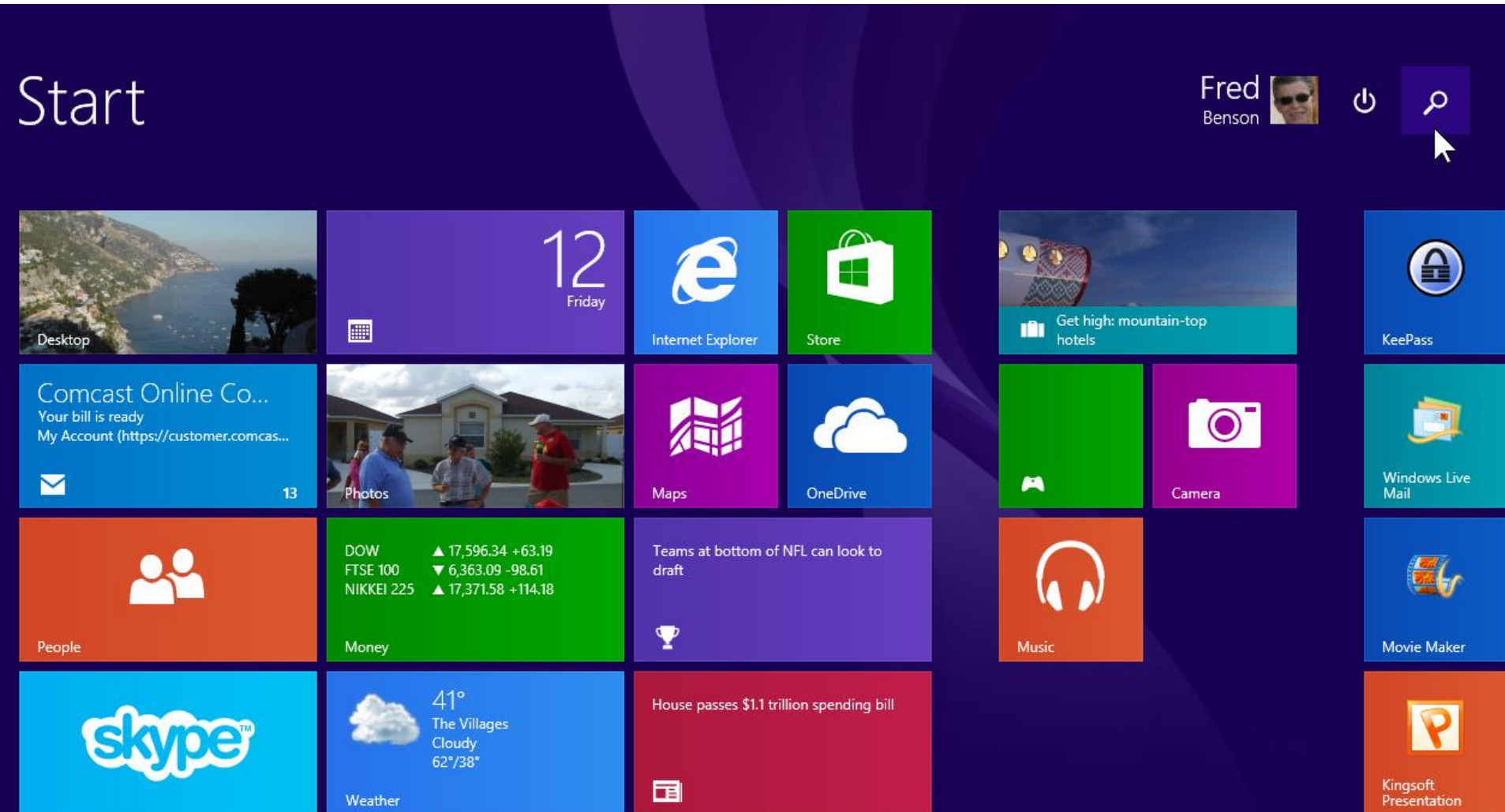# Step 3 – Organize Photos, Videos with File Explorer (Windows 8 or 10)

- **First, I will show you how to Find File Explorer with Windows 8 and 10.**

- **If you have Windows 7, it is Windows Explorer vs. File Explorer and it is similar.**

- **If you have Windows 10, go to page 11.**

How to find File Explorer – Start Screen

- **Just type File and next is what happens.**

You then see Search

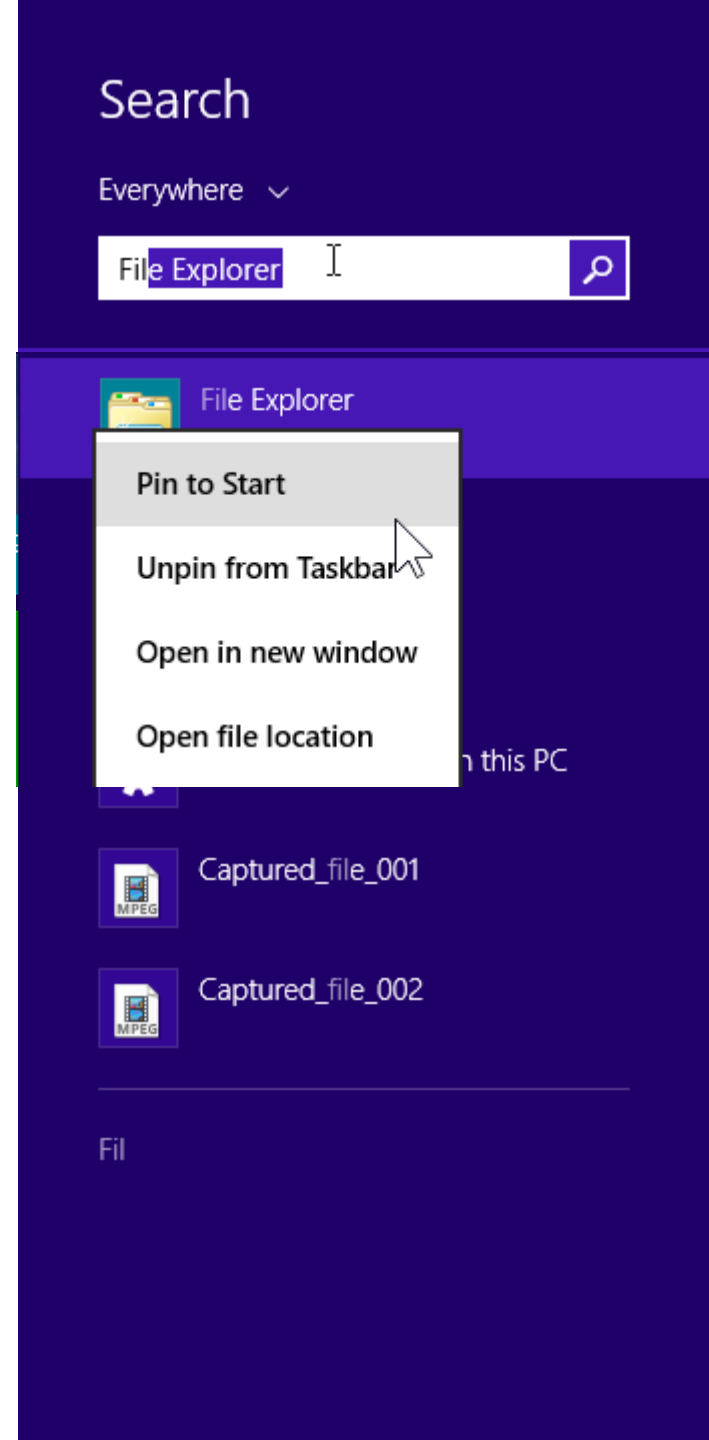- **And then see File Explorer at the top.**
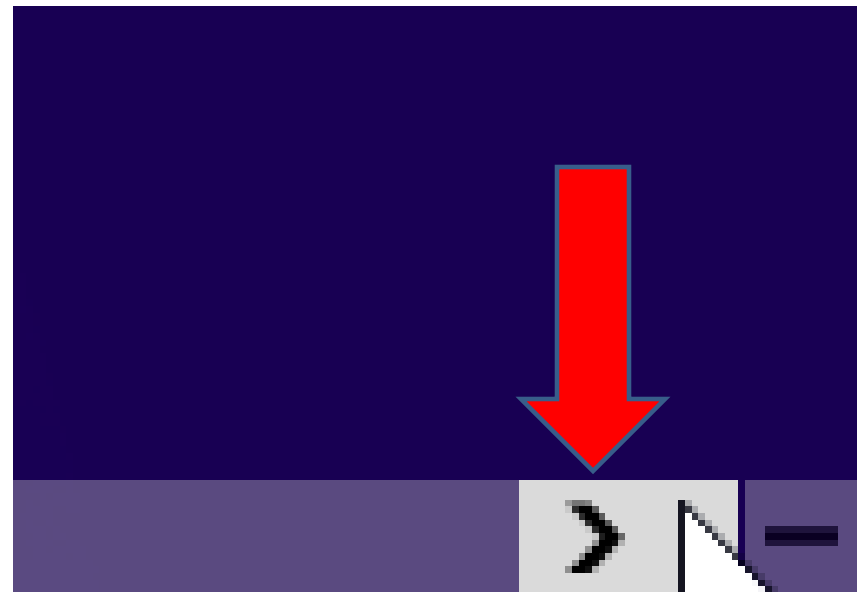- **Next is how to Pin to Start.**

How to put it on Start Screen

- **Right click on File Explorer and then click on Pin to Start.**

- **Next is what happens and how to find it.**
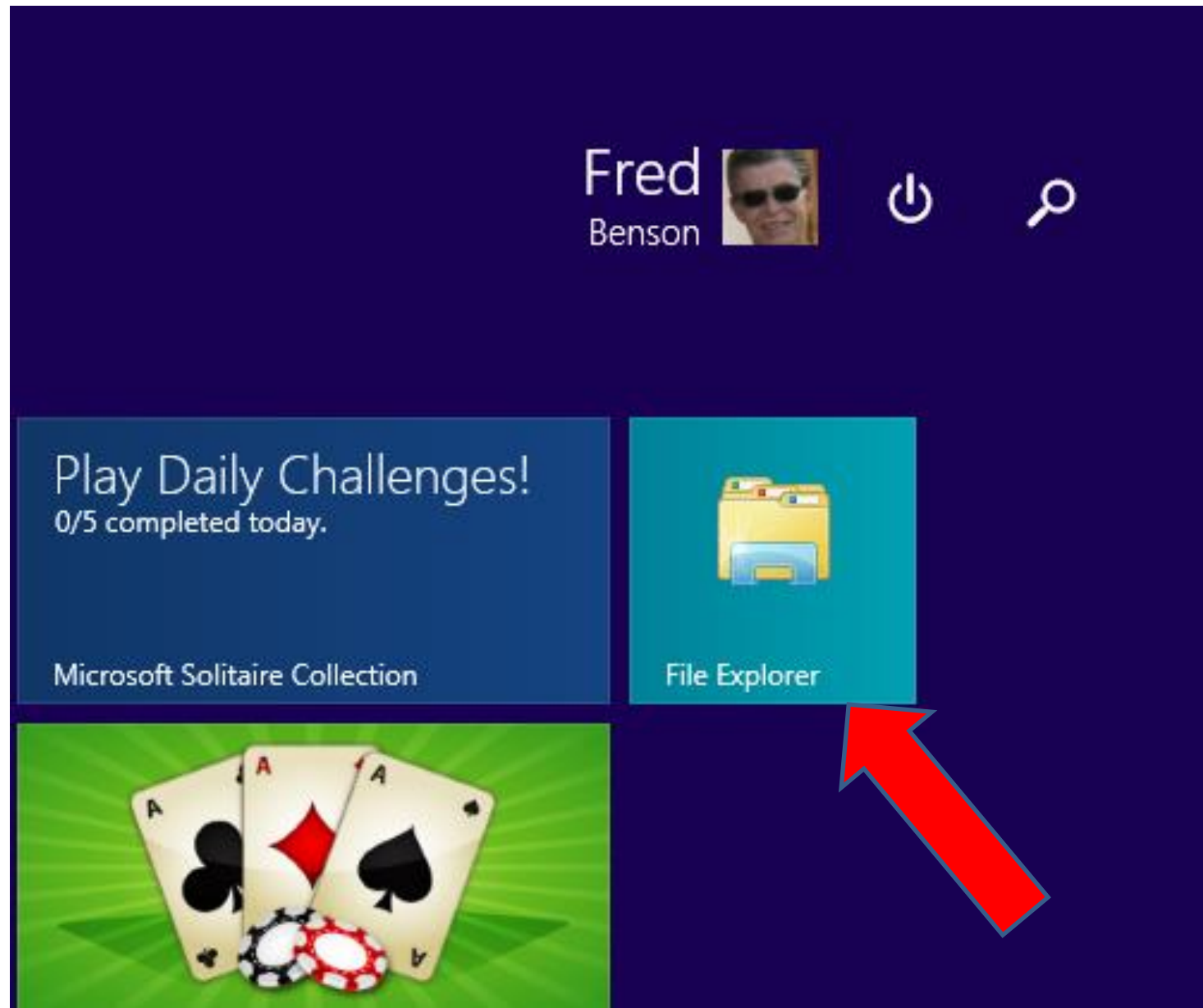
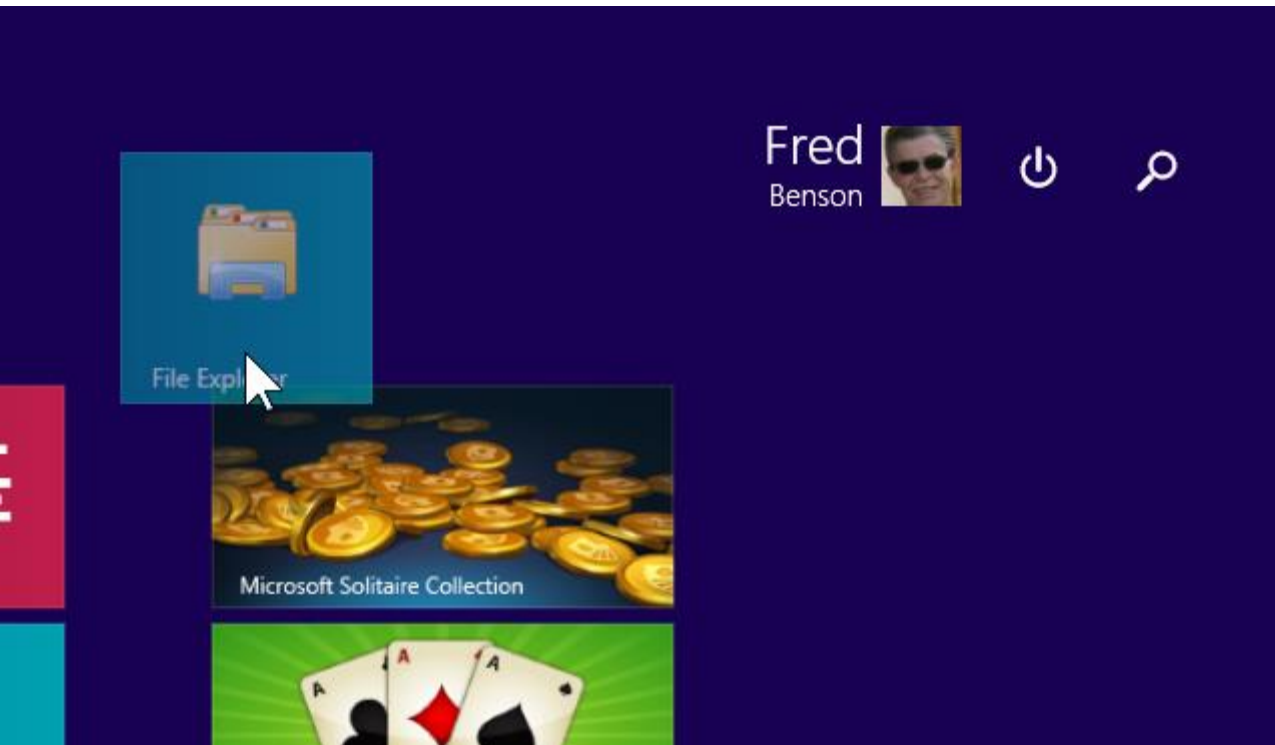# To see it, scroll to the right

