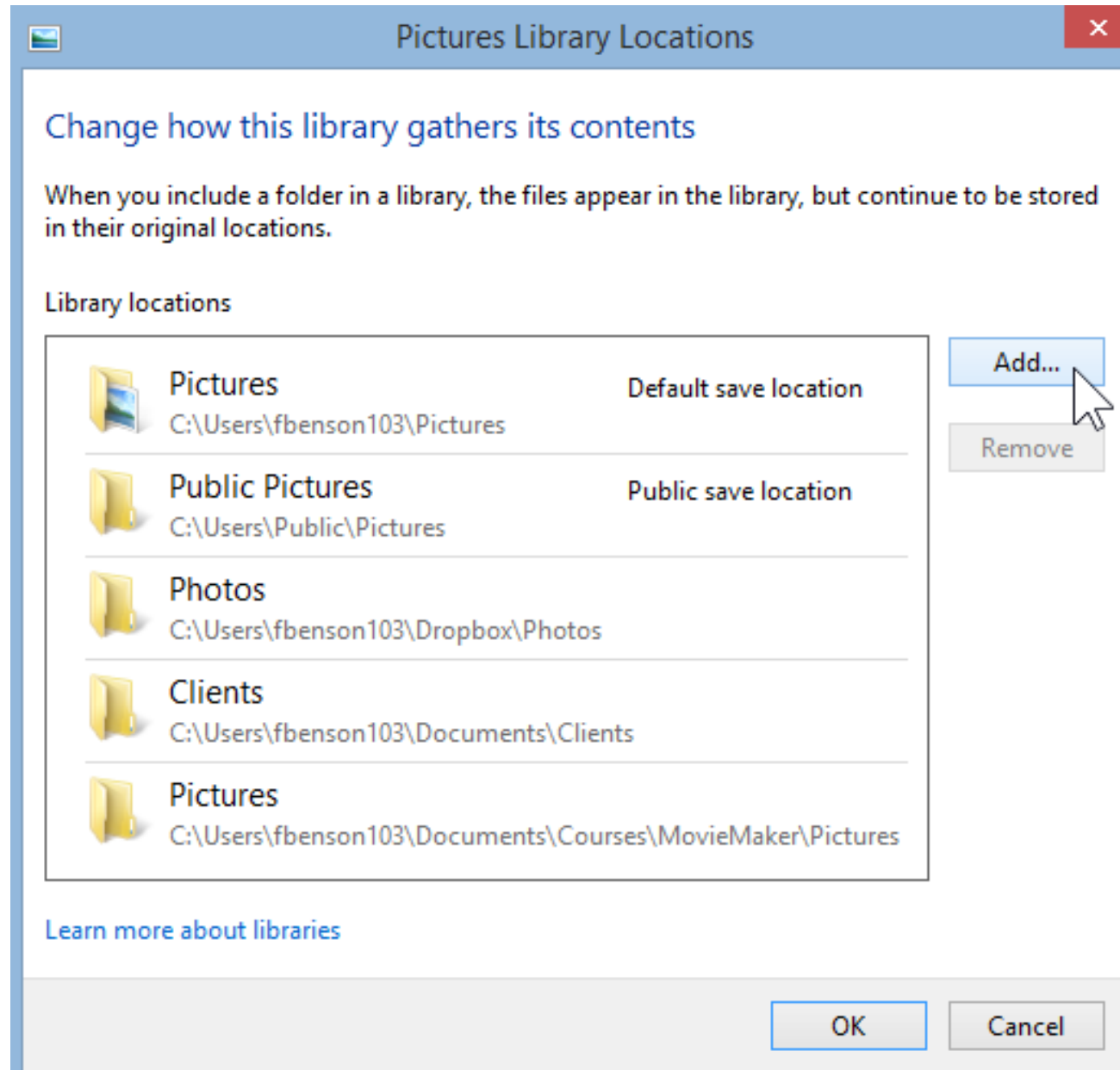
# If you added Pictures to Document Folder, you add that to Photo Gallery.



