

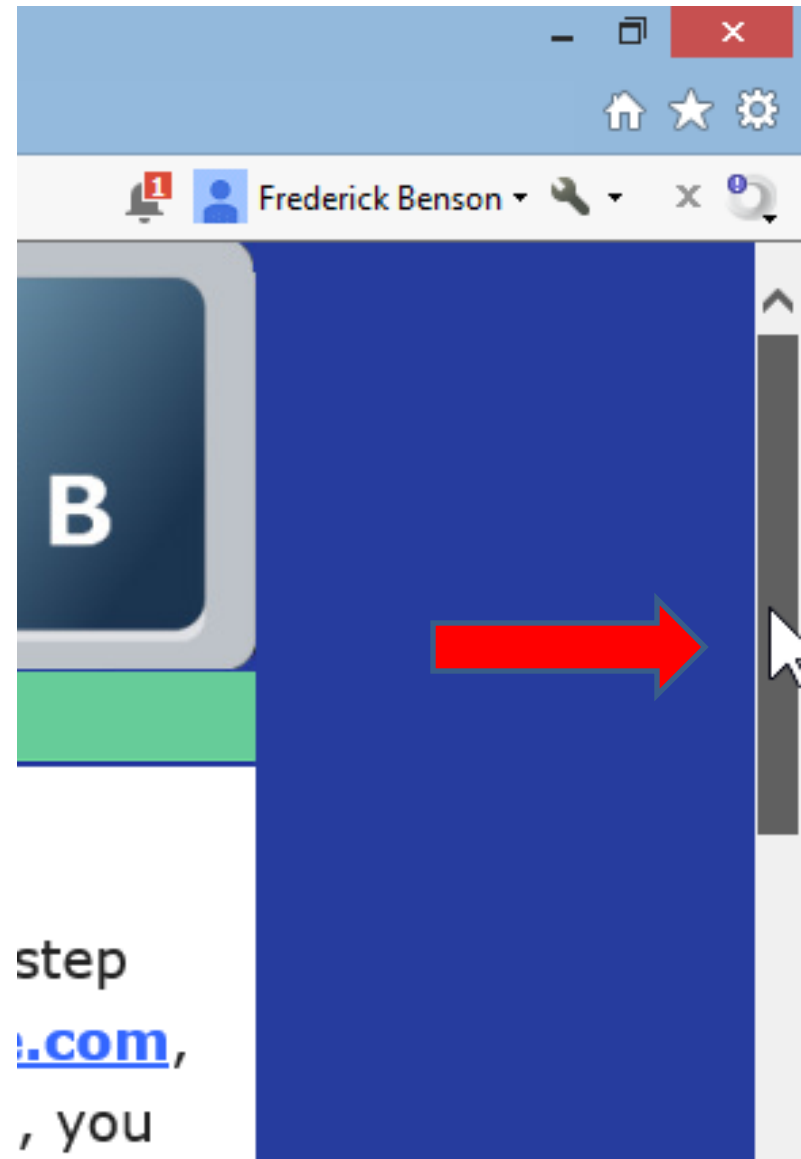
Tip – How to View PDF and Photo Gallery

- When you click on a PDF, like Step 2 – Part B – Add Folder(s), it opens in a new tab or a new window depending on your browser and PDF reader.**
- Next, I walk you through how to do it with Internet Explorer with Foxit Reader.**
- After that, I will show you Firefox Browser that opens PDF in a new Window.**

Foxit Reader vs. Adobe Reader

- **They are very similar.**
- **I will show you some of the differences later.**

- **First, you left click and hold it down on the Scroll Drown line on the right.**
- **Then drag it down so you can see Step 2 – Part B. Next is a sample.**



- You then see Step 2 – Part B – Add Folders, then click on it.

Help people get started and move to the Next Level!!

Home Page Definitions Tutorials Courses About Contact Links Search My Site

Photo Gallery Instructions

This page walks you through step by step of all of the features of Photo Gallery. Each step has a link to a PDF file. If you don't have a reader, download Foxit Reader from ninite.com, which is a safe download website. Before you click on Step 2 - Part B or any after that, you should click on this [Tip](#) - that shows you how to view the PDF file and Photo Gallery at the same time, so it is easier to use the PDF file and practice Photo Gallery. If you don't know how to use your cursor with your mouse, there is a [LINK](#) to a video I created that walks you through how to use your mouse.

Step 1 – Download and Find Photo Gallery

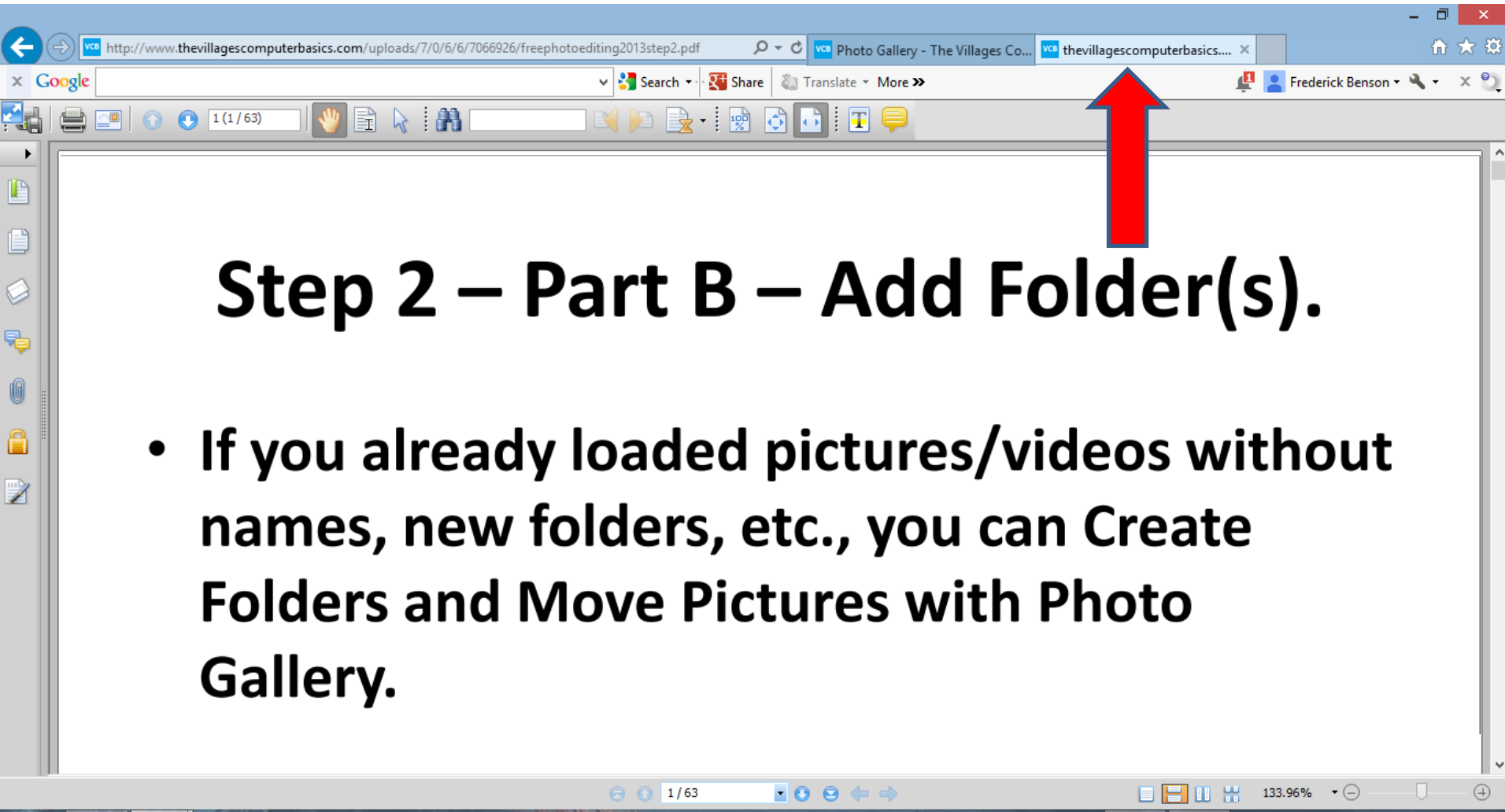
- [Part A – Find Windows Live Photo Gallery \(2011\) on Windows 7](#)
- [Part B – Download Photo Gallery](#)
- [Part C – Find Photo Gallery 2012 once you download](#)

Step 2 - Organize Photos/Videos

- [Part A - Upload pictures/videos from your Camera with Photo Gallery](#)
- [Part B - Add Folders](#)

Step 3 - Tag Photos/Videos – reason to fine photos/videos

You then see a new tab.