- **Click on this icon and hold it down and it scrolls to the far right.**

- **Next is a sample.**

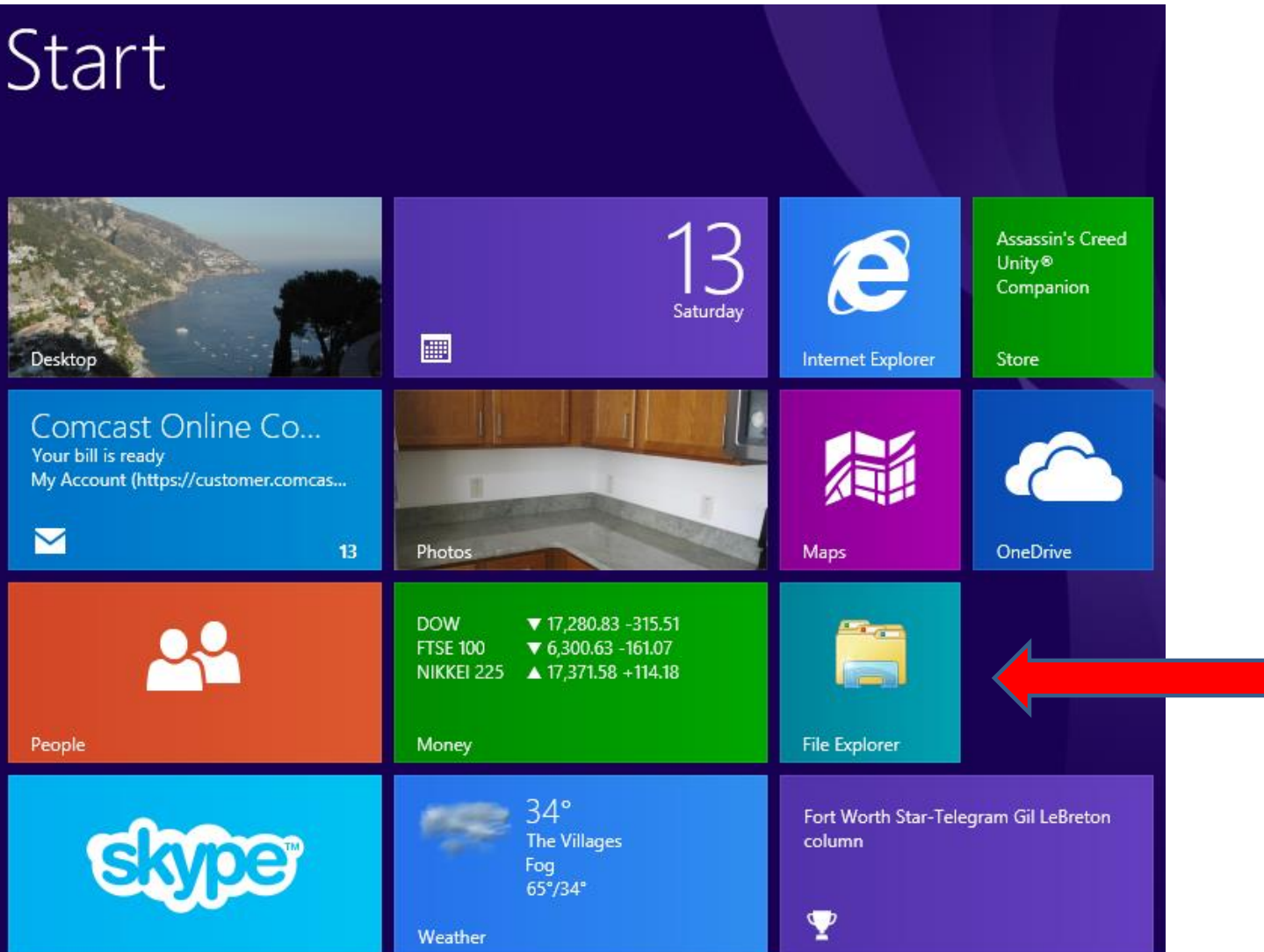- **You then see it and next is how to change the location.**

You can drag and drop it anywhere.

- **Left click and hold it down and then drag it.**
- **Next is a sample.**

Here is a Sample. Next is other options.
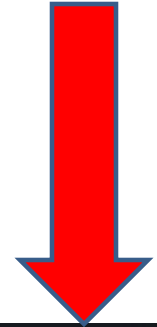
Other Options.

- **Second option is go to the Desktop.**
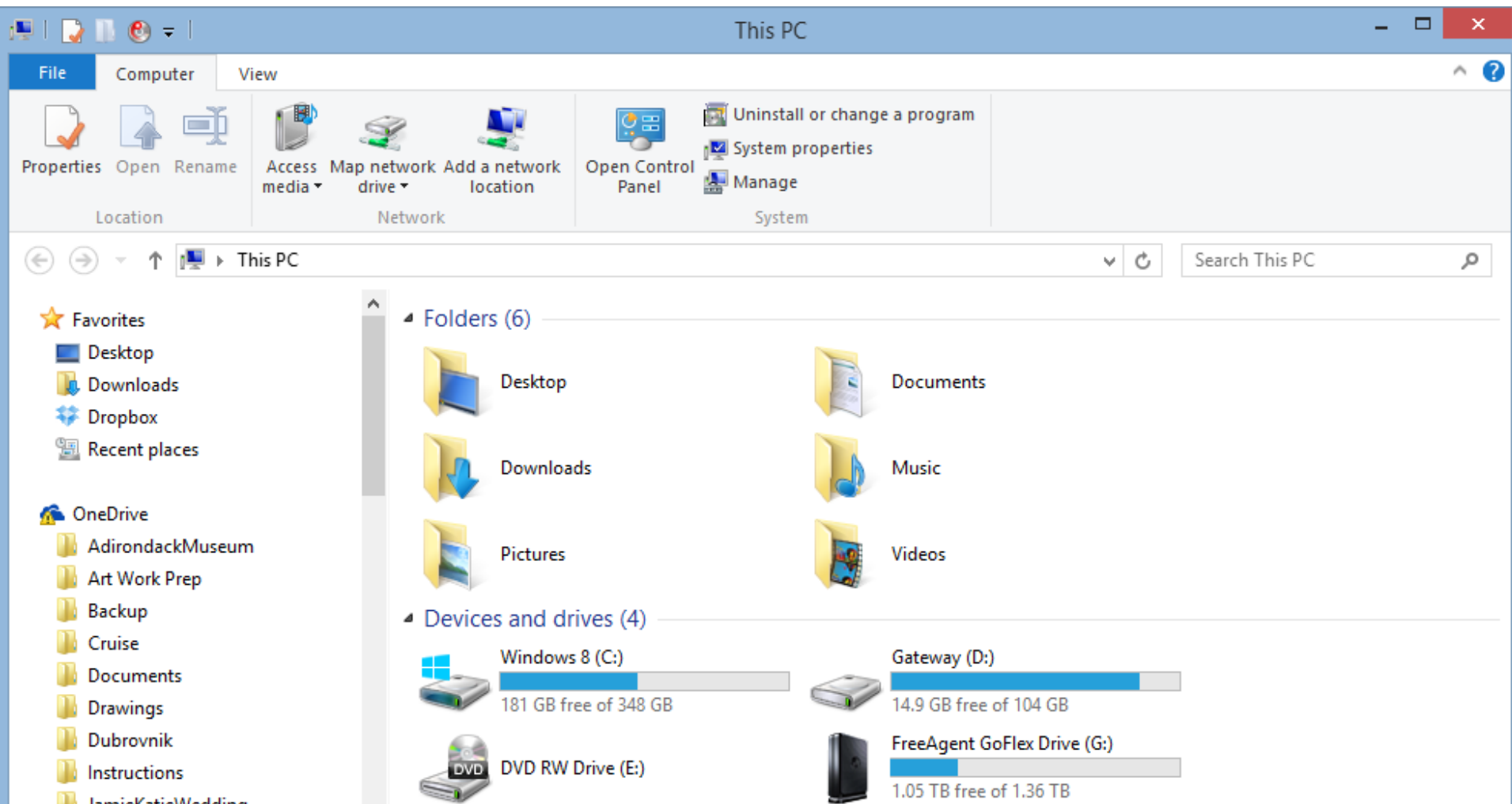- **Click on Screen Key and D Key to go to Desktop and next is what happens.**

- **Typically it shows on the Taskbar in lower left.**
- **Third open is to download Classic Start Menu from** **www.ninite.com**
- **When you start your computer, it automatically goes to the Desktop.**
- **Next is Windows 10.**

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

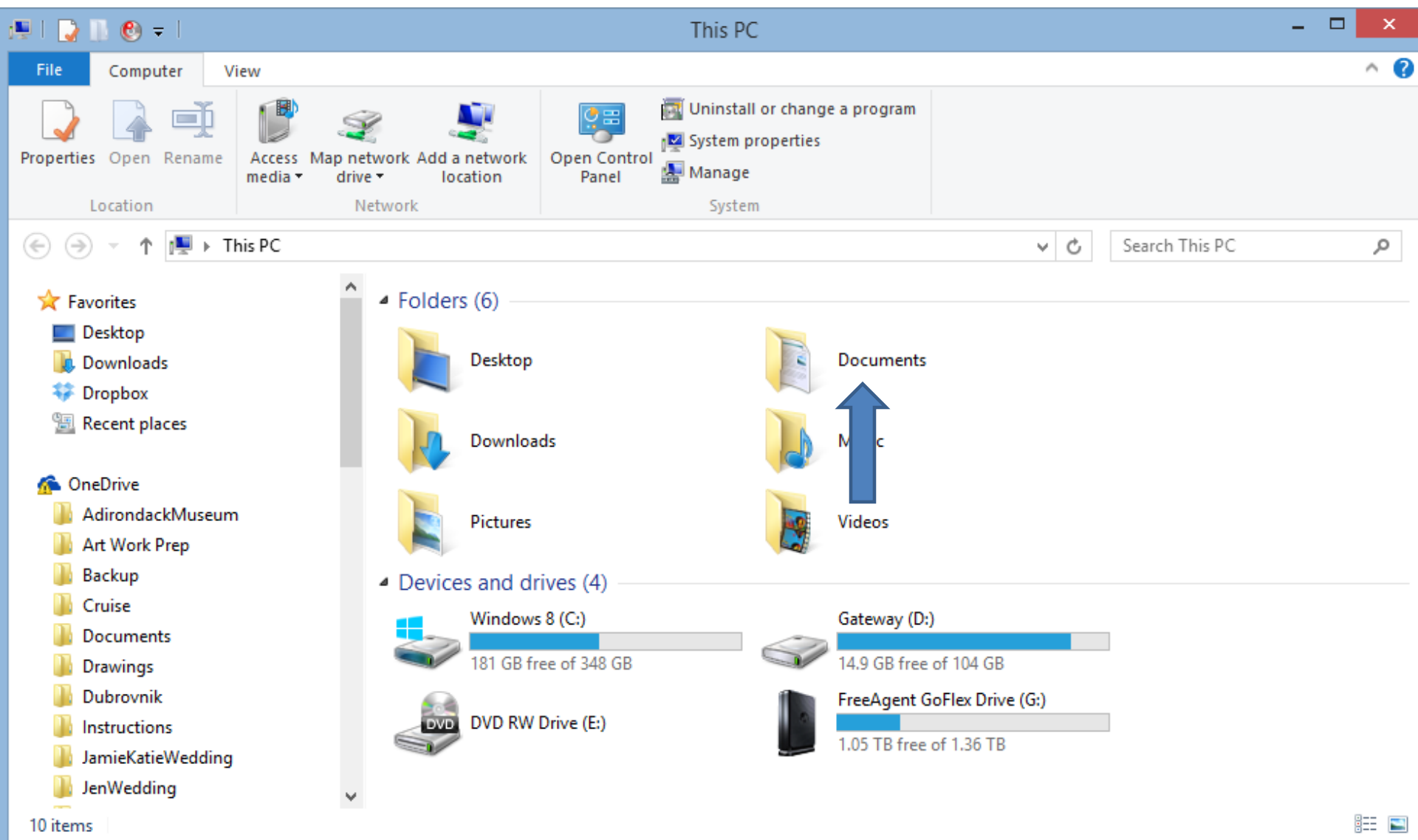- **Click on it to open it, which is next.**

- **File Explorer opens. Note – when you do it on Start screen, it opens and goes to the desktop in Windows 8. Next, I am going to walk you through how to Organize Folders/files.**
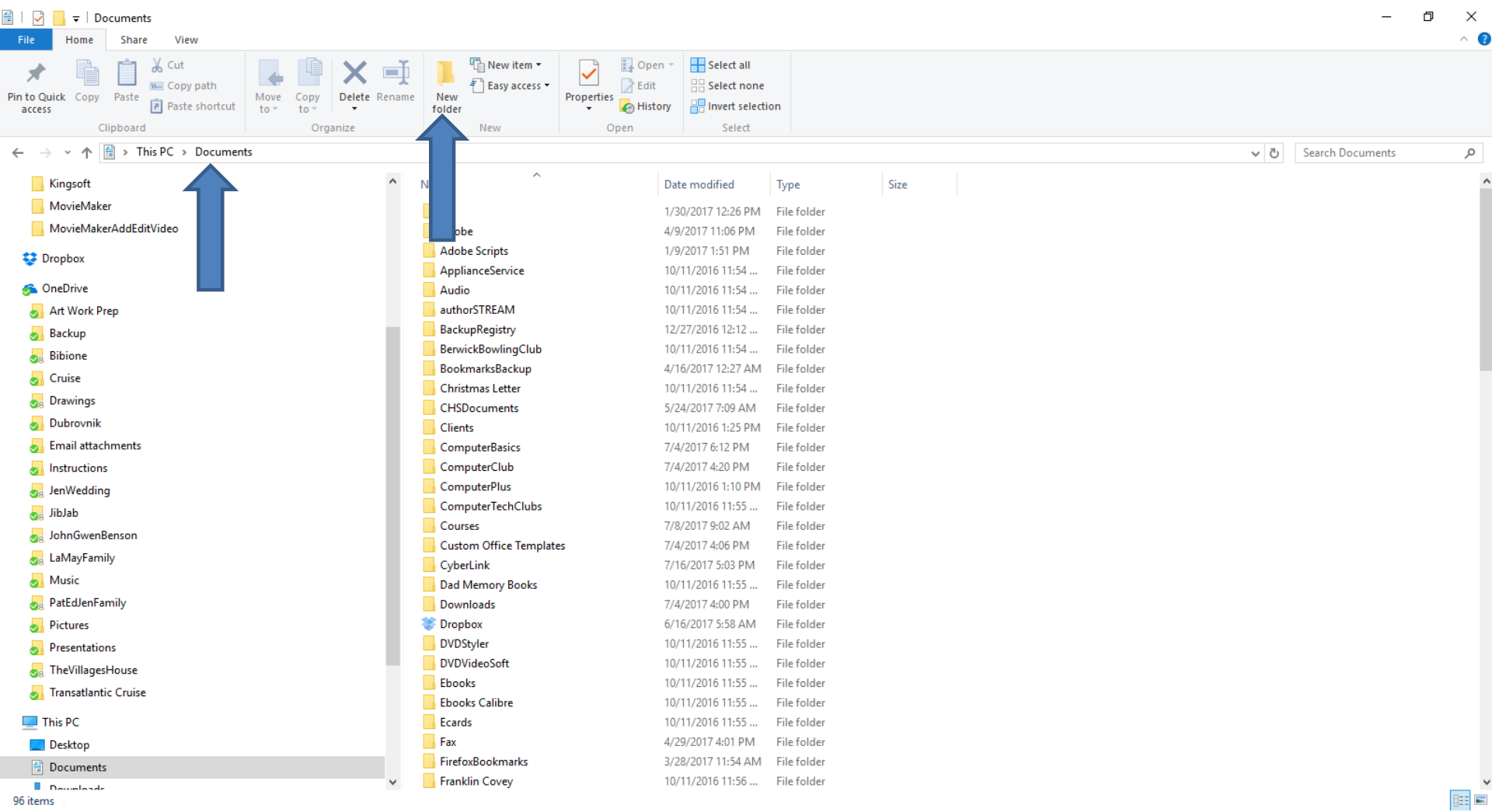
Organize Folders