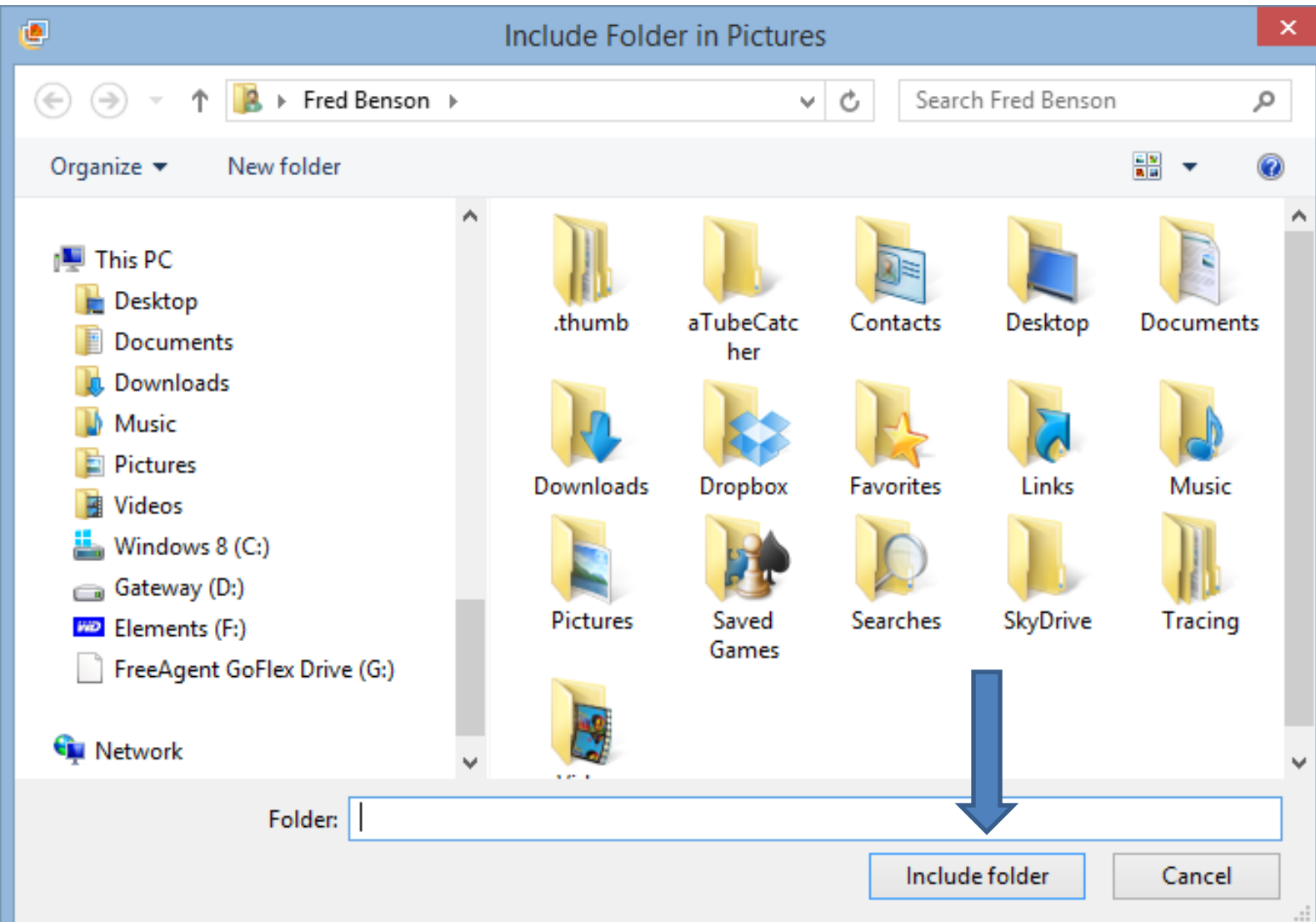
- Click on File/Icon in upper left.
- Then click on Include folder