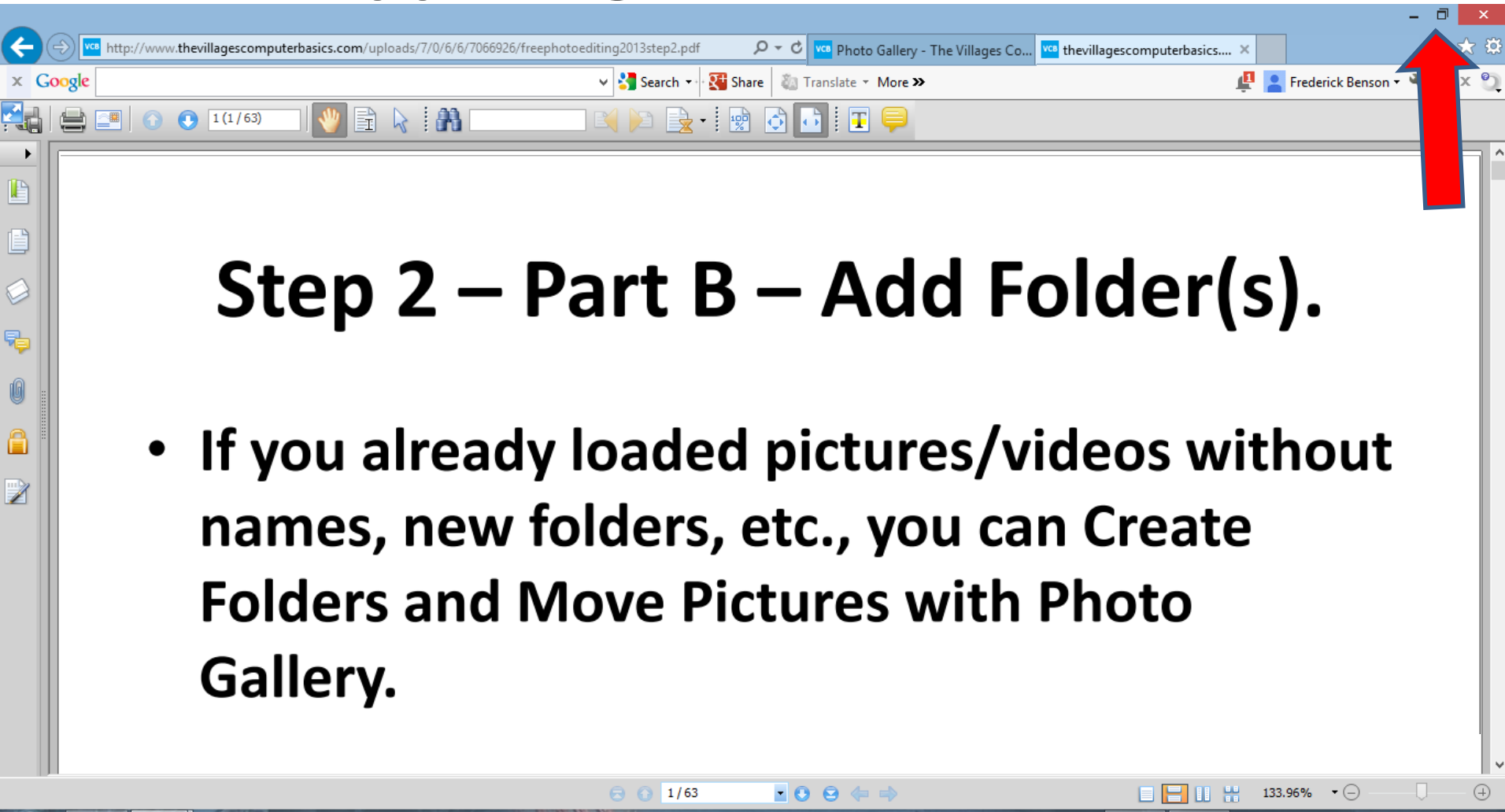


The screenshot shows a web browser window with three tabs. The active tab is titled "thevillagescomputerbasics...". A red arrow points to this tab. Below the browser window, a document viewer displays the following text:

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.

Next, you click on Restore down icon in the upper right. I will zoom in next.

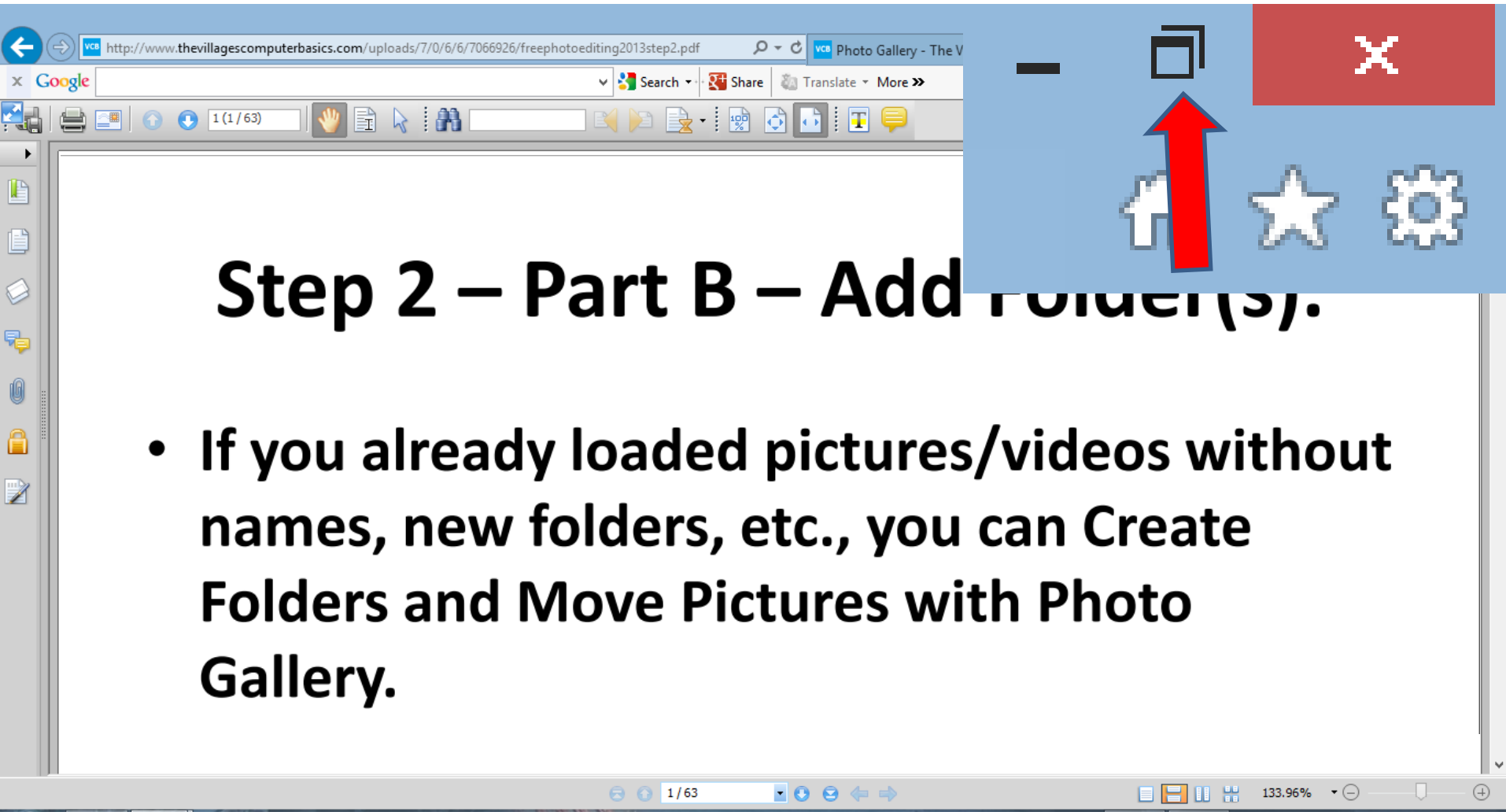


The screenshot shows a web browser window with a PDF document open. The browser's address bar shows the URL: <http://www.thevillagescomputerbasics.com/uploads/7/0/6/6/7066926/freephotoediting2013step2.pdf>. The browser's window control bar at the top right contains three icons: a maximize icon, a 'Restore Down' icon (a square with a horizontal line), and a close icon. A red arrow points to the 'Restore Down' icon. The PDF content displays the following text:

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.

You now see the Restore down icon.



The screenshot shows a web browser window displaying a PDF document. The browser's address bar shows the URL: <http://www.thevillagescomputerbasics.com/uploads/7/0/6/6/7066926/freephotoediting2013step2.pdf>. The browser's toolbar includes a search bar with the Google logo, a search button, and buttons for Share and Translate. The PDF document content is mostly blank, with the text "Step 2 – Part B – Add folder(s)." visible. A toolbar overlay is positioned in the top right corner of the PDF viewer, containing a minus sign, a restore down icon (two overlapping squares), a red close button with a white 'X', a home icon, a star icon, and a gear icon. A red arrow points to the restore down icon.

Step 2 – Part B – Add folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.

Once you click on Restore Down, you see it smaller.