- **How to Organize?**
  - Add new Folder(s). I recommend you add new Folder(s) for Movie Maker. Also, you may want to add Folders under the Movie Maker, like Project, My Own Voice, Music, Pictures, Videos.
  - The reason to add those Folders is it is easier to find them.
  - You can copy or move items, like Pictures or Video(s) to Folder(s).
- **You have other options to Organize Folders.**
  - Open File Explorer.
  - Open a program, like Movie Maker and save or save as, and it allows you to add New Folder, which I will show in Step 7.
  - Use Photo Gallery to Organize Pictures and Videos (which is similar to File Explorer). Next is File Explorer to add New Folders.
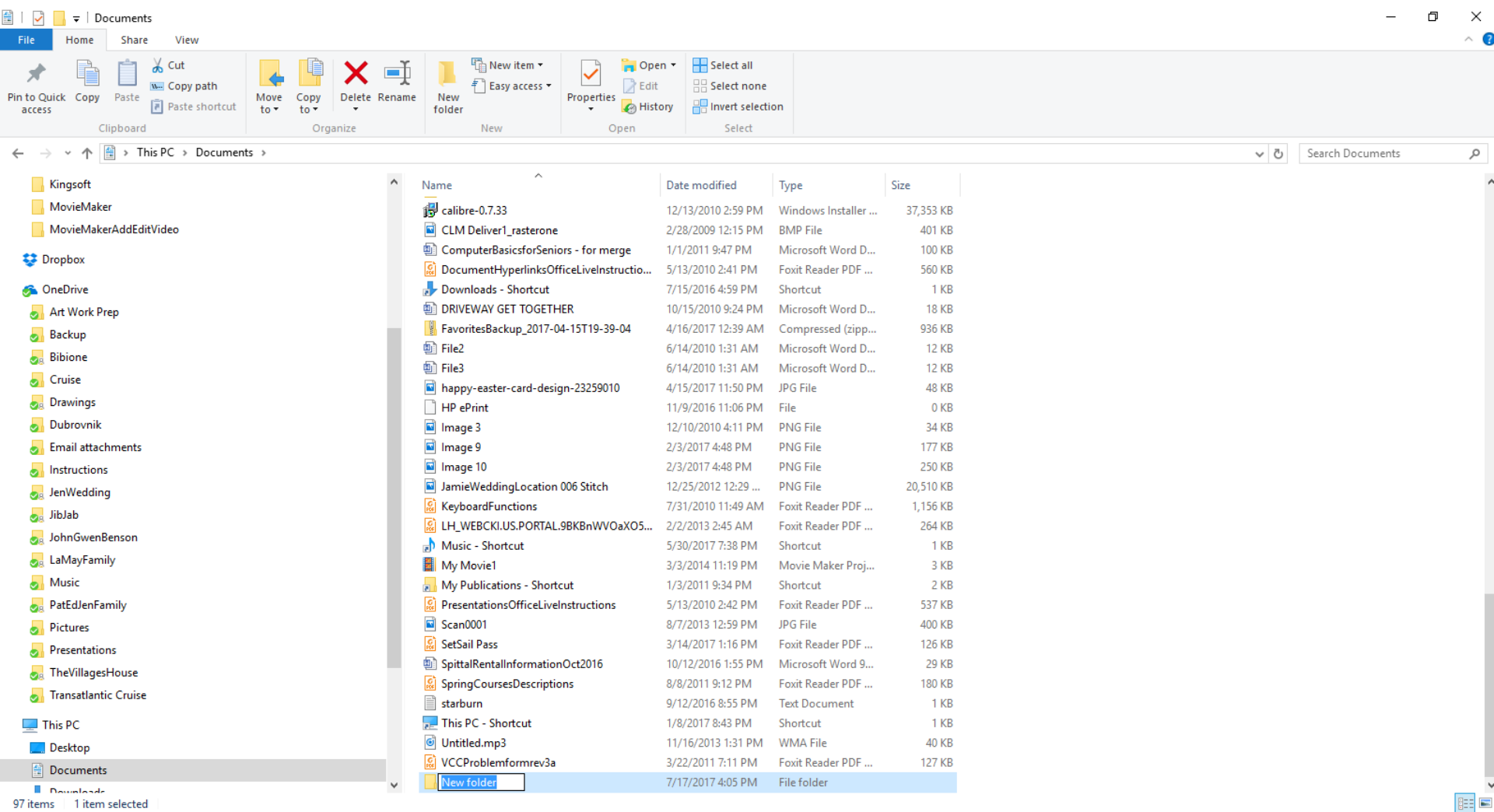
- **Open File Explorer and double click on a Folder, like Documents. Next is what happens.**
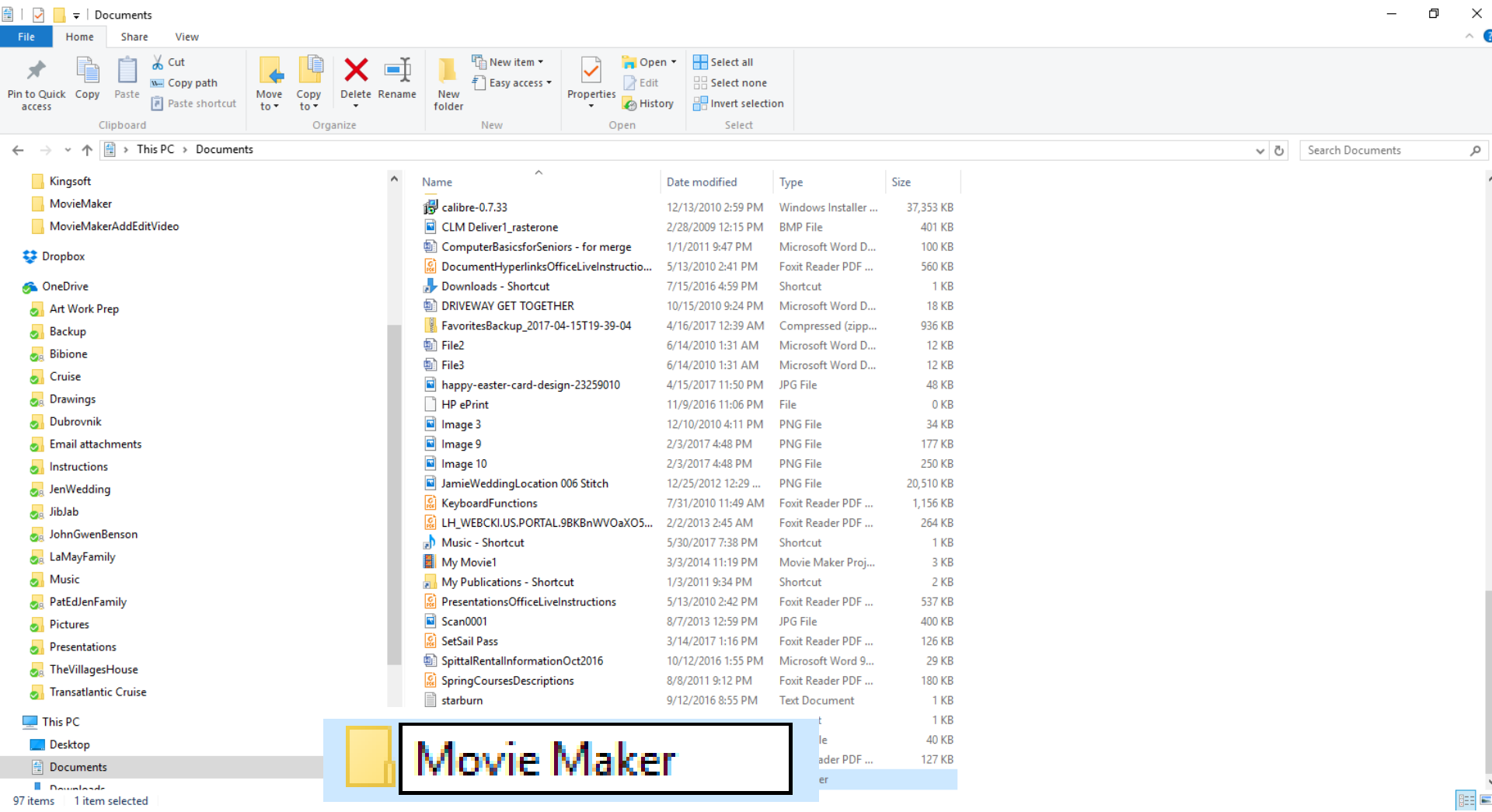
- **You see Documents and a list. Then click on New Folder in the top. Next is what happens.**
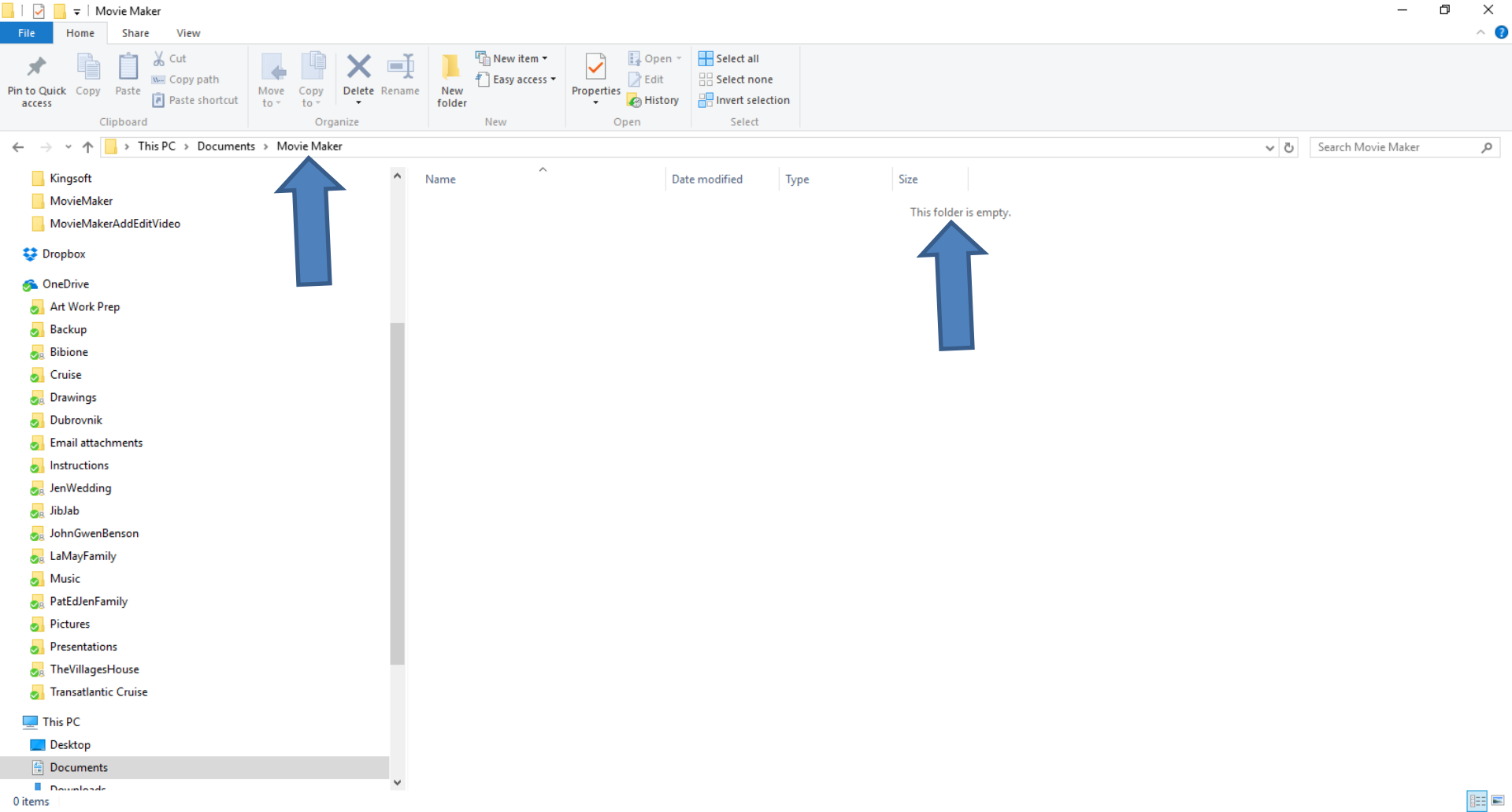
- **You then see New Folder at the bottom. You then type in the Name, like Movie Maker. Next is a sample.**
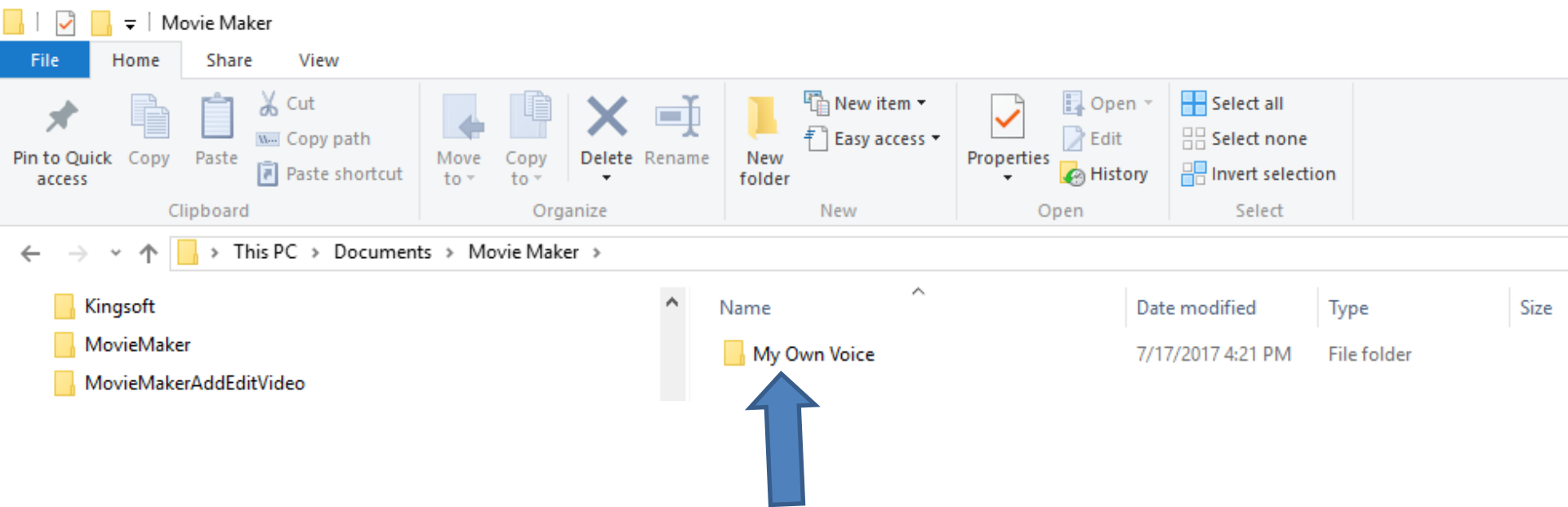
- # Here is a sample. I zoomed in, so you can see it. Once you are complete, click outside of it and them double click on it and next is what happens.