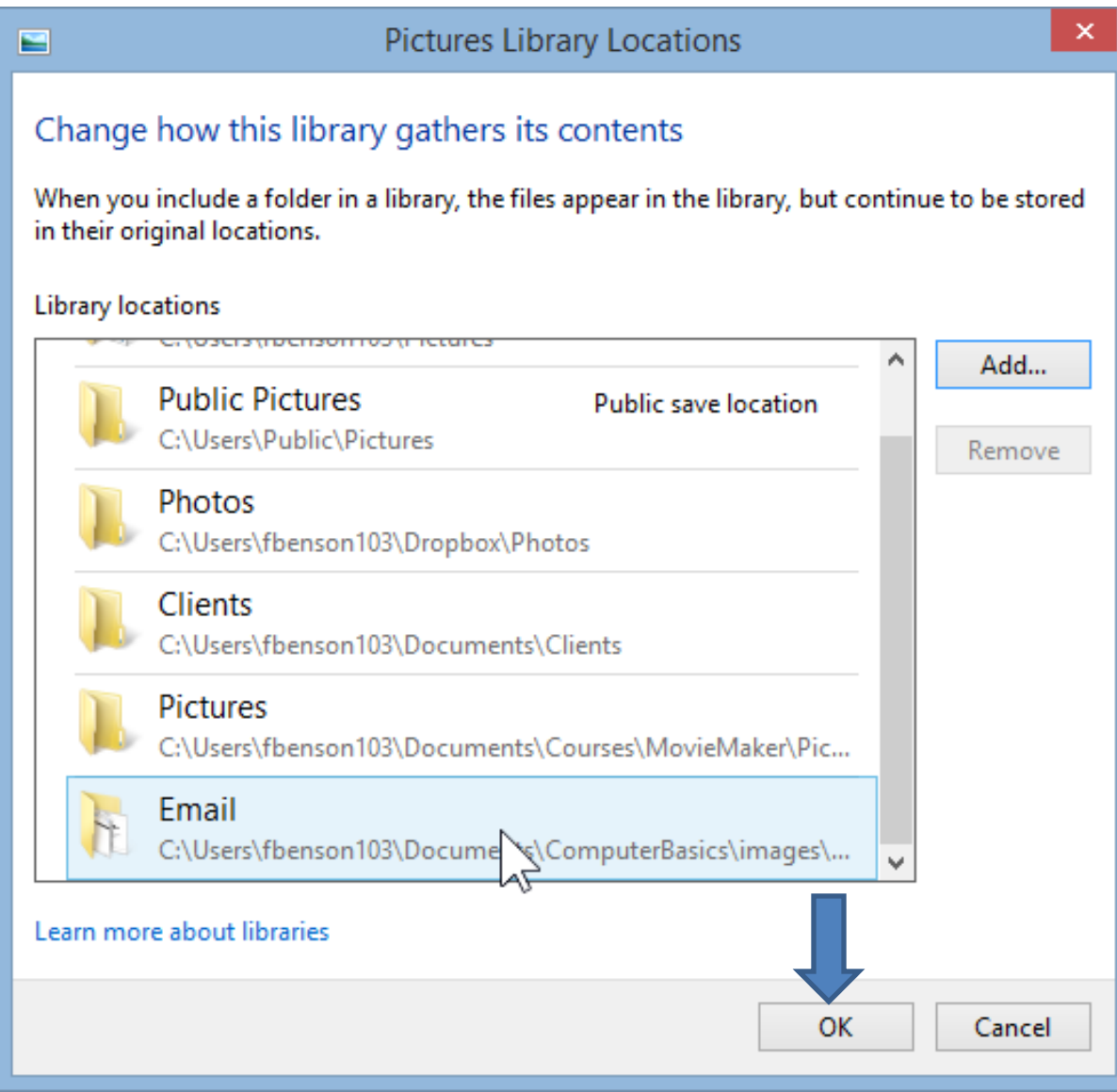
# New window opens and click on Add



# Windows/File Explorer Opens and you find the folder you want. Click on it and then click on Include folder



# You then see it. Then click on OK.



# You then see it.

The image shows a screenshot of the Windows Photo Library application. The top ribbon is visible, with tabs for File, Home, Edit, Find, Create, and View. The 'Home' tab is active, showing three main groups of icons: 'New' (Import, New folder), 'Manage' (Select all, Copy, Paste, Rotate left, Rotate right, Delete), and 'Organize' (People tag, Batch people tag, Descriptive tag, Caption, Geotag, Rate, Flag). Below the ribbon is a navigation bar with back, forward, and refresh icons. The main area is split into two panes. The left pane shows a folder tree with 'Email' selected. The right pane shows the contents of the 'Email' folder, displaying a file named 'gmail.png' with a thumbnail, date '8/8/2014 12:02', size '25.0 KB', dimensions '991 x 513', and a five-star rating. An 'Add caption' link is visible below the file details.

File Home Edit Find Create View

Import New folder New

Select all Copy Paste Manage Rotate left Rotate right Delete

People tag Batch people tag Organize Descriptive tag Caption Geotag Rate Flag

VillagesGenealogicalSociety  
Vineyards  
WashingtonDCAnap  
Public Pictures  
Clients  
Email  
Photos  
Pictures (MovieMaker)

C:\Users\fbenson

gmail.png  
8/8/2014 12:02  
25.0 KB  
991 x 513  
☆☆☆☆☆  
Add caption

# **Add folders with File Explorer.**

- **There is a Tip on the website below this step that walks you through how to add folders with File Explorer with Windows 8. It is similar to Windows Explorer in Windows 7.**
- **End of Part B.**