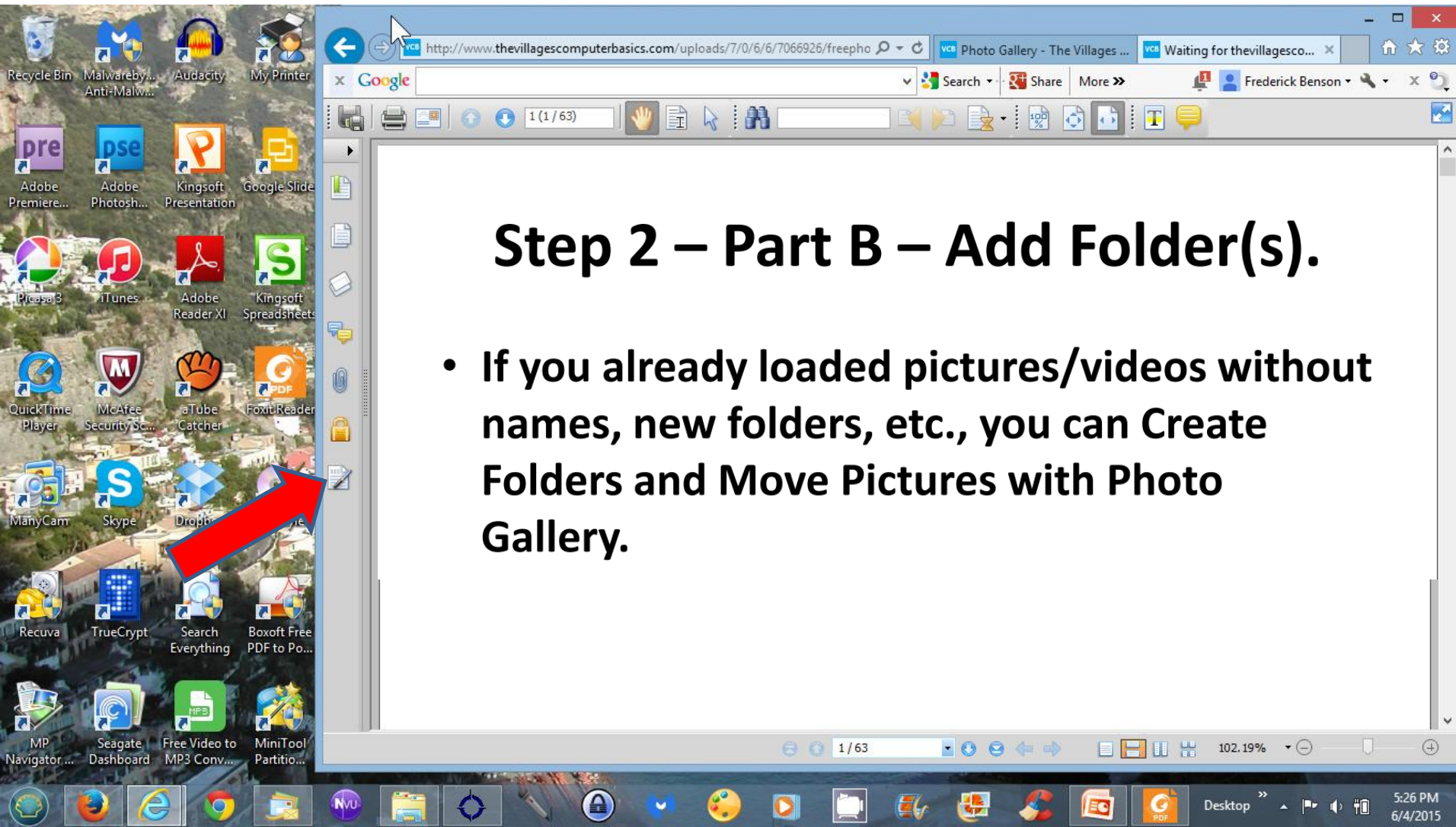
- **Depending on which programs you already had open, you see them behind it.**
- **If you don't have any programs open, you see the desktop.**
- **Next is a sample.**

- **Next is to move it to the right. You left click on the top, hold it down and drag it to the right.**

Step 2 – Part B – Add Folder(s).

- **If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.**

- You then see it on the right. Next is to make it smaller. You lift click on hold down on the left and drag it about half way. Next, I will zoom in.

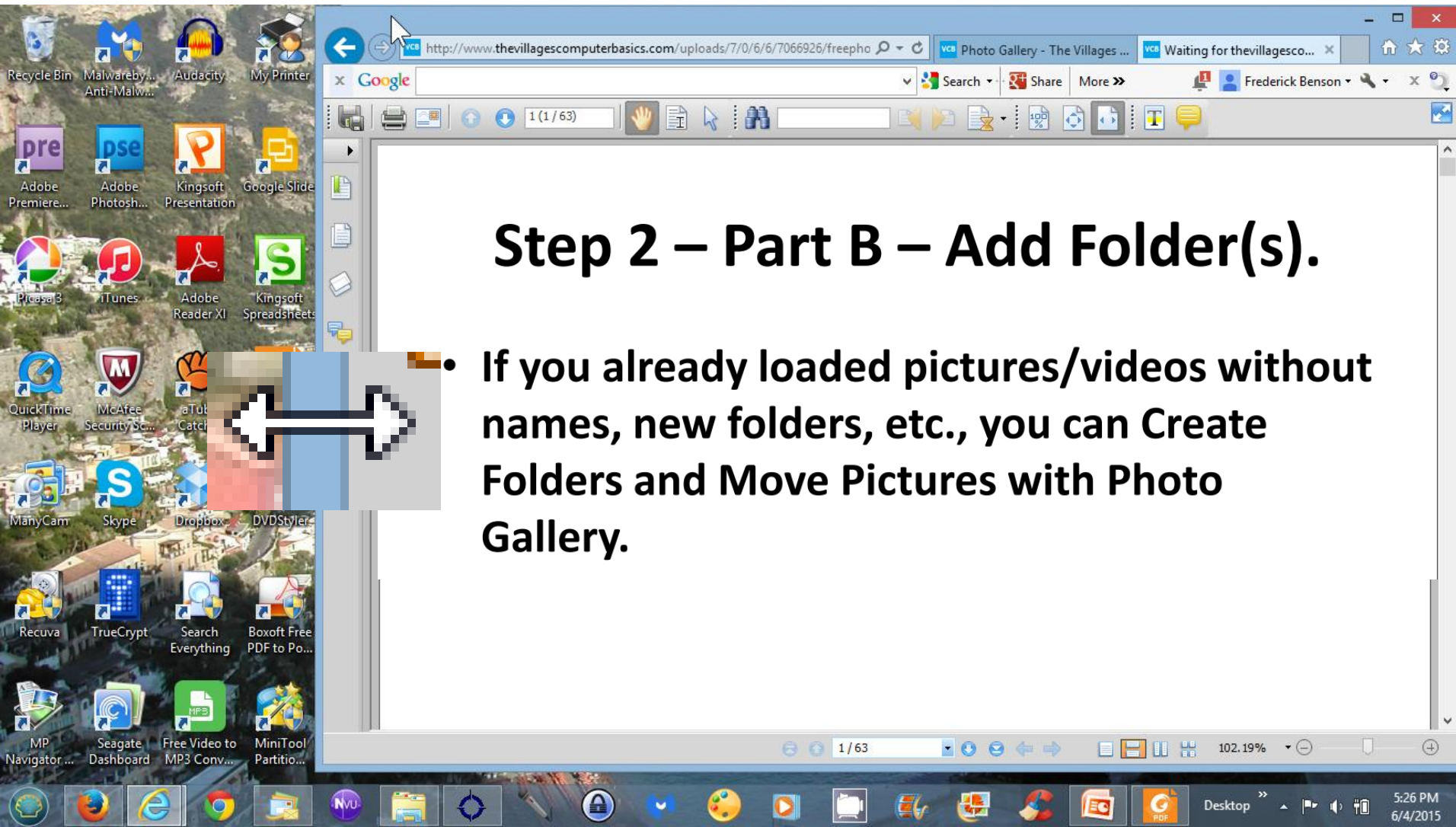


Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.

The screenshot shows a Windows desktop with various application icons. A web browser window is open, displaying the text 'Step 2 – Part B – Add Folder(s)'. A red arrow points from the desktop icons to the browser window. The browser's address bar shows the URL 'http://www.thevillagescomputerbasics.com/uploads/7/0/6/6/7066926/freepho...'. The browser's toolbar includes a search bar, a share button, and a 'More >>' button. The browser's status bar shows '1 (1/63)' and '102.19%'.

- You see what it looks like when you click on the left. Next is a sample of have way to the right.



Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.

The screenshot shows a Windows desktop with various application icons. A web browser window is open, displaying a Google search page. The search results show a list of items, with a mouse cursor pointing at the first item. The browser's address bar shows the URL: <http://www.thevillagescomputerbasics.com/uploads/7/0/6/6/7066926/freepho>. The browser's search bar contains the text "Google". The browser's toolbar shows various icons for navigation and search. The browser's status bar shows the page number "1 / 63" and the zoom level "102.19%".


- You see it on the right. Next is open Photo Gallery. Note – Step 1 – Part C shows you how to find and Open Photo Gallery.

A screenshot of a web browser window displaying a document. The browser's address bar shows the URL "http://www.thevillagescomputerbasics...". The document content includes:

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.