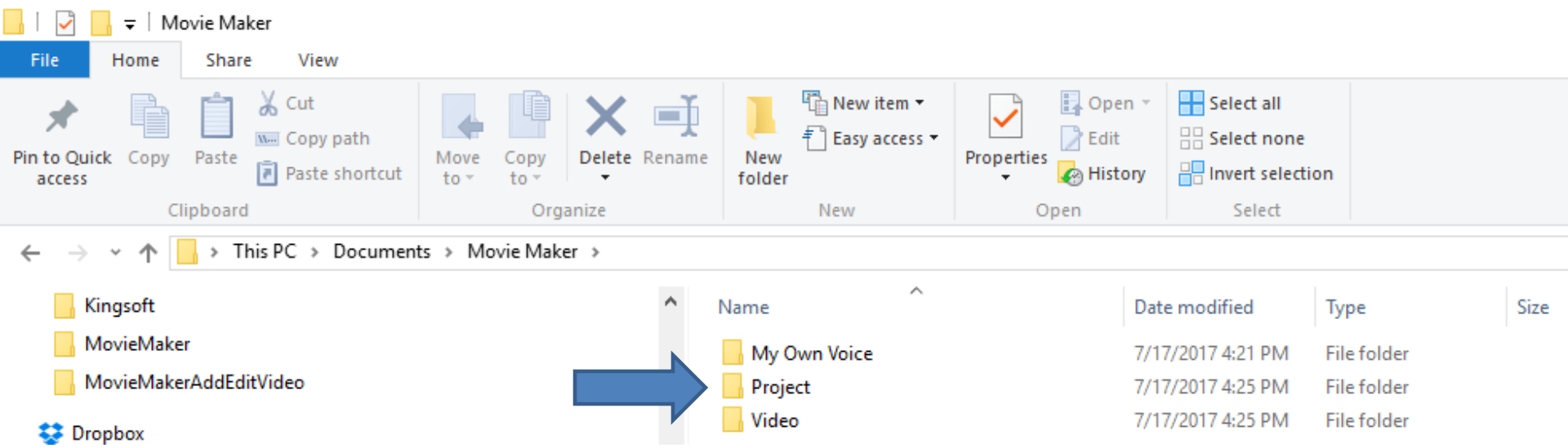- **It goes to the folder and you see The folder is empty. Next, click on New folder again and follow the same process and type in, like Audio or My Own Voice. Next is a sample.**

- **Here is a sample. Click on New folder again and follow the same process and type in, like Project. Next is a sample of doing it two more times.**

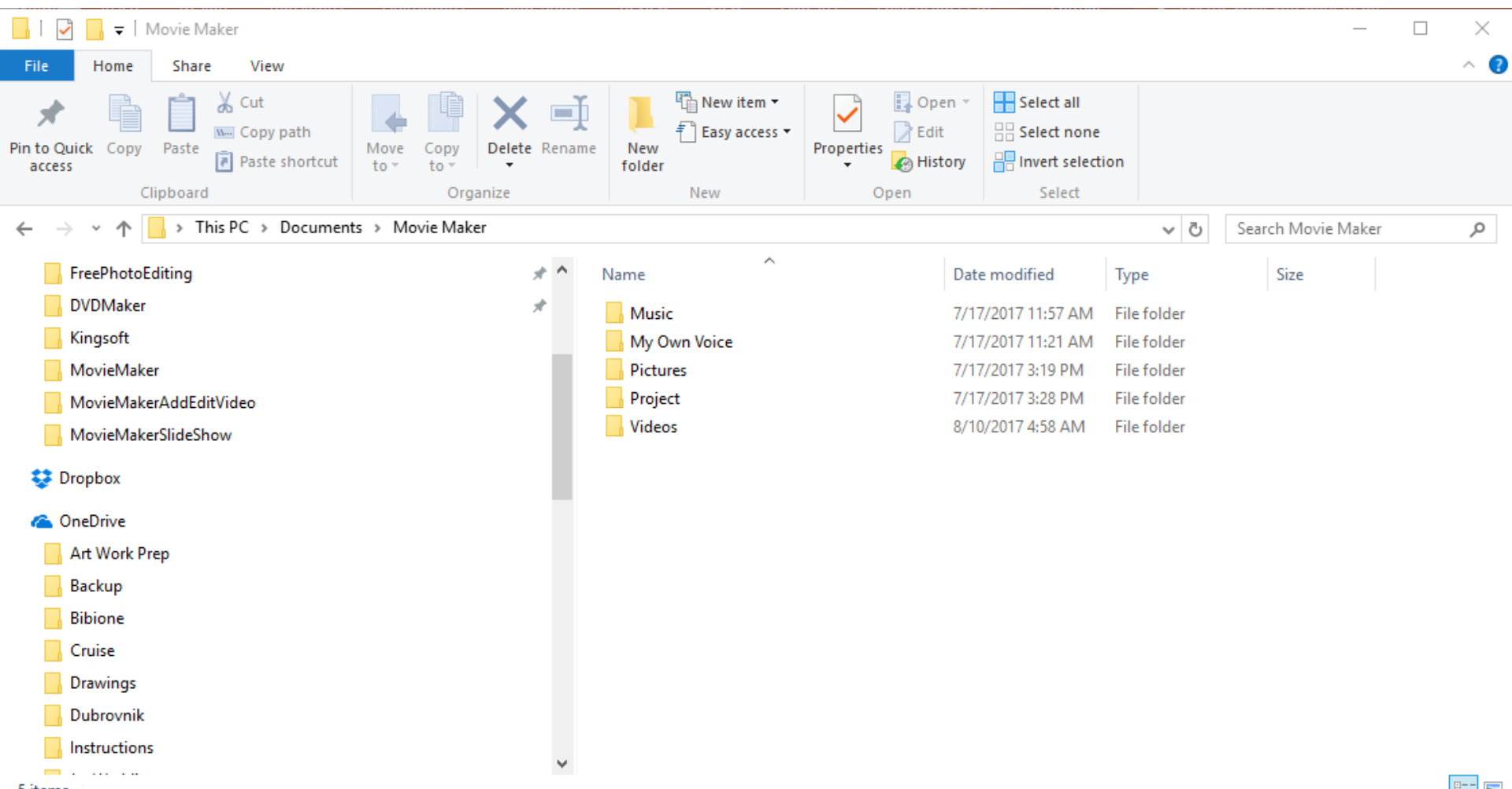- **Here is a sample two more. Next explains about these folders and also about Pictures and Music.**

- The reason for Movie Maker folder and My Own Voice under it is when you do that in Movie Maker and save it, you save it in the My Own Voice under Movie Maker.

- The reason for Project folder is when you save Project in Movie Maker, you save it in the Project folder under Movie Maker.

- The reason for Videos folder is when you save Movie in Movie Maker, you save it in the Videos folder under Movie Maker.

- The other two folders that you want to add is Music and Pictures. Next explains if you want to do that.

- If you have Pictures on your computer and want to add some of them to Movie Maker for vacation, birthday, etc. and you know where they are and all of them is a folder you know, you don't have to add a Pictures folder under Movie Maker.

- If there are only some Pictures in a folder that you want to add to Movie Maker, you may want to add Pictures folder under Movie Maker and move or copy them from the other folder to Pictures folder under Movie Maker.

- If you have Music on your computer and want to add Music to Movie Maker, you don't have to add a Music folder under Movie Maker.

- Next explains why you may want to have a Music folder under Movie Maker.

- If you don't have Music on your computer to add to Movie Maker, you may download Music you want to add to Movie Maker. That's why to add the Music folder under Movie Maker to add the Music you download to that folder.

- There is another Step that shows you how to download Music.

- Next is a sample of adding Pictures and Music folders.

- **Here is a sample of adding Music, Pictures, and Videos folders.**

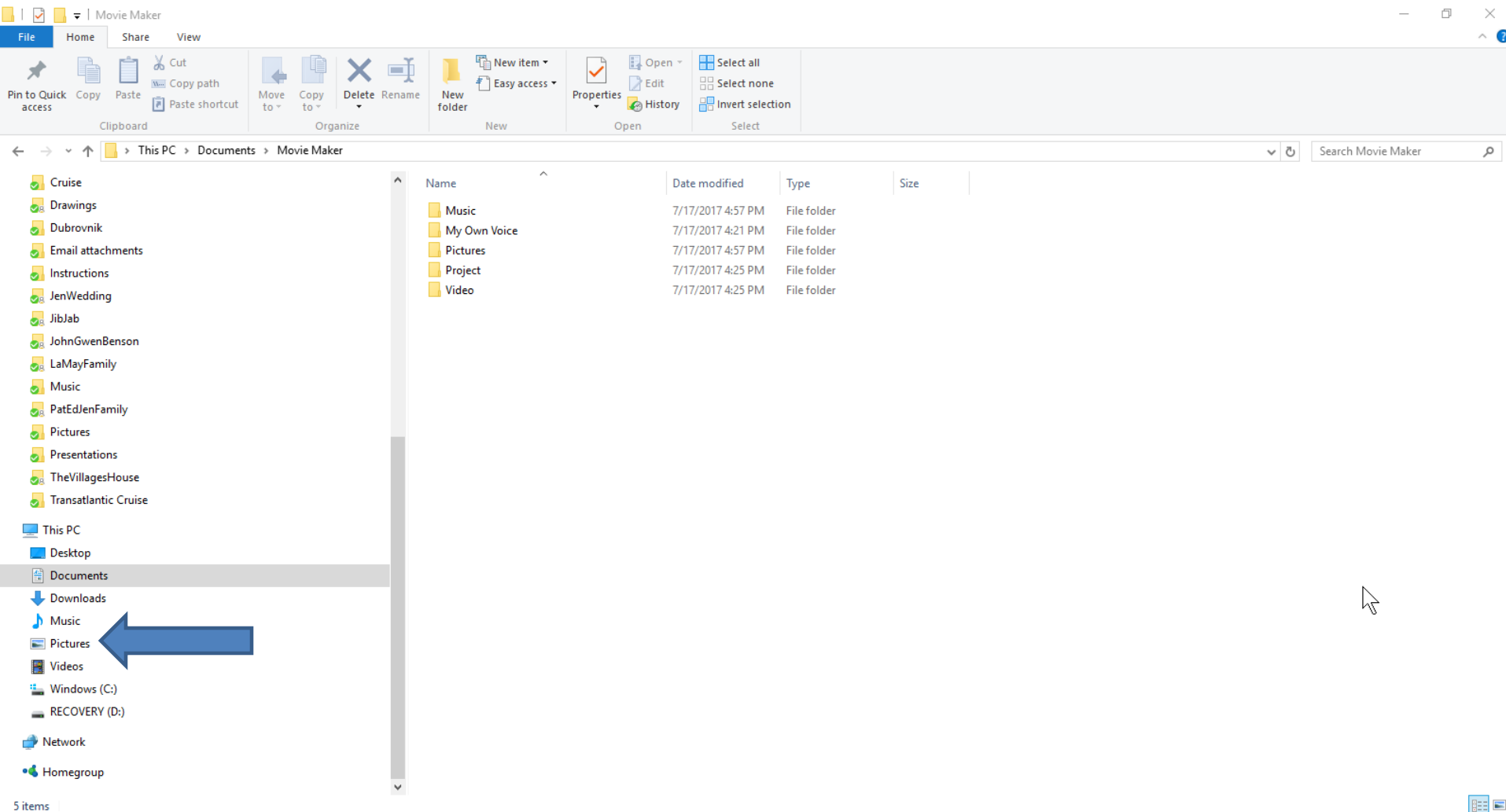- **Next is how to Copy or Move Pictures to the Pictures folder.**

Copy or move?

- **You can copy or move a Folder.**
- **Or you can copy or move File(s), like Pictures, Music's, Videos, etc.**
- **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**
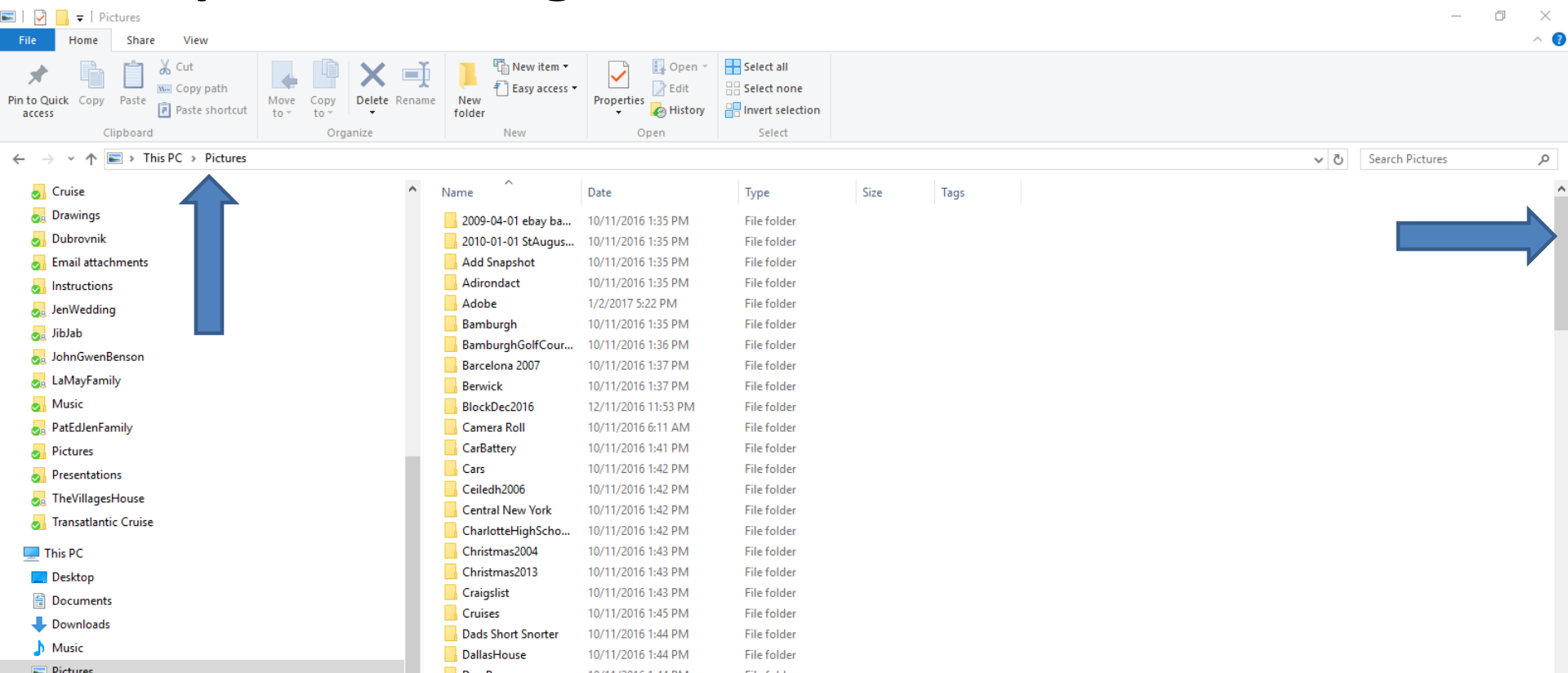- **Next is How to Copy or Move with File Explorer.**

