

Manipulation of Files

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Special Key Combo's:

Windows Key + Arrow Keys will make the app (folder) you are working on half the screen.

 +  = Half the screen to the left

 +  = Half the screen to the right

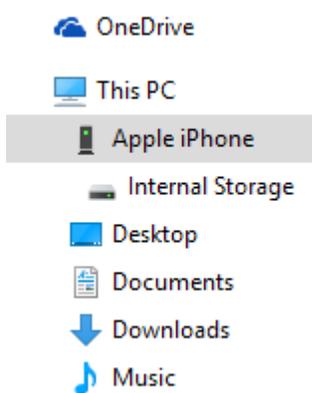
This makes it easy to move files around to organize everything.

Getting files (images, doc's, etc) from camera's, usb sticks, thumb drives, external drives, smart phones, tablets, etc...

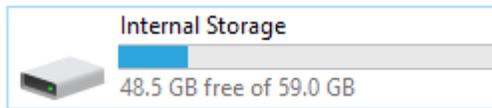
When you plug one into windows it will ask if you want windows to automatically take them off for you. Say no. Do it yourself, so you can put them where you want.

Smart phones, tablets and such devices with camera's. When you plug them into your computer, open the file Folder Icon  Its on the task bar, usually on the bottom of the screen. On iPhone you must also give permission on the phone to allow the computer to see the phone.

Open this up and find you device on the left side.



Click on this icon. Then internal storage should come up.



Double click this  DCIM and you will see one or more folders. Which folder has the images you want, is a pain to find sometimes.

Now that you have that open on the left side of the screen you need to open another File Folder  by Right Clicking on the icon and choosing File Folder. Then press



folder take up the right side of the screen.

Now its just a matter of copying or moving the images from the left side (camera) to the right side, your destination folder.

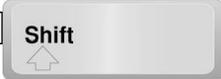
Make sure the right side is where you want the images to go. You should organize them in the Pictures Folder and make new folders in there are you need. IE: Christmas 2015, Summer at camp, etc...

If your moving the images, by right clicking on the file and dragging it to the new location and let go and choose Move then it will be removed from the device. If you right click and drag to new location and let go and choose Copy then the original will still be on the device.

This is all there is to it. This works for all external devices.

The same is true to move from your computer to an external device.

To move many files, images at once, you can hold down the CTRL  and left click on each file, image you want to move or copy.

You can also use the SHIFT  to choose everything

between to files, images. First left click on the first image then hold down the shift key then click on the last image and everything in between plus the two you clicked on will be highlighted.

Then let go of the shift key and right click on any of the images that are high lighted drag to new location let go choose move or copy.

Questions, Comments or Rude Remarks...

Any questions just email me, michellembrodeur@gmail.com

Take care and have fun