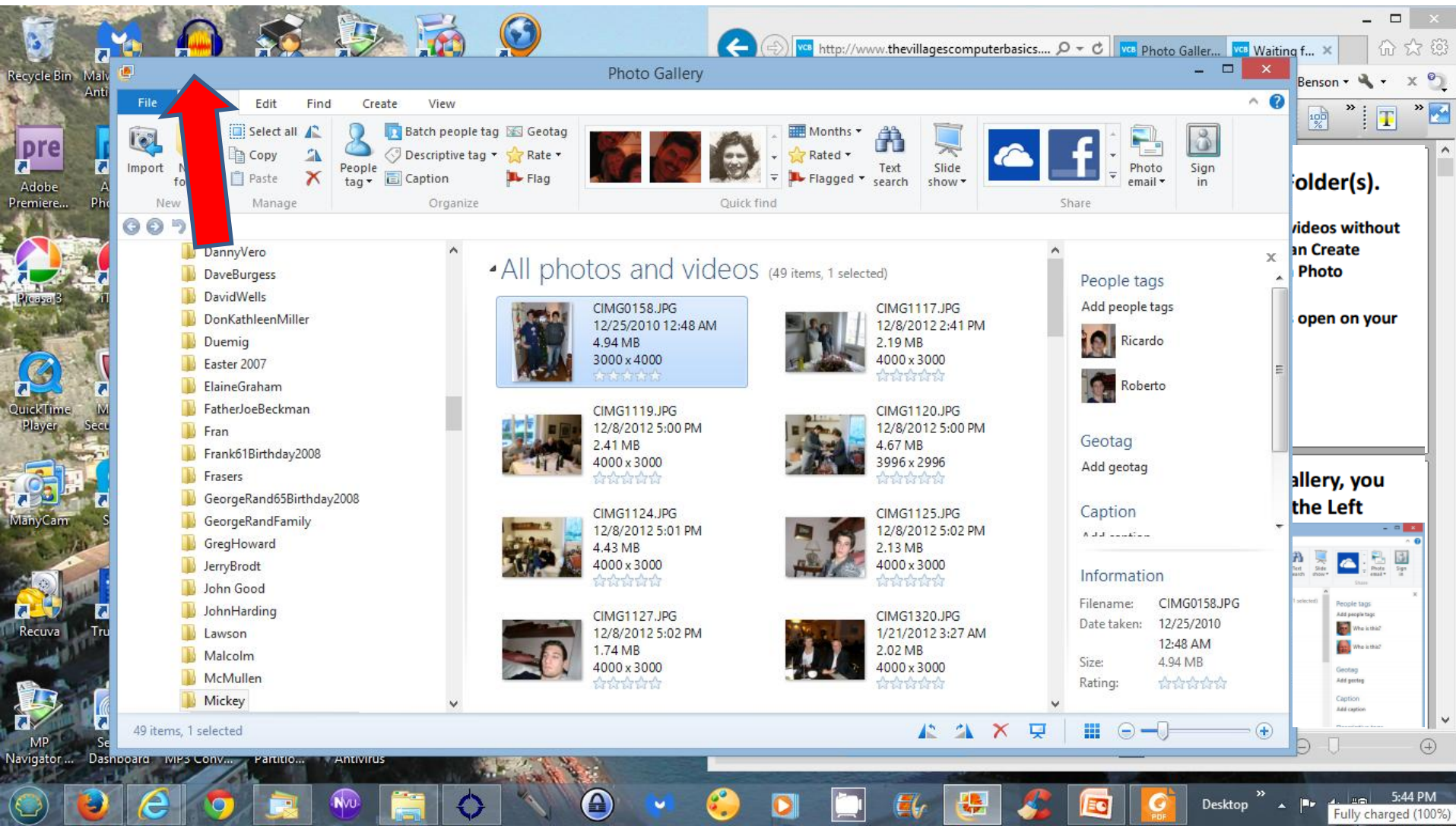
When you open Photo Gallery, you see Picture Folders on the Left

A smaller screenshot of the Windows Photo Gallery application is shown within the browser window. It displays a sidebar with a list of picture folders, including "All photos and videos", "Pictures", "2009-08-01 they basketball baskets", "2010-01-01 50Augustine", "Adventure", "Akkale", "Art Work in SkyDrive", "Barrabagh", "Barrabagh/ElCame", "Barrabagh/2007", "Darewik", and "Camera Roll". The main area shows a grid of photo thumbnails, with one selected. The right sidebar contains options for "People tags", "Caption", and "Add caption". The taskbar at the bottom of the browser window shows the system tray with the time "5:35 PM" and date "6/4/2015".

- When you open Photo Gallery, it typically is in a full screen. Next you click on the Restore down icon, like I showed you before.

The screenshot displays the Windows Photo Gallery application window. The title bar reads "Photo Gallery". The interface includes a ribbon menu with tabs for File, Home, Edit, Find, Create, and View. The Home tab is active, showing options like Import, New folder, Select all, Copy, Paste, Rotate left, Rotate right, Delete, People tag, Batch people tag, Descriptive tag, Caption, Geotag, Rate, Flag, Months, Rated, Flagged, Text search, Slide show, and social media sharing icons for OneDrive and Facebook. A mouse cursor is pointing at the "Restore down" icon in the window's title bar. The main area shows a grid of 12 photo thumbnails, each with its filename, date, time, size, resolution, and a star rating. The first photo, CIMG0158.JPG, is selected. On the right, a "People tags" sidebar shows tags for Ricardo and Roberto. Below that, sections for "Geotag", "Caption", "Descriptive tags", and "Information" are visible. The Information section shows details for the selected photo: Filename: CIMG0158.JPG, Date taken: 12/25/2010 2:48 AM, Size: 4.94 MB, Rating: ★★★★★. The taskbar at the bottom shows the system tray with the time 5:41 PM and date 6/4/2015.

- You then see it smaller and above the PDF Tab.
- Next, click on the top and hold it down and drag it to the upper left.



- You then see it on upper left.
- To view the PDF reader, you click on it.

The screenshot displays the Windows Photo Gallery application window. The title bar reads "Photo Gallery". The ribbon menu includes "File", "Home", "Edit", "Find", "Create", and "View". The "Home" tab is active, showing options like "Import", "New folder", "Select all", "Copy", "Paste", "People tag", "Batch people tag", "Geotag", "Descriptive tag", "Rate", "Caption", "Flag", "Months", "Rated", "Flagged", "Text search", "Slide show", "Share", "Photo email", and "Sign in".

The main area shows "All photos and videos (49 items, 1 selected)". The selected photo is "CIMG0158.JPG" taken on 12/25/2010 at 12:48 AM, with a size of 4.94 MB and dimensions of 3000 x 4000. Other photos listed include CIMG1117.JPG, CIMG1119.JPG, CIMG1120.JPG, CIMG1124.JPG, CIMG1125.JPG, and CIMG1320.JPG.

The right sidebar shows "People tags" (Ricardo, Roberto), "Geotag", "Caption", and "Information" (Filename: CIMG0158.JPG, Date taken: 12/25/2010, Size: 4.94 MB, Rating: 5 stars).

A red arrow points from the top right towards the taskbar, specifically highlighting the PDF reader icon. The taskbar shows various applications including MP Navigator, Seagate Dashboard, Free Video to MP3 Converter, MiniTool Partition, Avast Free Antivirus, IfanView, and Malwarebytes Anti-Malware. The system tray shows the time as 5:48 PM on 6/4/2015.

- You then see it on top of Photo Gallery. You then can scroll down by clicking on the icon in lower right. I will zoom in next.

The image shows a Windows Photo Gallery window with a sidebar on the left containing a list of folders: DannyVero, DaveBurgess, DavidWells, DonKathleenMiller, Duemig, Easter 2007, ElaineGraham, FatherJoeBeckman, Fran, Frank61Birthday2008, Frasers, GeorgeRand65Birthday2008, GeorgeRandFamily, GregHoward, JerryBrodt, John Good, JohnHarding, Lawson, Malcolm, McMullen, and Mickey. The main area displays a list of photos with their file names, dates, times, sizes, resolutions, and star ratings.

Overlaid on the right is a browser window showing a document titled "Step 2 – Part B – Add Folder(s)". The document contains the following text:

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.

Below this is another section titled "When you open Photo Gallery, you see Picture Folders on the Left". A red arrow points to the folder list in the Photo Gallery window shown in the screenshot below this text.

The browser window also shows a security settings panel on the left that says "The document doesn't use any encryption." and "Permission details".

- That takes you to other pages. Once you view a page, you can click on Photo Gallery to practice, then click on PDF reader and do the next step.

The image shows a Windows desktop environment. On the left, the Windows Photo Gallery application is open, displaying a list of folders on the left-hand side and a grid of photo thumbnails on the right. The folders include names like DannyVero, DaveBurgess, DavidWells, DonKathleenMiller, Duemig, Easter 2007, ElaineGraham, FatherJoeBeckman, Fran, Frank61Birthday2008, Frasers, GeorgeRand65Birthday2008, GeorgeRandFamily, GregHoward, JerryBrodt, John Good, JohnHarding, Lawson, Malcolm, McMullen, and Mickey. The photo thumbnails are labeled with filenames and dates, such as CIMG0158.JPG (12/25/2010 12:48 AM), CIMG1119.JPG (12/8/2012 5:00 PM), CIMG1124.JPG (12/8/2012 5:01 PM), and CIMG1127.JPG (12/8/2012 5:02 PM).