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**
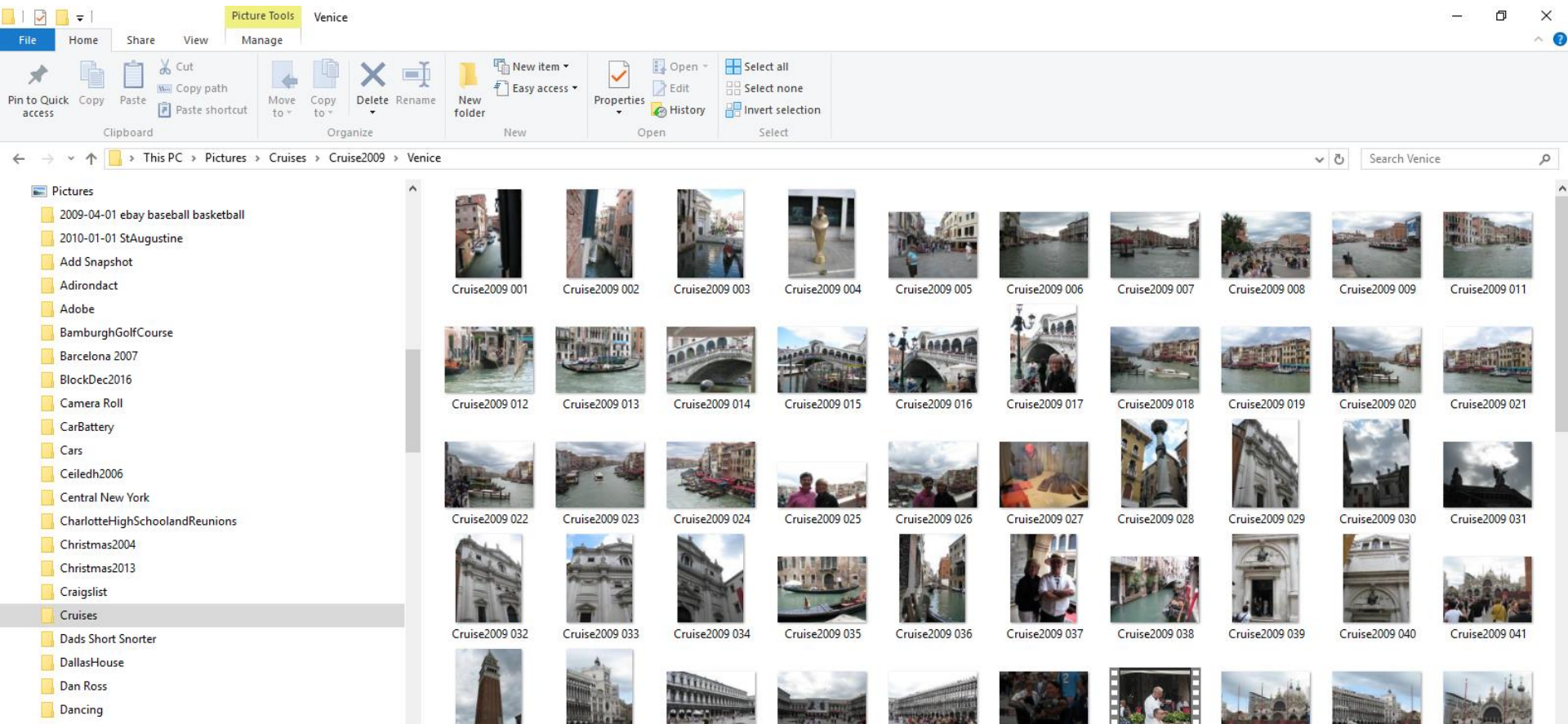- **Next is how to use Tools Tab.**

- **To get to the Tools Tab, you have to click on the Pictures folder on the left.**
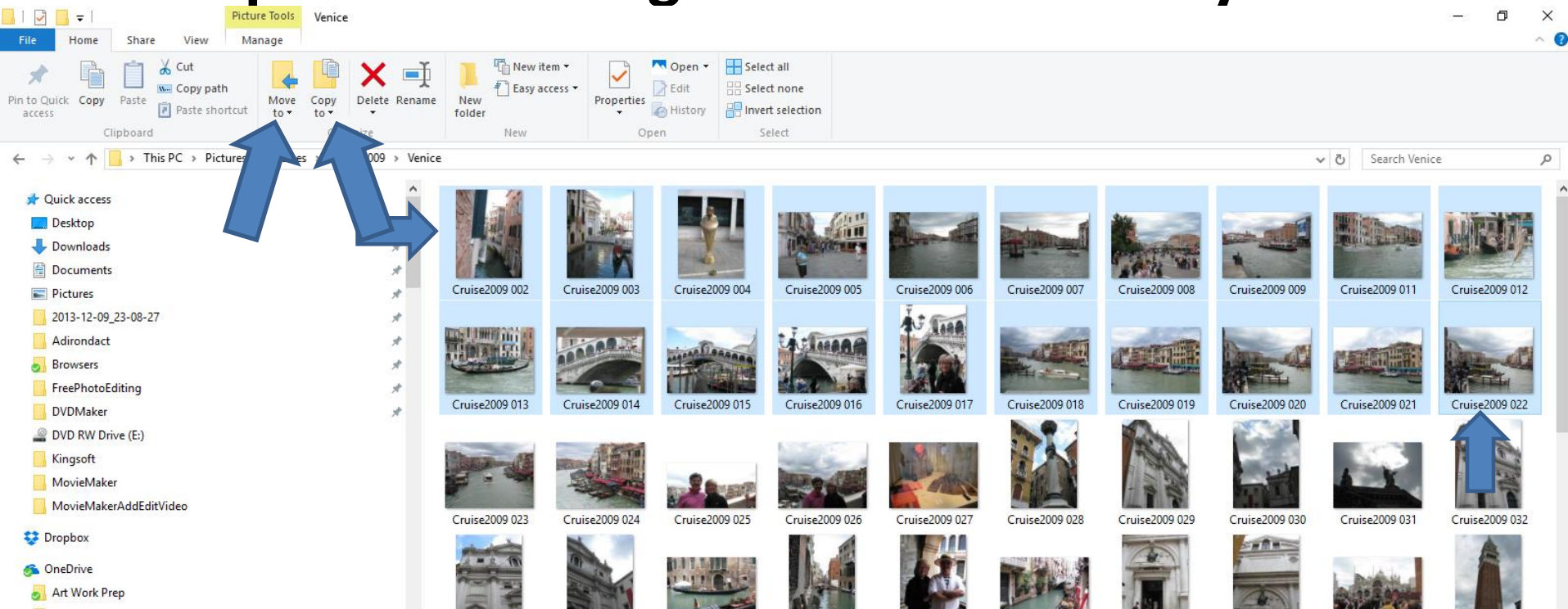
- **Next is what happens.**

- **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 Pictures folder under Movie Maker. You may have to scroll down to find it. Next is a sample of finding a folder.**
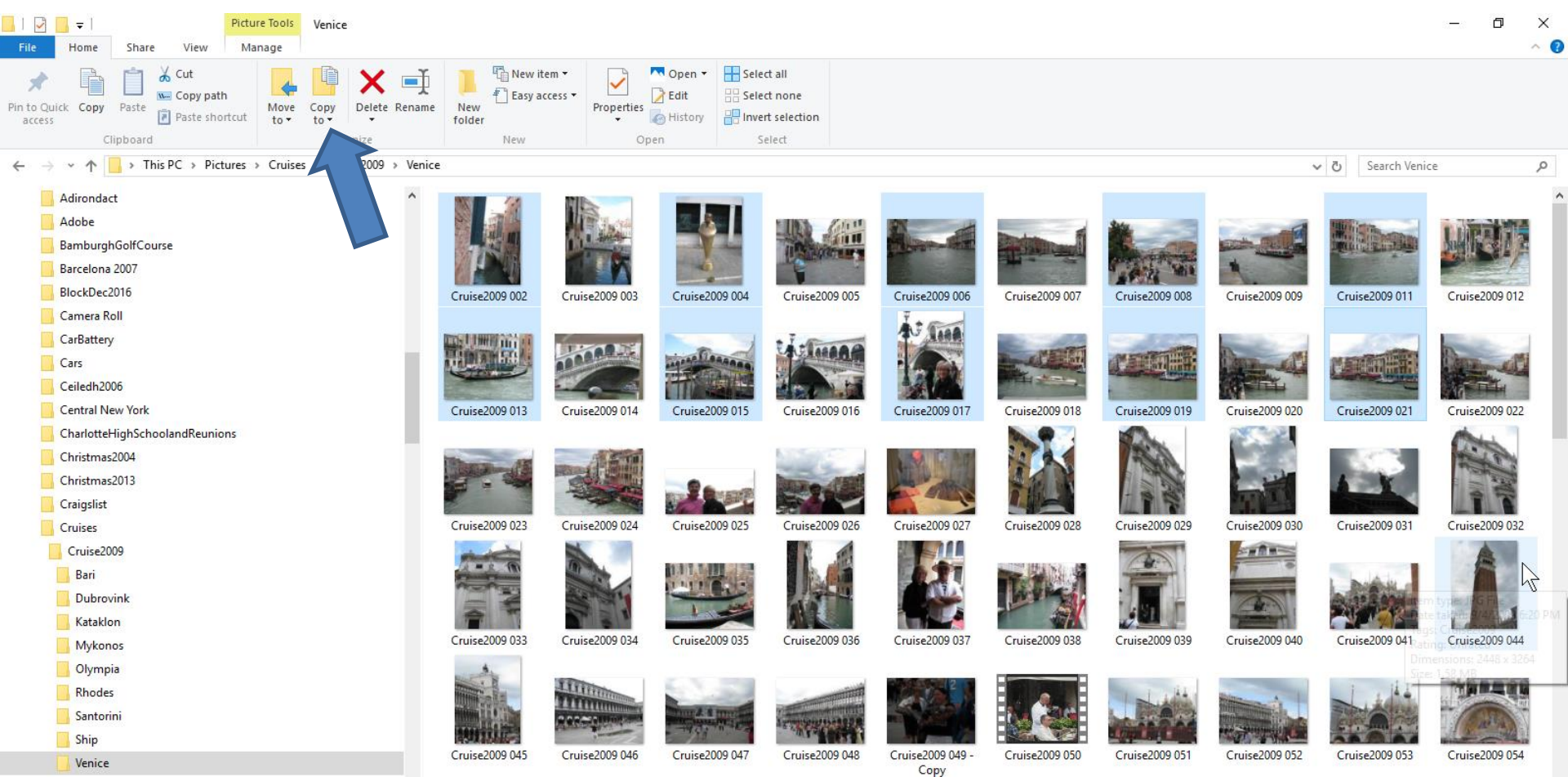
- **Here is a sample of finding a folder. Note it is a folder under the other two folders. To see the Tools bar options, you have to highlight the Pictures that you want to Copy or Move to the Pictures folder under Movie Maker, which is next.**
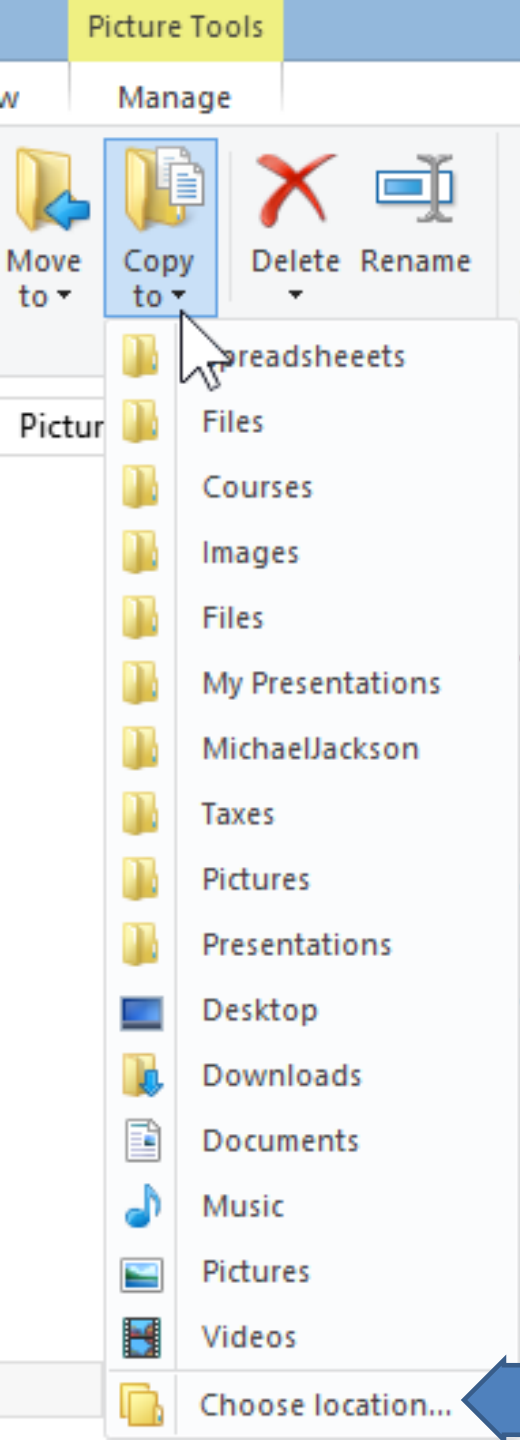
- **You left click on the first Picture you want. Then press the Shift Key and click on the last one to highlight them. Or, click on the first Picture and press and hold the Ctrl key and click on which ones you want. Below is a sample with the Shift Key. You then see Move to and Copy to on top. Next is a sample of selecting some with Ctrl Key.**
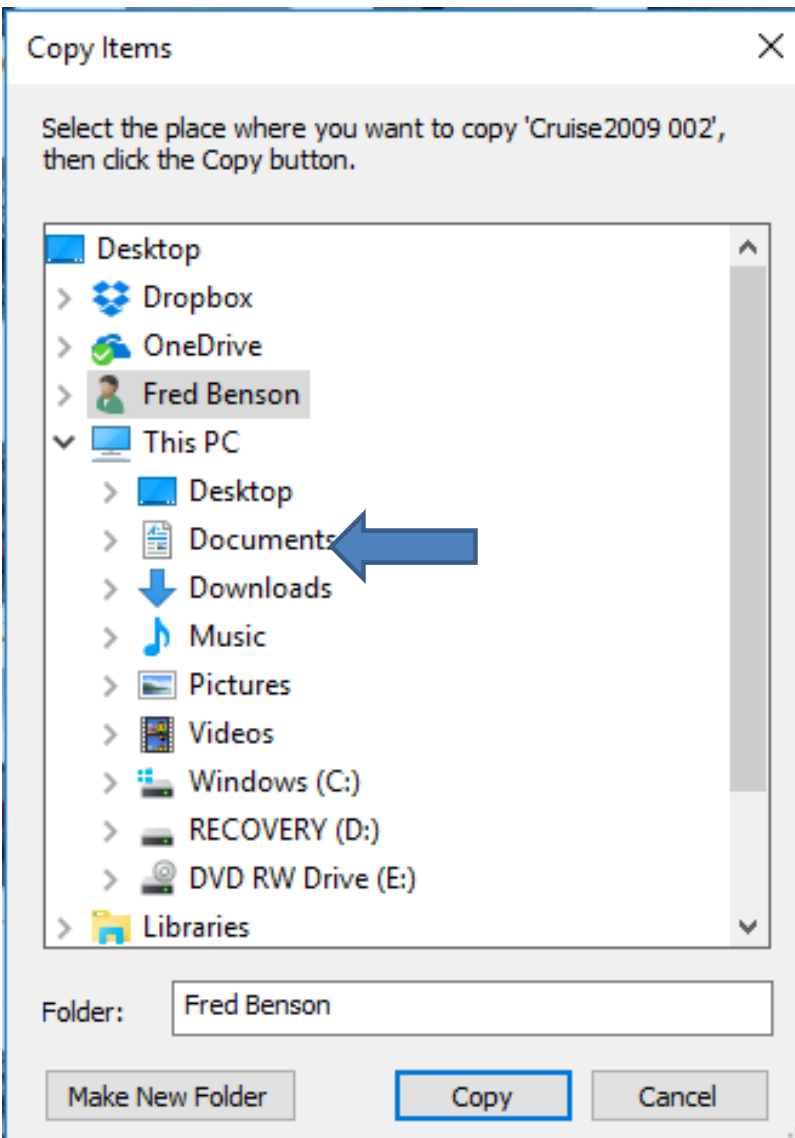
- **Here is a sample with using the Ctrl key and click on different ones. Next is about clicking on Copy to. Note – I did it with the all of the Pictures I selected with the Shift Key.**
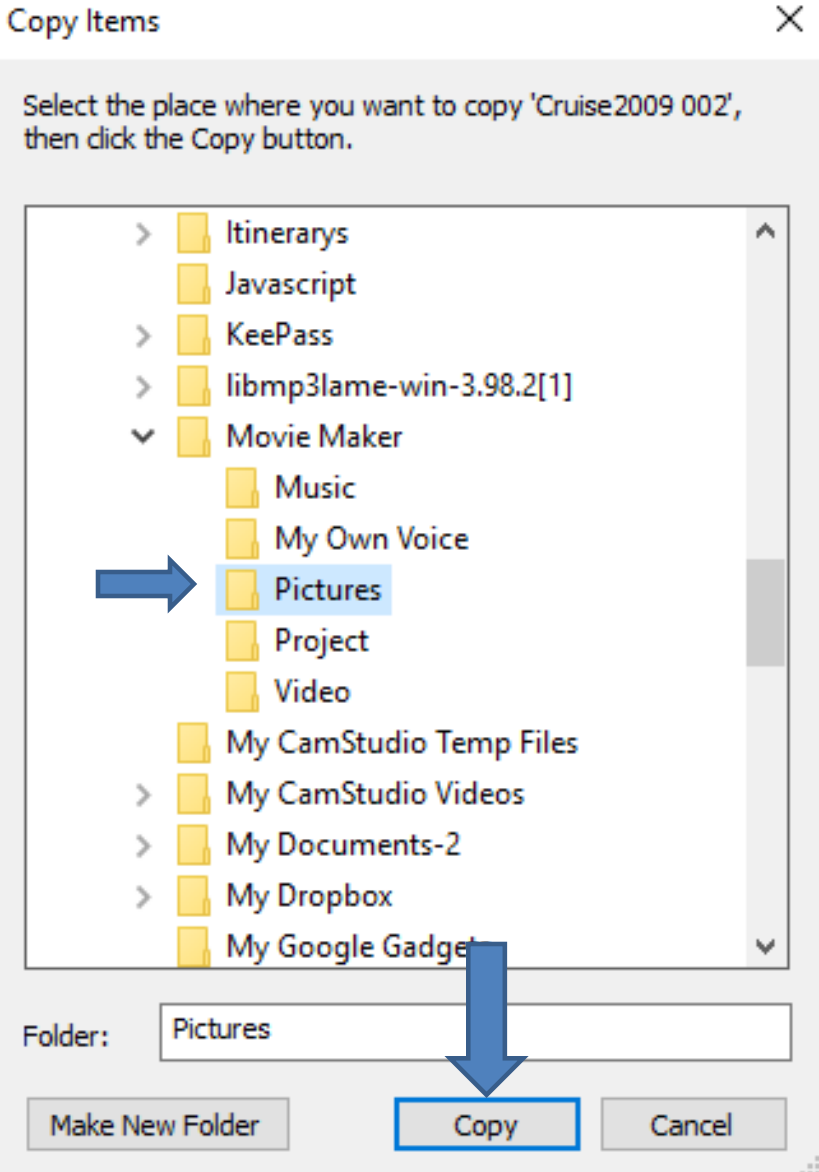
- **When you click on Copy to, it shows a list of recent places.**
- **When click on any folder, it Copies to that folder.**
- **Other option is to click on Choose Location at the bottom, which is next.**
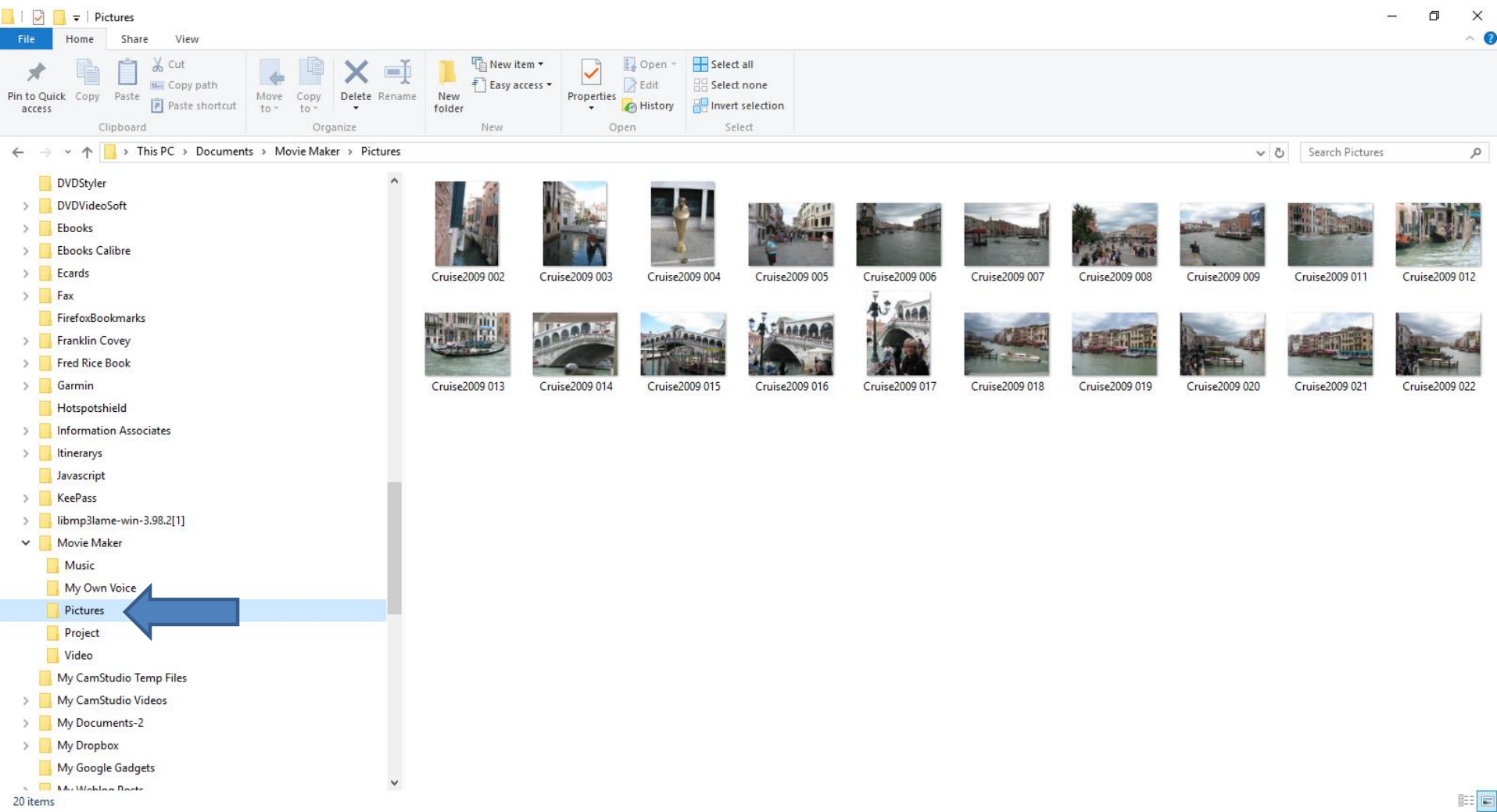
New Window Opens

