



# Photos

## organize and back up

### **Folders:**

- To create a new folder:
  - Navigate to the location in which the new folder will be placed.
  - On the Home tab, click on “New folder.”
  - Type a name for the new folder and press Enter on the keyboard.
  - To open the new folder, click on Open on the Home tab.
  - When you are finished, close the window.
- To create folders on a flash drive, follow the same directions as above.

### **Moving Files:**

- To move a file:
  - Open the location of the file.
  - Select the file by clicking on it.
  - On the Home tab, click on “Move to.”
  - Select the desired location using the “Choose location...” option when needed.
  - Click on Move.
- To move files on a flash drive, follow the same directions as above.

### **Backing Up Files:**

- To back up files on a flash drive, copy them off the computer and paste them onto the flash drive.
- To copy the files:
  - Navigate to the files on the computer.
  - Select the files to be copied. Hold down the Ctrl button and click to select multiple files.
  - On the Home tab, click on “Copy.”
- To paste the files:
  - Navigate to the flash drive.
  - On the Home tab, click on “Paste.”

### **Photo Tips:**

- Organize photos using folders.
- Back up photos on a flash drive.
- Do not be afraid to ask for help.