On the right, a web browser window is open, displaying a page with the following text:

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.

Below this text, there is a smaller screenshot of the Photo Gallery application with a red arrow pointing to a folder named 'BlockBBQSept2014'. The browser's address bar shows the URL 'http://www.thevillagescomputerbasics...'. The taskbar at the bottom of the screen shows various application icons, including MP Navigator, Seagate Dashboard, Free Video to MP3 Converter, MiniTool Partition, Avast Free Antivirus, and IfanView. The system tray in the bottom right corner shows the date and time as 5:51 PM on 6/4/2015.

Practice

- **You should Practice this Tip, so you can make it easier to view the steps and practice the steps with Photo Gallery.**
- **Next is how to close the PDF Tab.**
- **After that is using Firefox browser that opens the PDF in a new window.**

- You click on the X on the Tab. I will zoom in.

The screenshot shows the Windows Photo Gallery application. The main window displays a list of photos and videos under the heading "All photos and videos (49 items)". The list includes:

- CIMG0158.JPG, 12/25/2010 12:48 AM, 4.94 MB, 3000 x 4000, 5 stars
- CIMG1119.JPG, 12/8/2012 5:00 PM, 2.41 MB, 4000 x 3000, 5 stars
- CIMG1124.JPG, 12/8/2012 5:01 PM, 4.43 MB, 4000 x 3000, 5 stars
- CIMG1127.JPG, 12/8/2012 5:02 PM, 1.74 MB, 4000 x 3000, 5 stars

A zoomed-in view of the application's tab bar is shown in the foreground. A red arrow points to a red 'X' icon on the right side of the tab, which is used to close the tab. The tab title is "thevillagescomputerbasics....".

Overlaid on the right side of the screenshot are two instructional text boxes:

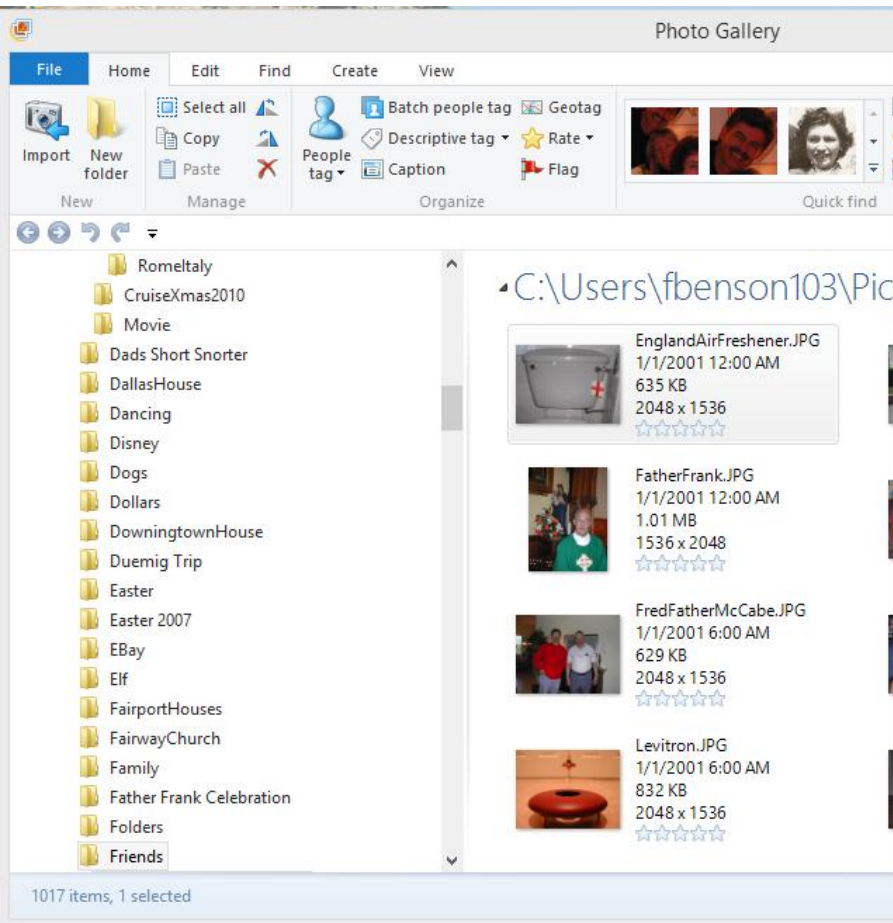
Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.

When you open Photo Gallery, you see Picture Folders (

The Windows taskbar at the bottom shows various icons, including MP Navigator, Seagate Dashboard, Free Video to MP3 Conv..., MiniTool Partitio..., Avast Free Antivirus, and IfanView. The system tray shows the time as 5:51 PM on 6/4/2015.

- Once you do that, it goes back to the Photo Gallery Page.

A screenshot of a web browser window. The address bar shows the URL "http://www.thevillagescomputerbasics...". The page header features a logo with the letters "V C B" and the text "The Villages Computer Basics". Below the header is a navigation menu with links for "Home Page", "Definitions", "Tutorials", "Courses", "About", and "Contact". The main content area is titled "Photo Gallery Instructions" and contains the following text:

This page walks you through step by step of all of the features of has a link to a PDF file. If you don't have a reader, download Fox which is a safe download website. Before you click on Step 2 - Pa should click on this [Tip](#) - that shows you how to view the PDF file same time, so it is easier to use the PDF file and practice Photo G how to use your cursor with your mouse, there is a [LINK](#) to a vid through how to use your mouse.

Step 1 – Download and Find Photo Gallery

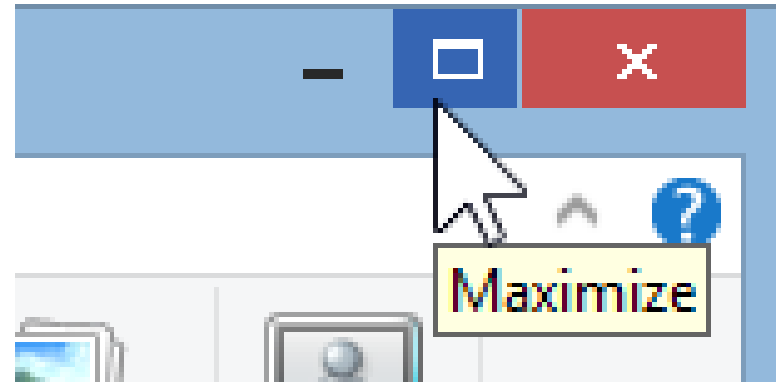
- [Part A – Find Windows Live Photo Gallery \(2011\) on Wir](#)
- [Part B – Download Photo Gallery](#)
- [Part C – Find Photo Gallery 2012 once you download](#)

The browser's taskbar at the bottom shows the time as 9:34 AM.

Practice

- **You can click on another step to practice.**
- **Once you finish any steps and want to see Photo Gallery in a full Screen, you click on the same icon I showed you before, but it is called Maximize. Next is a sample.**

- **Once you click on the Maximize in the upper right, Photo Gallery opens in the full screen.**
- **Next, I will show you when PDF opens in full screen vs. a Tab.**



Full Screen PDF vs. Tab.

- **When you are in another Browser, like Firefox, and you click on a link to the PDF file, it opens in a full screen on top of the Browser.**
- **Like I showed you in Internet Explorer, you scroll down to see Step 2 – Part B**
- **Next is a sample of Firefox.**

- You click on Part B – Add folders.

File Edit View History Bookmarks Tools Help

Photo Gallery - The Village... x +

www.thevillagescomputerbasics.com/photo-gallery.html

Help people get started and move to the Next Level!!

Home Page Definitions Tutorials Courses About Contact Links Search My Site

Photo Gallery Instructions

This page walks you through step by step of all of the features of Photo Gallery. Each step has a link to a PDF file. If you don't have a reader, download Foxit Reader from ninite.com, which is a safe download website. Before you click on Step 2 - Part B or any after that, you should click on this [Tip](#) - that shows you how to view the PDF file and Photo Gallery at the same time, so it is easier to use the PDF file and practice Photo Gallery. If you don't know how to use your cursor with your mouse, there is a [LINK](#) to a video I created that walks you through how to use your mouse.