- **Click on Documents and then Movie Maker.**
- **Next is a sample.**

- **Here is a sample of clicking on Documents and scroll down and click on Movie Maker.**
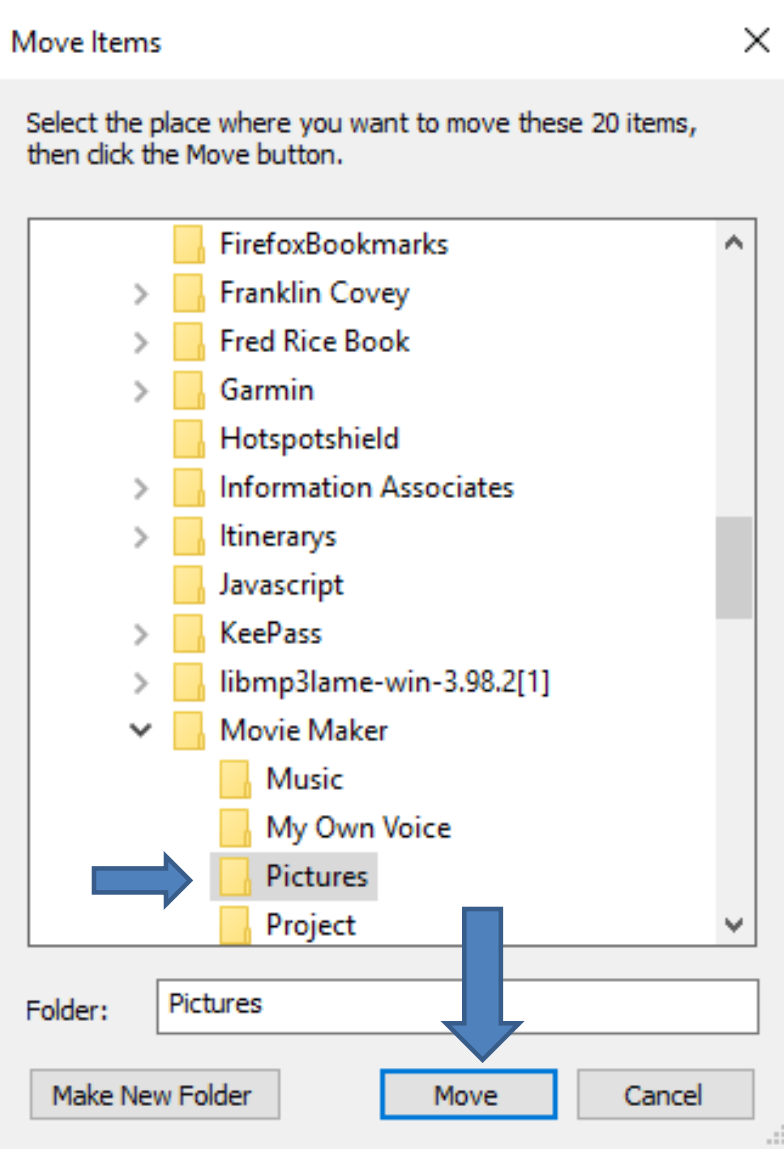- **Then click on Pictures and then click on Copy.**
- **Next is what happens.**

- **When you click on Copy, the window closes. When you go to Documents again and click on Movie Maker and Pictures, you see a copy of the Pictures. Next is about Move vs. Copy.**
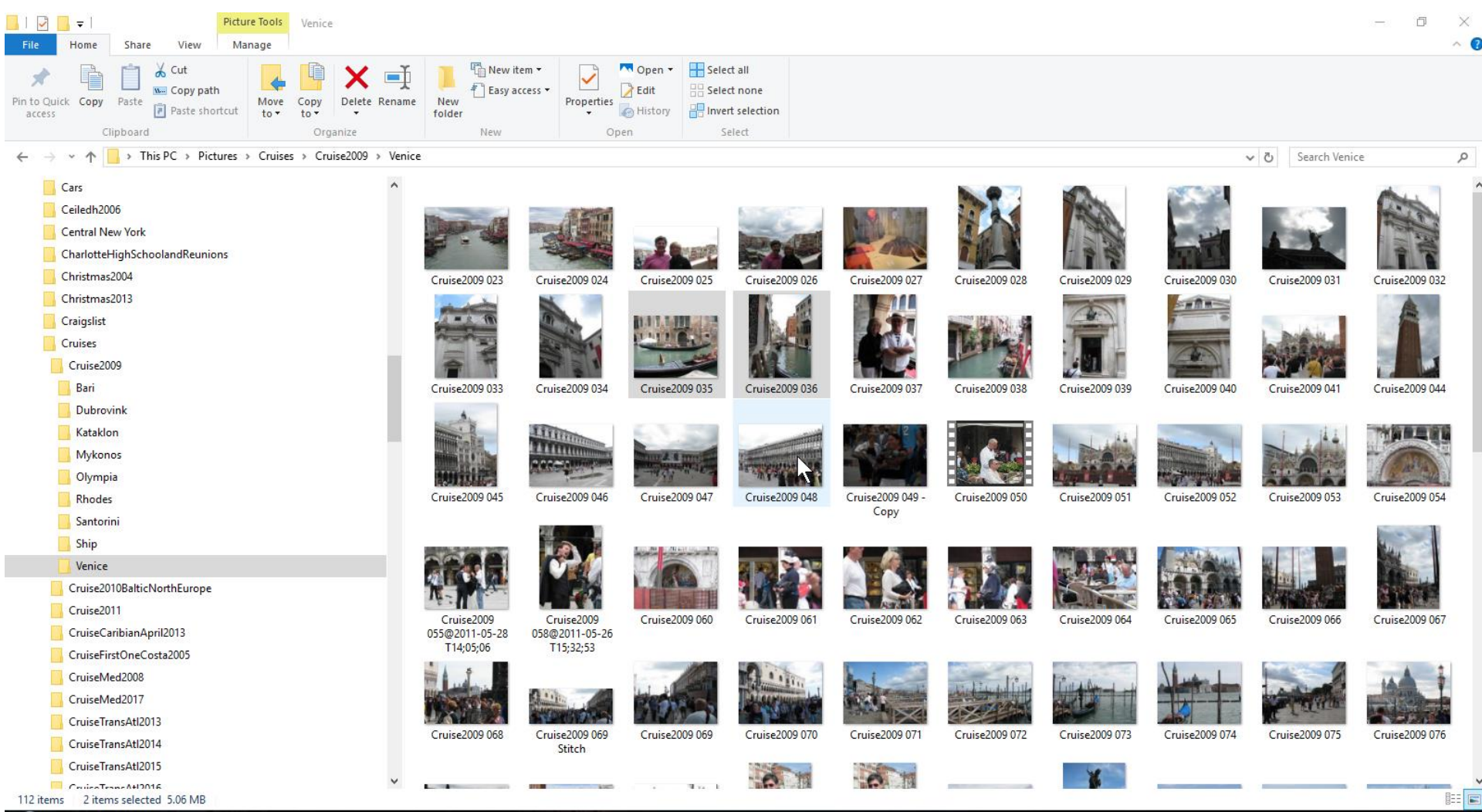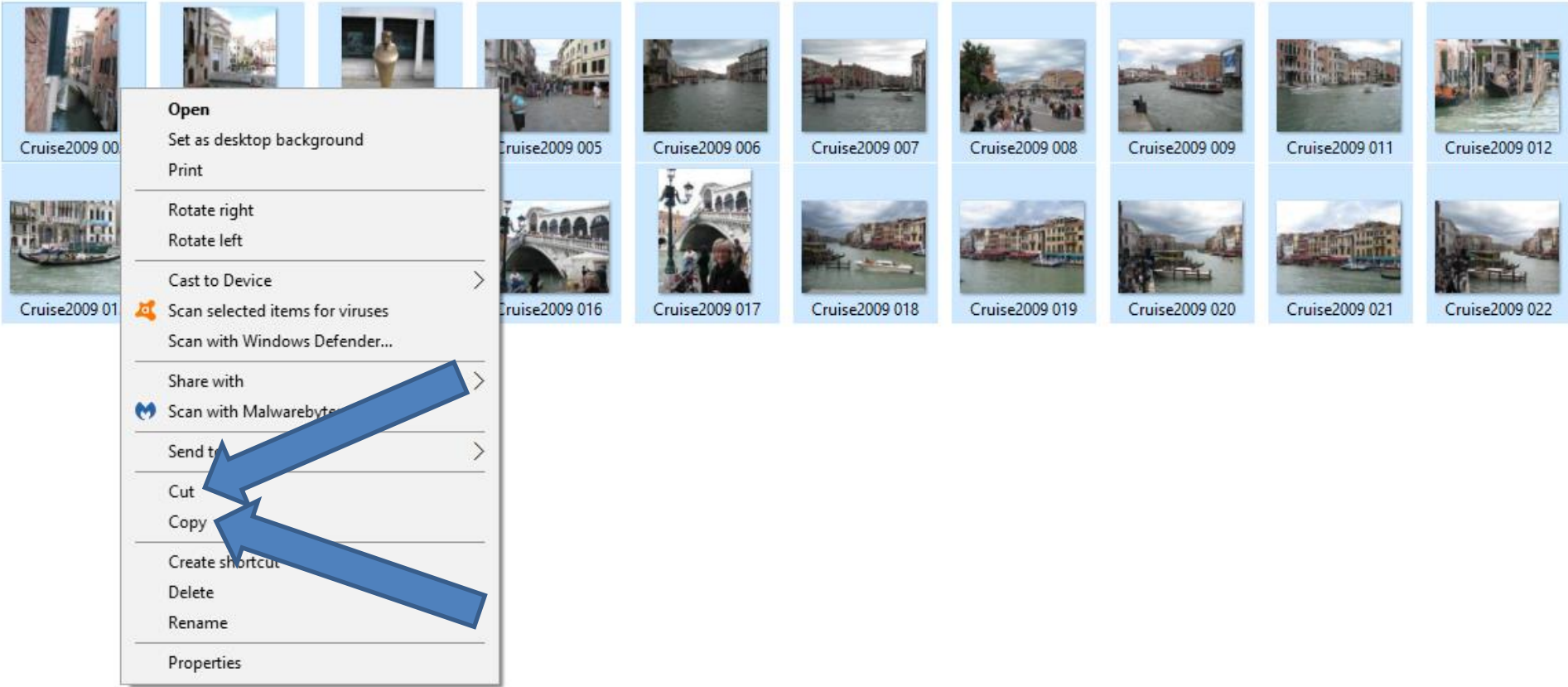
You click on Move to and New Window opens again.

Move Items   ×

Select the place where you want to move these 20 items, then click the Move button.

- FirefoxBookmarks
- Franklin Covey
- Fred Rice Book
- Garmin
- Hotspotshield
- Information Associates
- Itinerarys
- Javascript
- KeePass
- libmp3lame-win-3.98.2[1]
- Movie Maker
  - Music
  - My Own Voice
  - Pictures
  - Project

Folder: Pictures

Make New Folder   Move   Cancel

- **You follow the same process and click on Move.**
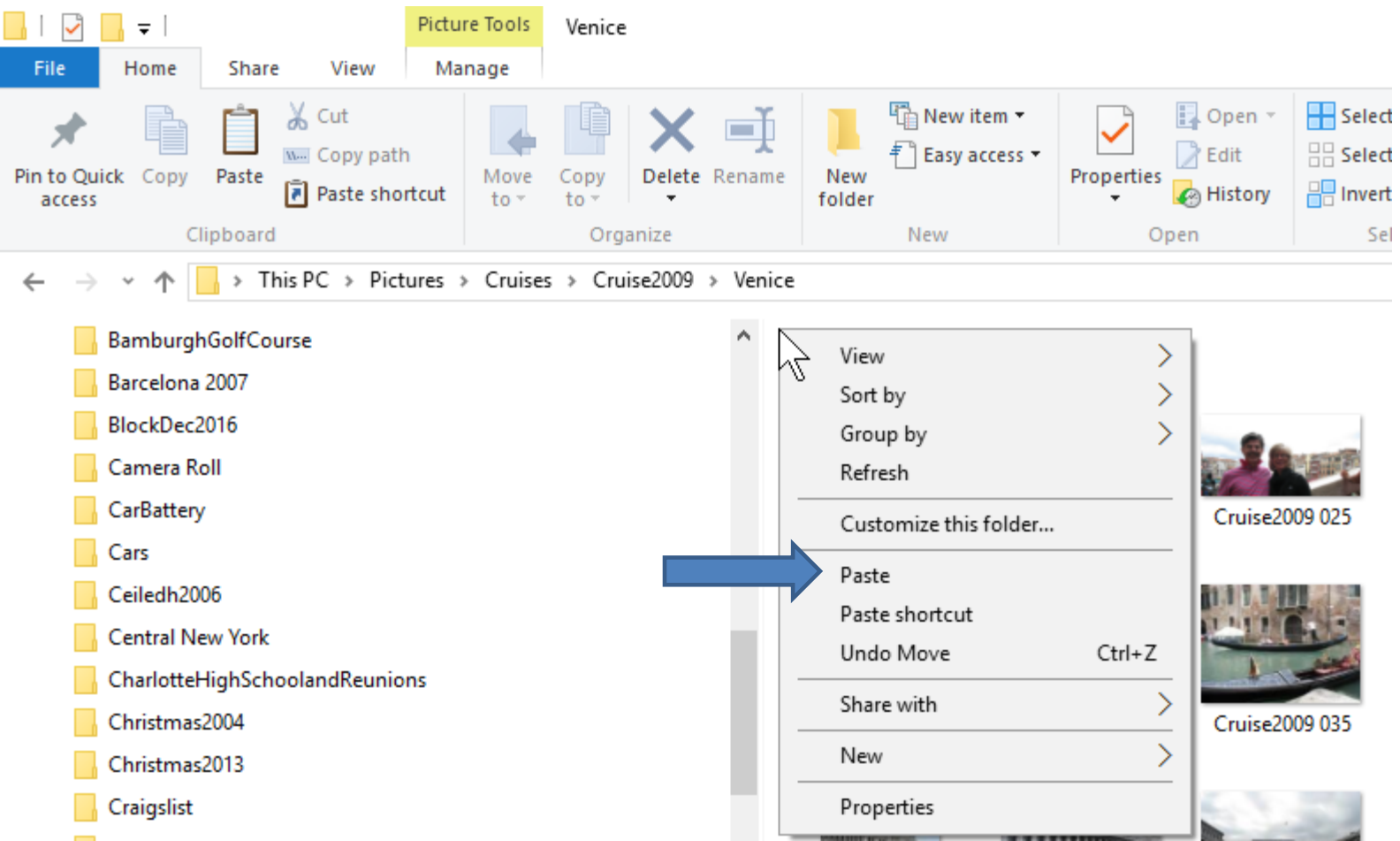- **Next is a sample.**

- **You now longer see them and they will be on the Pictures folder under Movie Maker, like I showed you before. Next is the other option.**
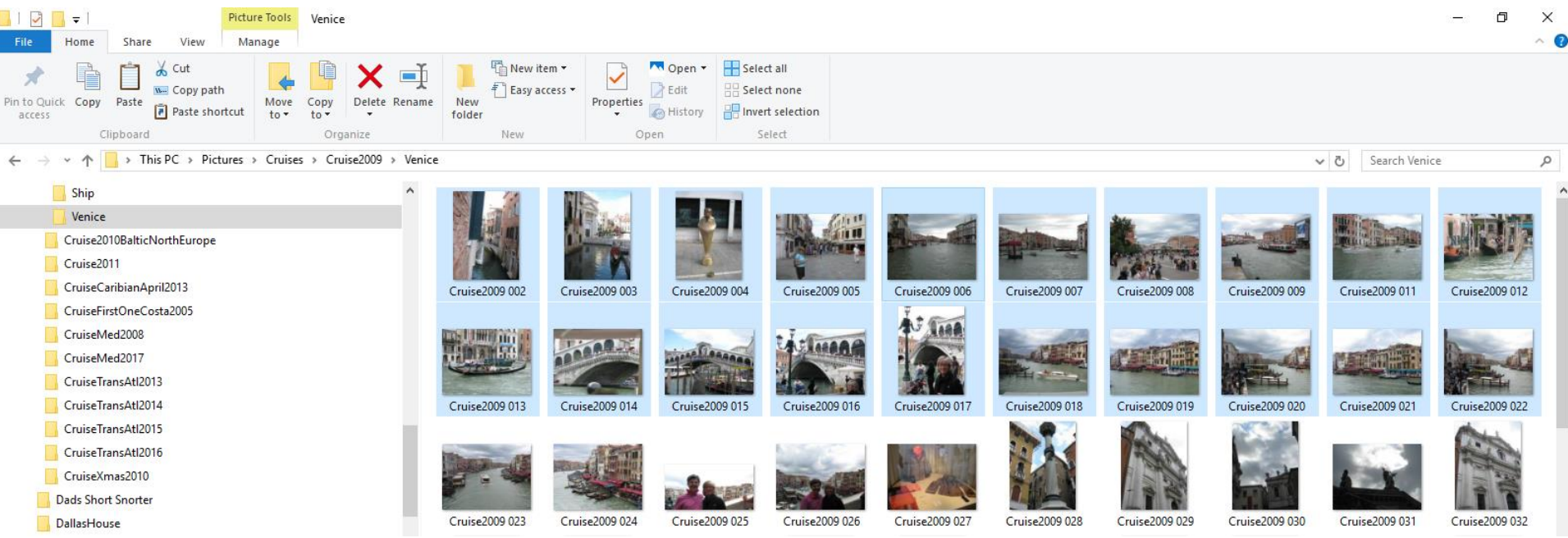
- **The second option is highlight Pictures again and right click on one and you see Copy and Cut. I did Copy in the Pictures folder under Movie Maker to paste them back to the other folder that I moved. Next is how to paste.**
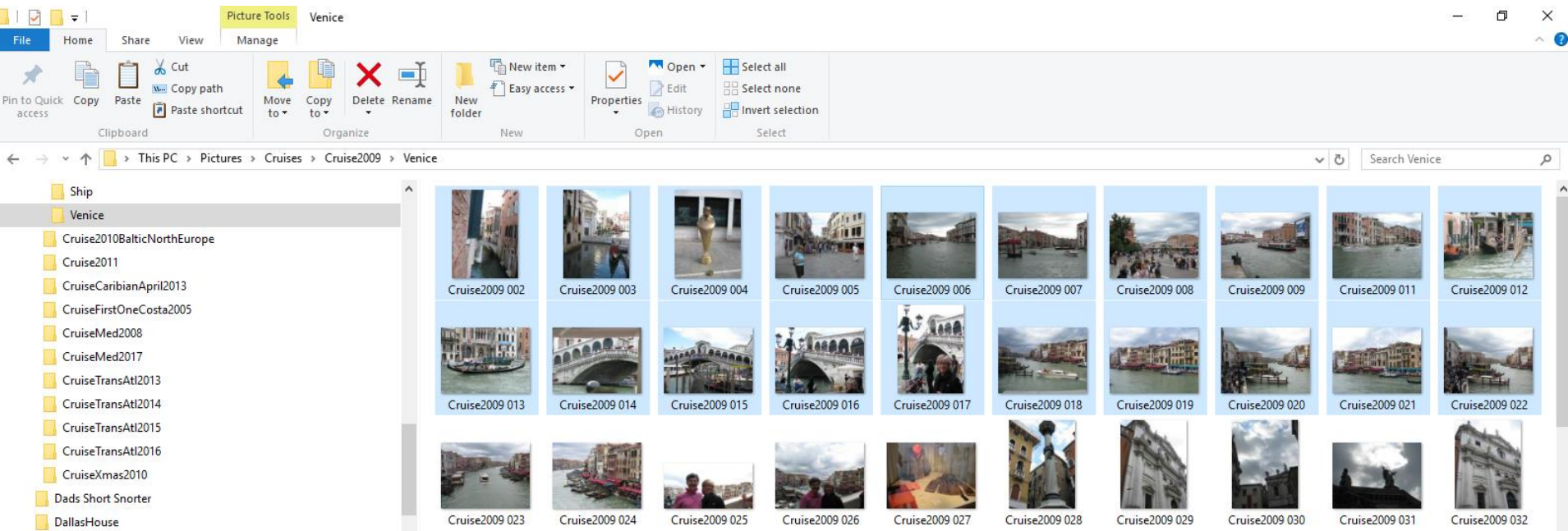
- **I went back to the Pictures that we did before. You right click outside a picture and you see a list and click on Paste. Next is what happens.**
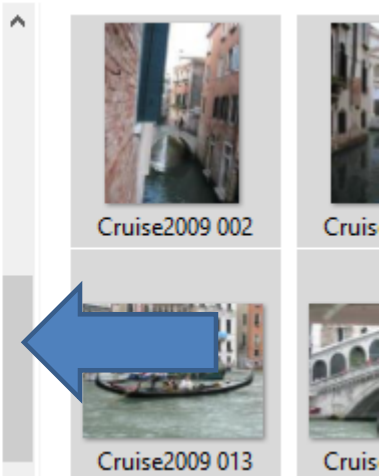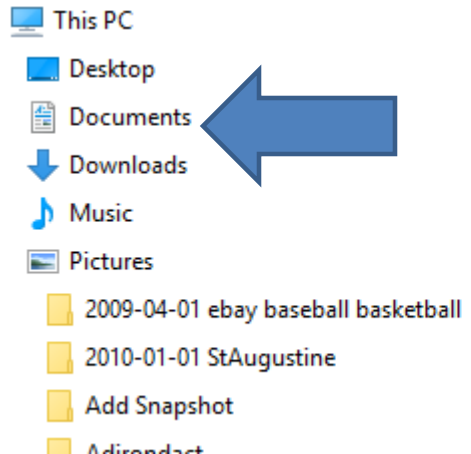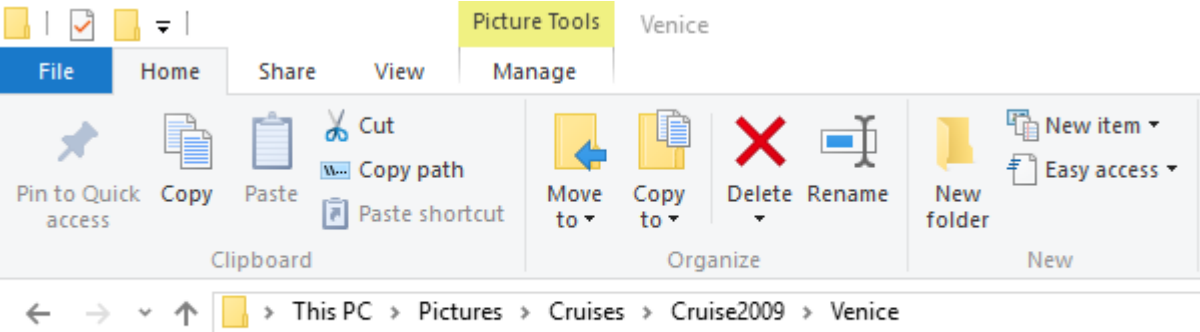
- **You then see them again.**