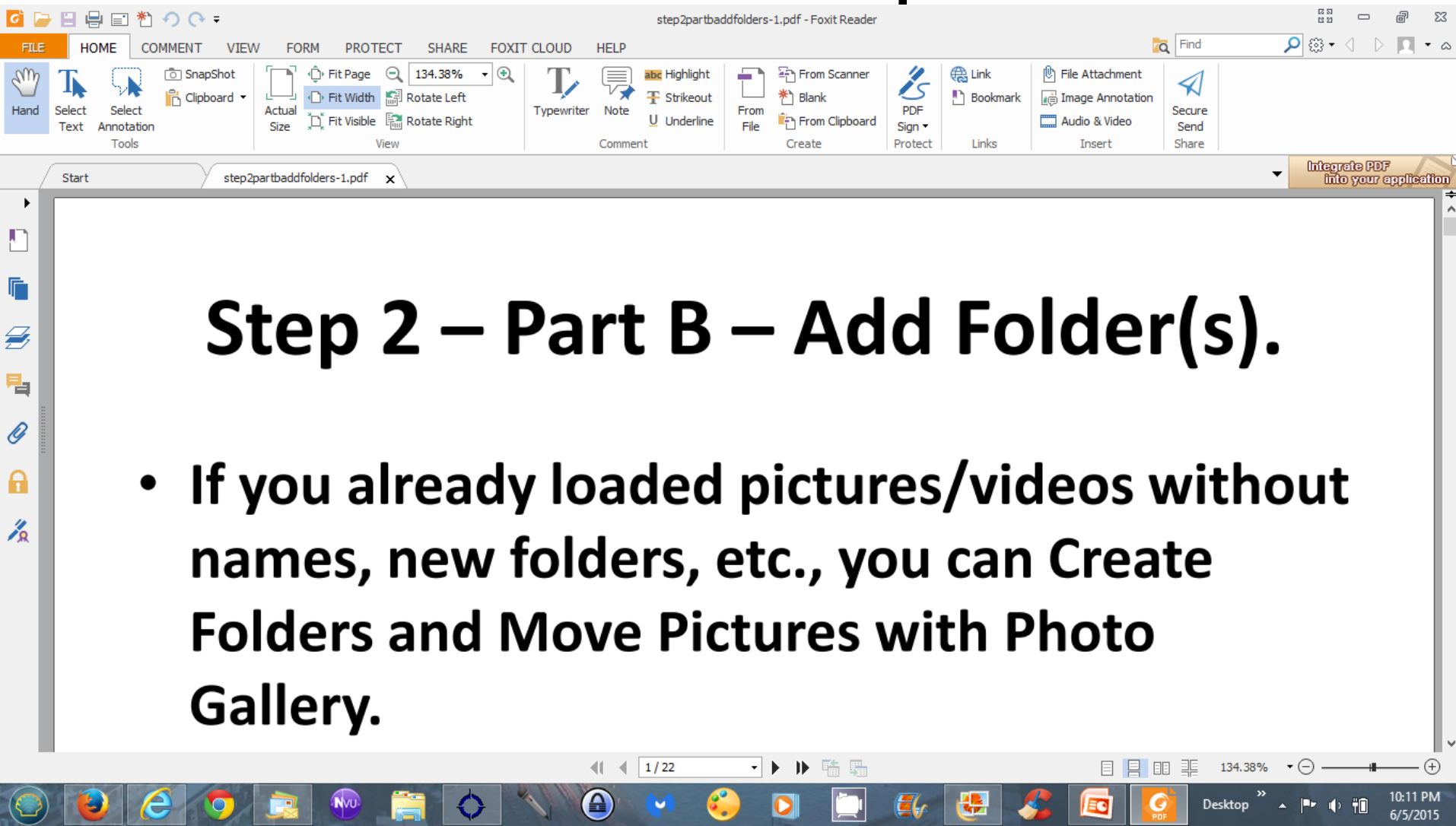
Step 1 – Download and Find Photo Gallery

- [Part A – Find Windows Live Photo Gallery \(2011\) on Windows 7](#)
- [Part B – Download Photo Gallery](#)
- [Part C – Find Photo Gallery 2012 once you download](#)

Step 2 - Organize photos/Videos

- [Part A - Upload pictures/videos from your Camera with Photo Gallery](#)
- [Part B - Add Folders](#)

- It opens Firefox Reader in a new window in the full screen.
- Next is a Adobe Reader sample



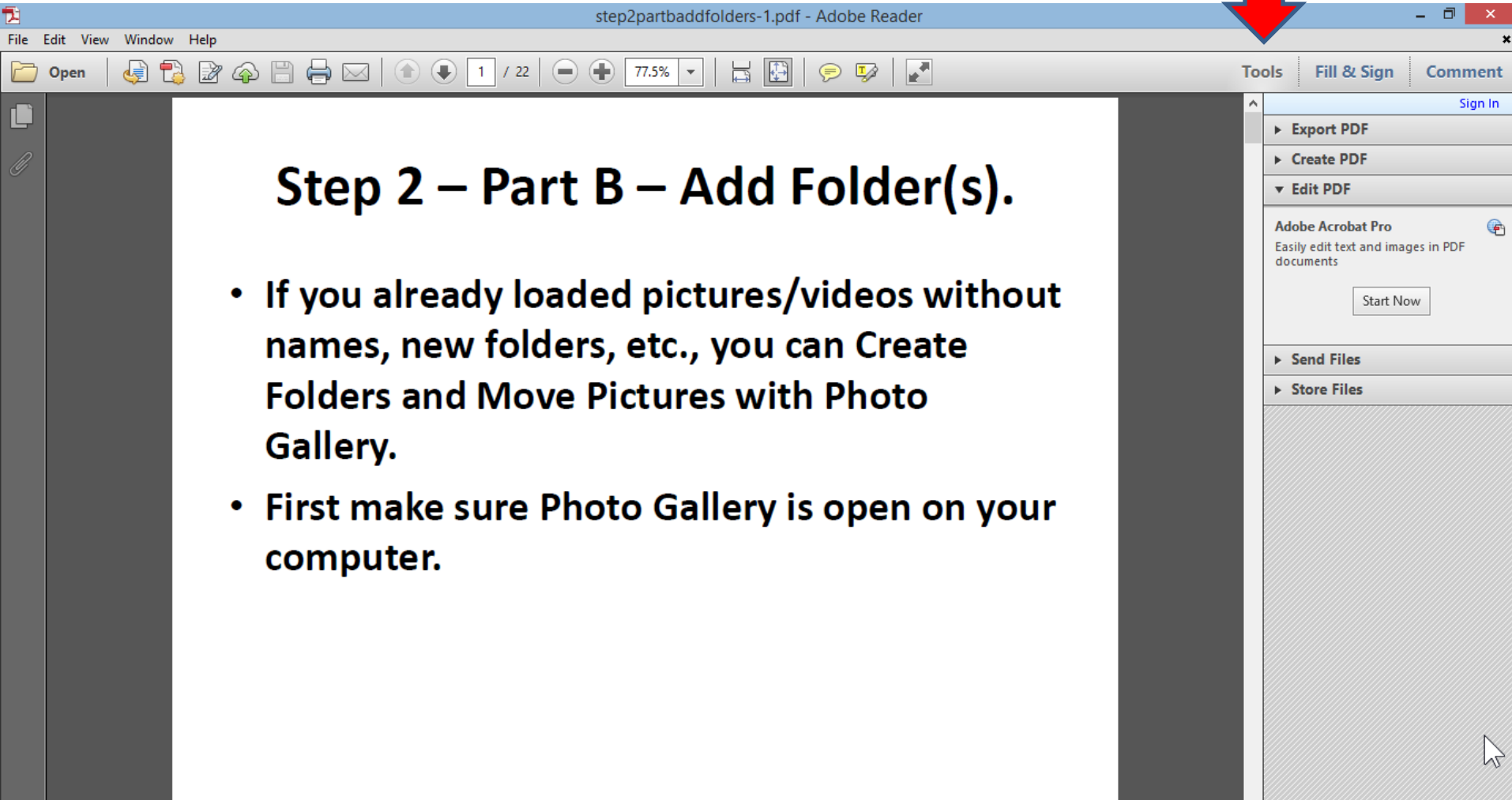
The screenshot displays the Foxit Reader application window. The title bar reads "step2partbaddfolders-1.pdf - Foxit Reader". The interface includes a menu bar with options: FILE, HOME, COMMENT, VIEW, FORM, PROTECT, SHARE, FOXIT CLOUD, and HELP. Below the menu bar is a ribbon of toolbars. The "HOME" toolbar contains icons for Hand, Select Text, Select Annotation Tools, Snapshot, Clipboard, Actual Size, Fit Page, Fit Width, Fit Visible, Rotate Left, Rotate Right, Typewriter, Note, Comment, Highlight, Strikeout, Underline, From File, From Scanner, Blank, From Clipboard, Create, PDF Sign, Protect, Links, File Attachment, Image Annotation, Audio & Video, Insert, and Secure Send Share. The main content area shows a single page of a PDF document with the following text:

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.

The status bar at the bottom indicates the current page is 1 of 22, the zoom level is 134.38%, and the system tray shows the time as 10:11 PM on 6/5/2015.

- The difference is you see Tools on the right. Click on Tools to remove them.
- The other difference next.