- **Next is the other option of Drag & Drop. Note – the Tools tab Move to or Copy to is easier.**
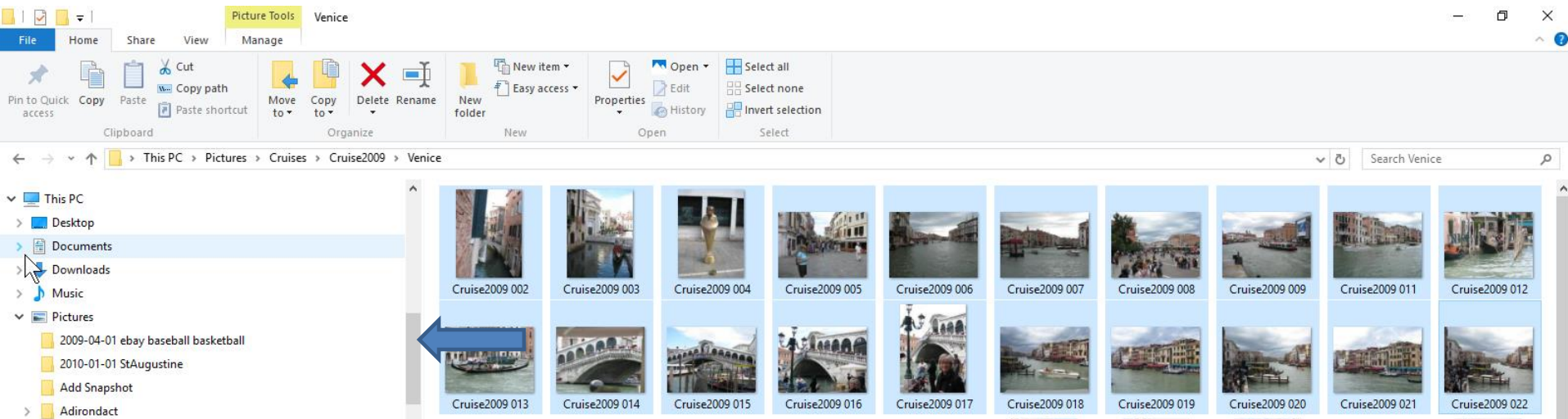
- **You follow the same process to highlight the Pictures you want to Drag to the Pictures folder under the Movie Maker folder.**

- **Below is them highlighted. You then have to get the Pictures folder under Movie Maker folder on the left, which is not easy. Next is how to do it.**
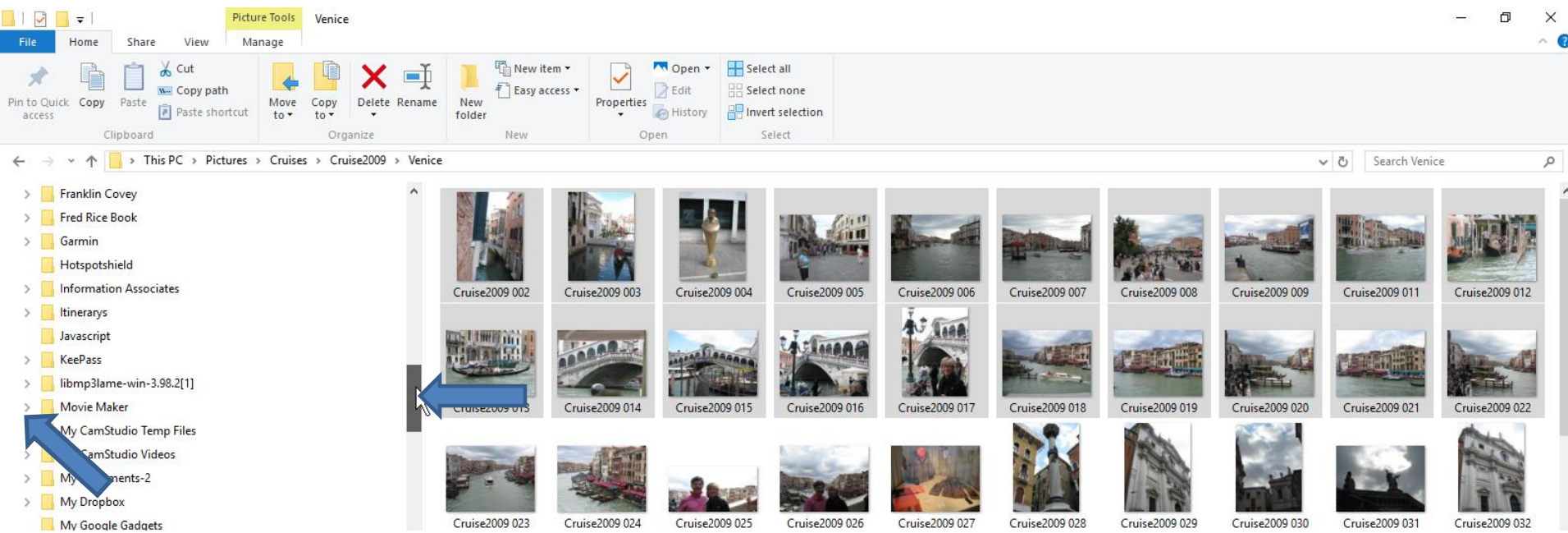
- **You scroll up to see Documents. You then click on it and next is what happens.**
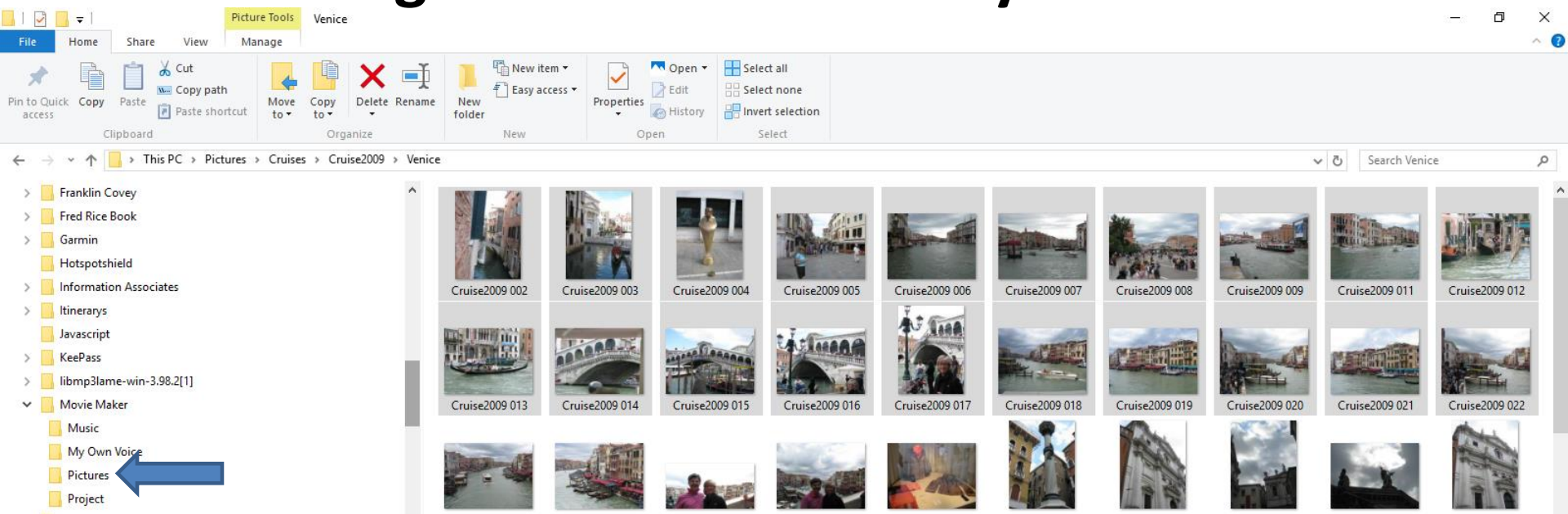
- **You scroll up to see Documents. You then hover over Documents and you see > and click on it vs. clicking on Documents. Next is what happens.**
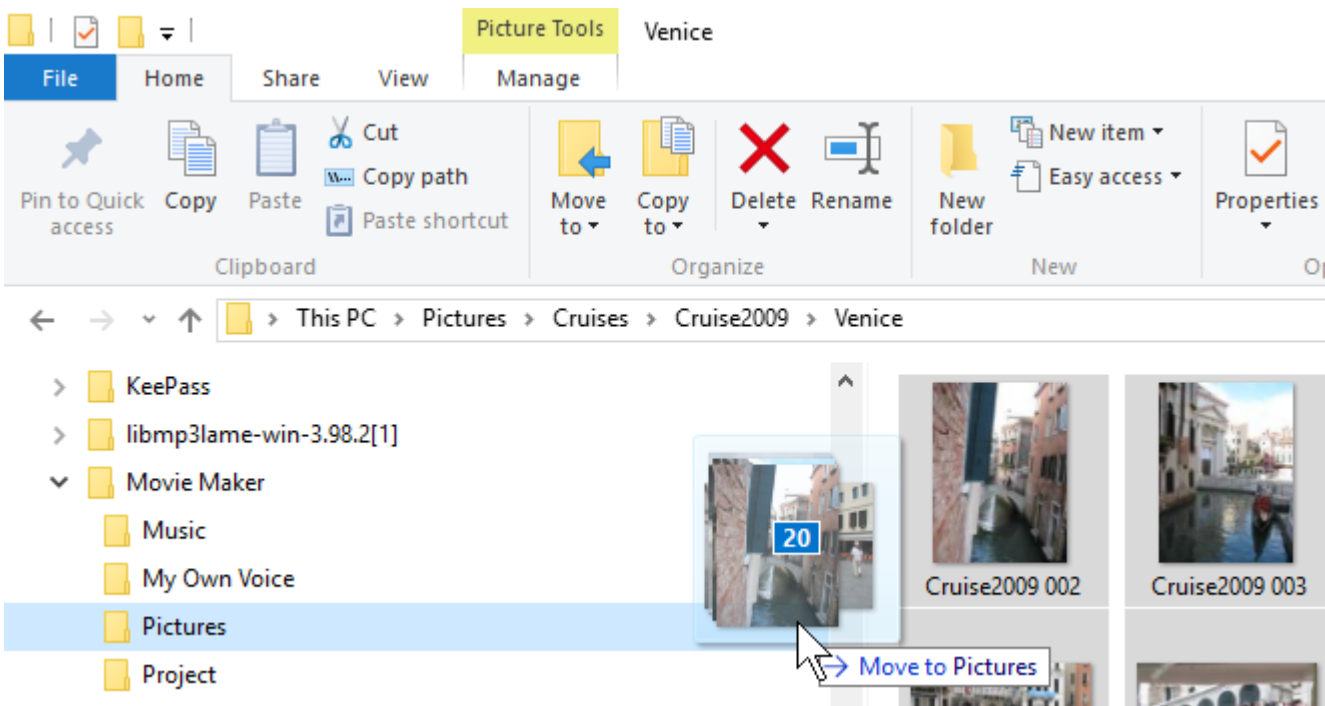
- **You see the Documents folders and you have to scroll down to get to Movie Maker and you see > again before Movie Maker and click on it vs. clicking on Movie Maker. Next is what happens.**
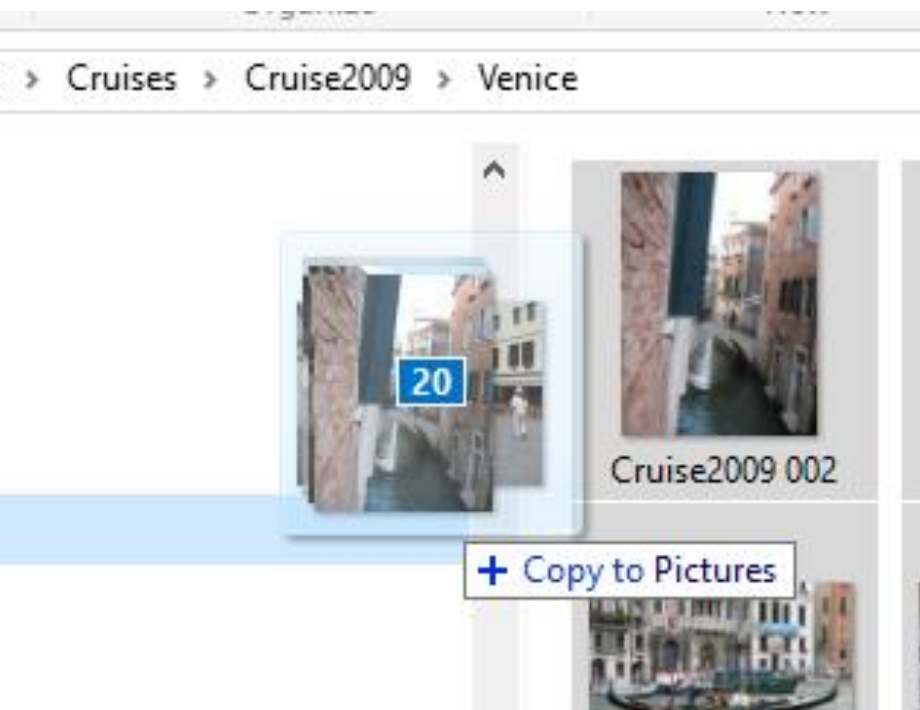
- **You see Pictures folder under Movie Maker. You then left click and hold it down on one of the pictures on the right and drag to the Pictures folder. As I mentioned before, they will move. To copy vs. move, you have to press and hold down the Ctrl key. Next is what it looks like when you start to drag without the Ctrl key.**
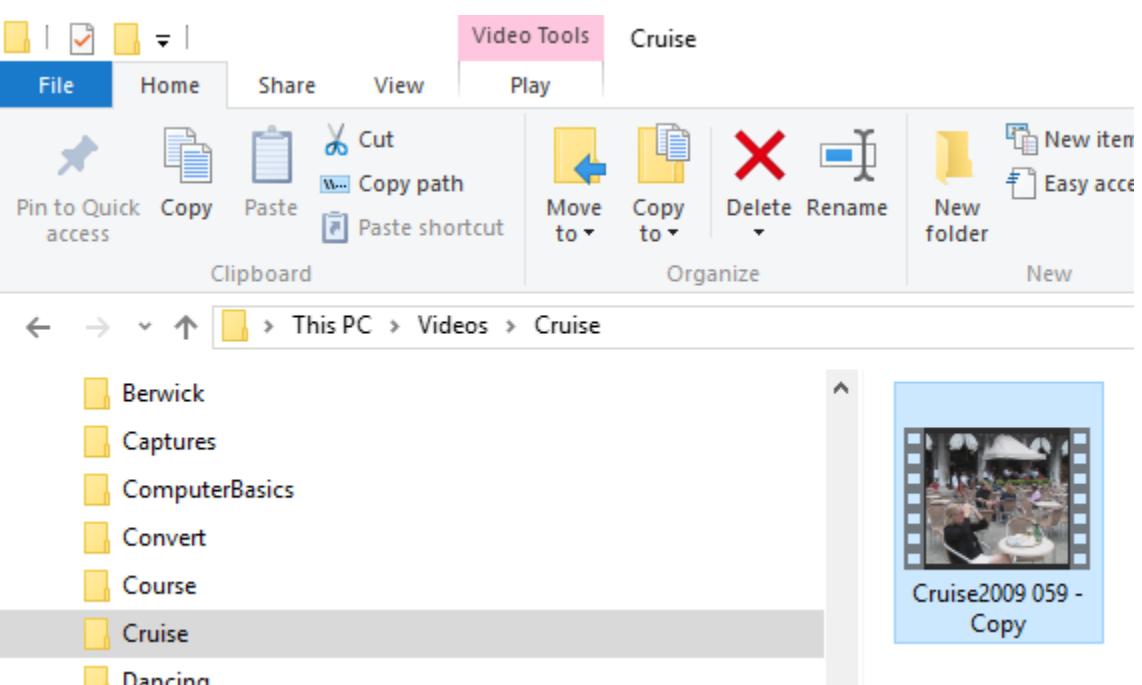
- **When you start drag without the Ctrl key, you see 20 and Move to Pictures.**

- **Next is what happens when you click and hold the Ctrl Key.**

- **When you start drag with the Ctrl key, you see 20 and Copy to Pictures vs. Move to Pictures.**
- **You follow the same process with Videos.**
- **Next is a sample with Video**

- **Here is a sample of going to Videos folder and Cruise under it and click on it and it is the same process to Copy or Move.**

- **Next is a sample about Music.**

- **When you download Music, the default folder is Downloads. Here is a sample of download Music. You click on it and you see Move to and Copy to again. You follow the same process.**

- **This is the End of the Step 3.**