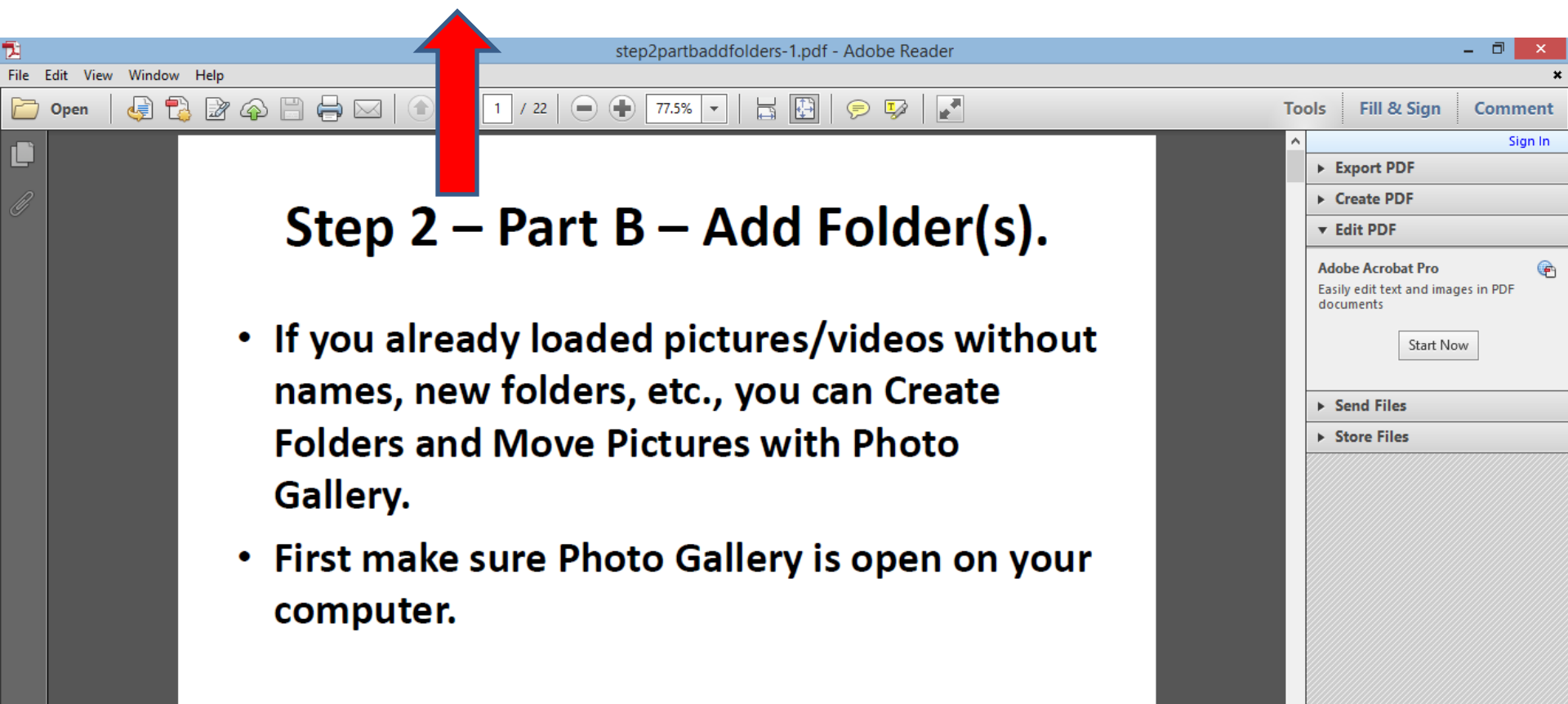
The screenshot shows the Adobe Reader application window. The title bar reads "step2partbaddfolders-1.pdf - Adobe Reader". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar contains various icons for file operations, navigation, and editing. The main content area displays a PDF page with the following text:

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.











On the right side, the "Tools" panel is visible, showing options like "Export PDF", "Create PDF", "Edit PDF", "Send Files", and "Store Files". A red arrow points to the "Tools" tab in the top right corner of the application window.

- You can click on  to go to the next page.
You click on the  to go to the previous page.
- But, when you Restore Down that does not display and you have click on a drop down which is next.



step2partbaddfolders-1.pdf - Adobe Reader

File Edit View Window Help

Open       77.5%    

Tools Fill & Sign Comment

Sign In

Export PDF

Create PDF

Edit PDF

Adobe Acrobat Pro

Easily edit text and images in PDF documents

Start Now

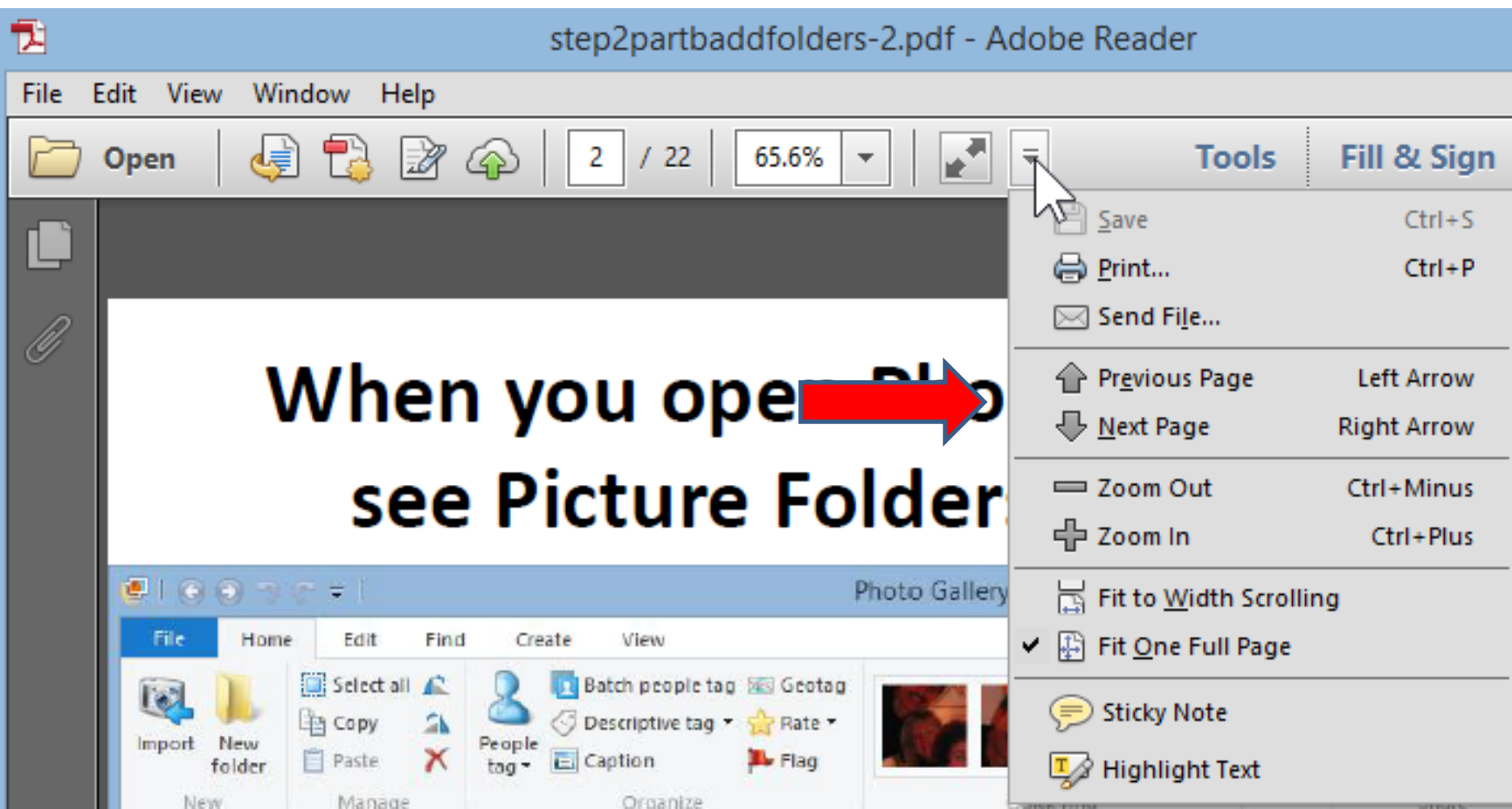
Send Files

Store Files

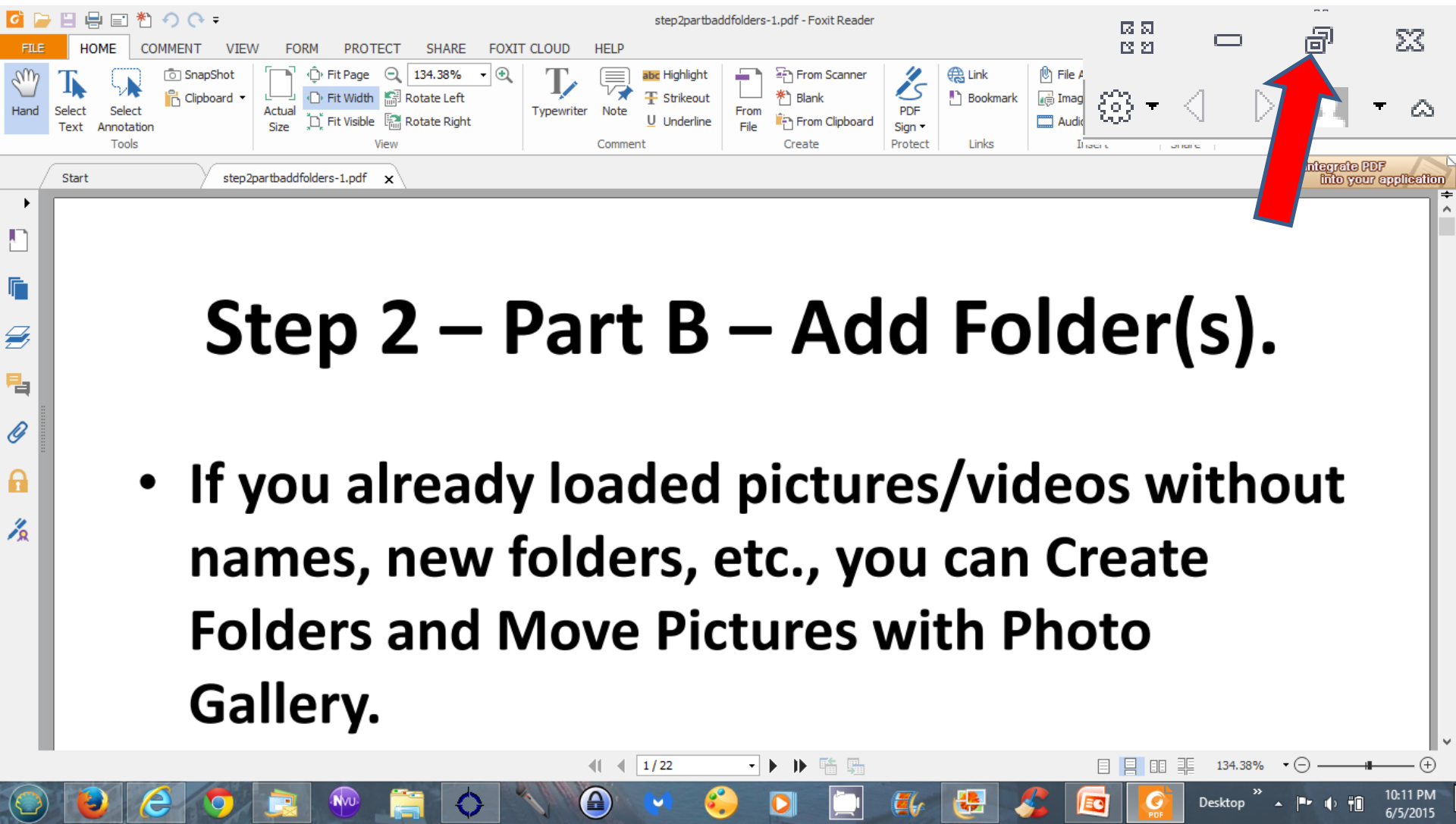
Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.

- You click on the drop down and then click on Previous Page or Next Page.
- Next is Firefox Reader again.



- **Back to Firefox Reader.**
- **Next you click Restore Icon in the upper right. I zoomed in.**



- You then see it on top of the Photo Gallery page. Next you need to minimize the Browser and open up Photo Gallery.

The screenshot shows a computer desktop with two windows. The browser window on the left is titled 'Photo Gallery - The Village...' and displays a page with a navigation menu and a list of steps. The PDF viewer window on the right is titled 'step2partbaddfolders.pdf - Foxit Reader' and shows a document with a toolbar and a large text box containing instructions for Step 2 - Part B.

Photo Gallery - The Village...
www.thevillagescomputerbasics.com/photo-gallery.html

Home Page Defin

Photo Gallery In
This page walks you through how to use your computer through how to use

Step 1 - Download
- [Part A - Find](#)
- [Part B - Down](#)
- [Part C - Find](#)

Step 2 - Organize
- [Part A - Uploa](#)
- [Part B - Add F](#)

step2partbaddfolders.pdf - Foxit Reader

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.

How to get to Minimize?

- **Sometimes the PDF file is over the top of the Firefox Minimize in the upper right.**
- **If you can see it, you need to drag the PDF file to the left to see it.**

- You click on the Minimize icon in the upper right. I zoomed in.

A screenshot of a computer screen showing a web browser, a PDF reader, and a presentation slide. The web browser is on the left, displaying a page titled "Photo Gallery - The Village...". The PDF reader is in the center, showing a slide titled "Step 2 - Part B - Add Folder(s)". The presentation slide contains a list of instructions. The minimize icon in the window title bar is highlighted with a red arrow.

Photo Gallery - The Village...
www.thevillagescomputerbasics.com/photo-gallery.html

Home Page Defin

Photo Gallery In
This page walks yo
has a link to a PDF
which is a safe do
should click on thi
same time, so it is
how to use your c
through how to us

Step 1 - Download
- [Part A - Find](#)
- [Part B - Down](#)
- [Part C - Find](#)

Step 2 - Organize
- [Part A - Uploa](#)
- [Part B - Add F](#)

step2partbaddfolders.pdf - Foxit Reader

FILE HOME COMMENT VIEW FORM PROTECT SHARE FOXIT CLOUD HELP Find

Hand
Select Text
Select Annotation

Tools

Actual Size
Rotate Left
Rotate Right

View

Comment

Typewriter Note U

Create

Protect

Links

Link
Bookmar

Insert Share

Collect data online with forms

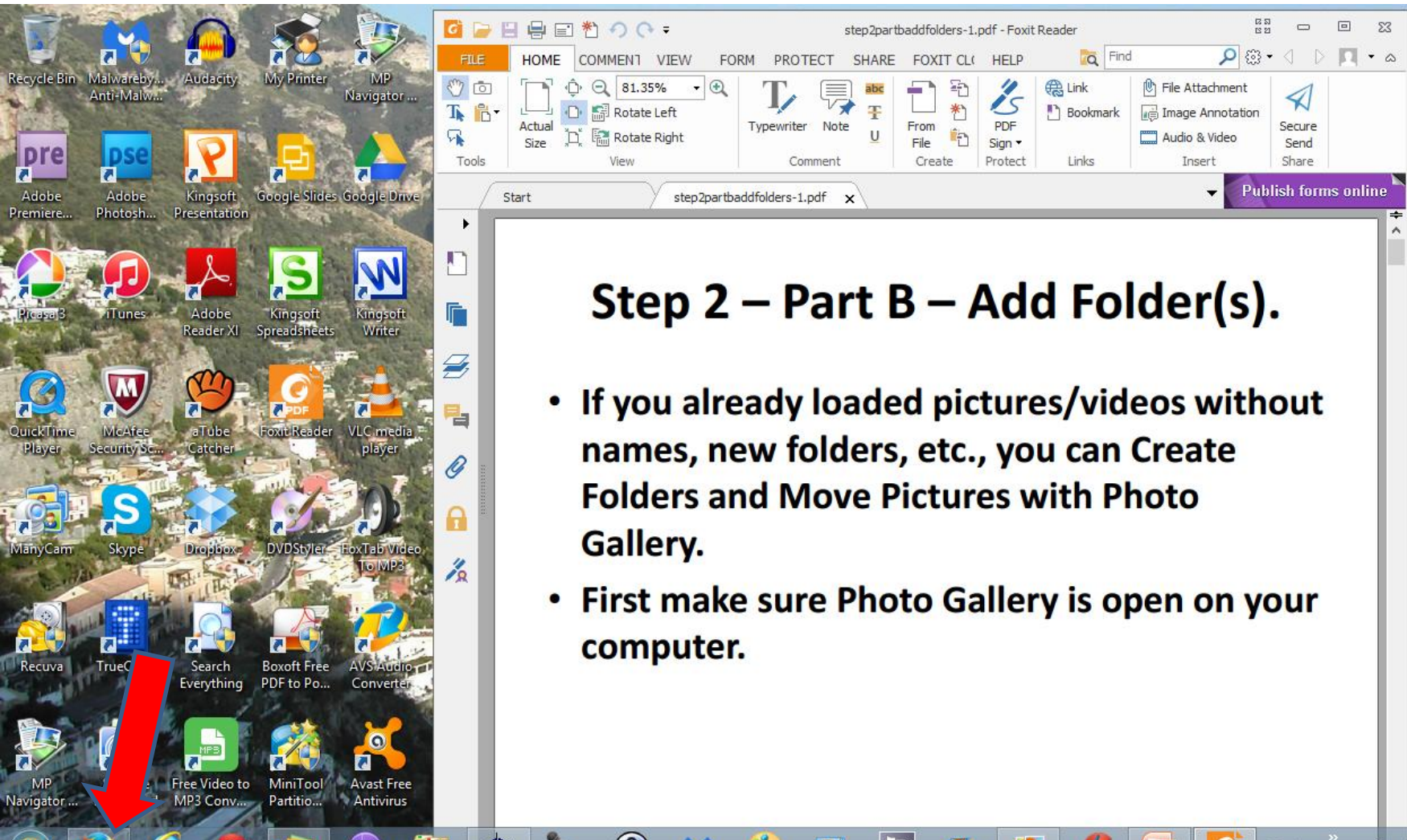
Start step2partbaddfolders.pdf x

Step 2 – Part B – Add Folder(s).

- If you already loaded pictures/videos without names, new folders, etc., you can Create Folders and Move Pictures with Photo Gallery.
- First make sure Photo Gallery is open on your computer.

Movie Maker

- **Once you click on it, you just see the PDF file. You see the Firefox Browser highlighted on the task bar.**



Next you open Photo Gallery.

- You follow the same process I showed before.**
- Restore down Photo Gallery and move it to the left.**
- Move PDF to the right and make it smaller.**

Questions

- If you have any questions about the Tip or any steps of Photo Gallery, [contact me](#).
- This is the end of the Tip.