ADD NEW NESTED FOLDERS FOR YOUR PHOTOS USING FILE EXPLORER

Most Windows tasks involve working with files and folders. Windows uses folders to provide a storage system for the tens of thousands of files on your computer, just as you use manila folders to organize information in a filing cabinet in your home.

Just as your physical file cabinet can contain many different folders and subfolders (aka nested folders) in order to enhance the management and control of your personal digital photographs, your computer's electronic file cabinet is set up in exactly the same way in order to manage and control more than 50,000 files stored within.

Microsoft's File Explorer (Windows key + E) provides a handy tool and a straightforward way to allow you to manage your files and folders within your computer. By taking the time to learn how to use this tool, you'll work smarter, faster, and more efficiently.

Keep these general rules in mind when using File Explorer

File Explorer has two Panes.
- ❖ The one on the left will list only folders and sub-folders. (It's called the Navigation pane.)
- ❖ The one on the right will list the contents of the folder that you have selected from the left pane. (It's called the Contents pane.)

The two panes work independently from each other.
- ❖ The left pane will always show the folders and nested folders (never the contents of a folder).
- ❖ The right pane will show the contents of the folder that you have selected by single left-clicking on a folder in the left pane.

When you copy or move files or folders, you will always move items from the right pane to the left pane, exactly the opposite of how we read.

If a folder in the left pane has a nested folder contained inside, there will be a lever immediately to the left of the folder's name. Click on the lever to either open or close the folder.

If you don't have the two-pane view, click **VIEW** on the File Explorer tool bar, click **NAVIGATION PANE** to activate the left pane. If your window shows a third pane, it means that the **PREVIEW PANE** is turned on by default. To turn it off, select **VIEW**, then <u>deselect</u> **PREVIEW PANE.**

Move or Copy a Photo to a Different Location

With the above rules in mind, follow these steps:

1. Access File Explorer.

2. In the left pane, locate the folder or sub-folder in which the photo you want to copy or move is located.

3. Single left-click on the folder.

4. The folder's contents will appear in the right pane.

5. Right-click on the photo you want to move or copy. A drop-down menu will appear.

6. Click on **Copy** to copy the photo to a new location and at the same time keep the file in its current location.
   Click on **Cut** to remove the photo from its current location and place it in a new location.

7. In the left pane, right-click on the target folder to which you want to add the photo. A drop-down menu will appear.

8. Click on **Paste**.

9. The photo will now appear in the target folder.

10. Confirm the change by clicking on the target folder in the left pane, which will show the contents of the folder in the right pane. The photo that you just copied or moved should be there.

You can add folders and nested folders of your own to your electronic file cabinet in order to manage and control your digital photos. For example, if you are storing digital photographs in a folder called Pictures, it makes sense to create nested folders within the Pictures folder that would organize your photos into categories. For example, such nested folders might include such titles as: Alaskan Cruise; Hawaiian Vacation; etc. You get the idea.

Create New File Folders and Sub-Folders Within File Explorer

Follow these steps to create designated nested folders.

1. Open **FILE EXPLORER.**
2. Look in the left column where you will find the **PICTURES** folder. Click on the Pictures folder.
3. In the **RIGHT PANE,** right-click on any blank area. Navigate down to **NEW** and over to and click on **FOLDER**.
4. The new folder is highlighted and has a name box below it.
5. If you look carefully you will note that the insertion bar is pulsating at the end of the **new folder** name.
6. With the new folder still selected (in other words, do not click your mouse at this point), type in a name for your new folder, for example *Hawaiian Vacation*. Then tap the Enter key.
7. Scroll down the **left column** until you come to the **PICTURES** folder.
8. Click on the lever ▷ symbol to the left of the **PICTURES** folder. In the indented left column immediately below you will find a new nested folder called *HAWAIIAN VACATION*. This is the folder that you just created.
9. Close each window by clicking on the X box in the upper right corner for each window you need to close in order to get back to your desktop. (A shortcut for closing Windows one at a time: Alt Key + F4 key.)

Copy Multiple Photos from One Location on Your Hard Drive to Another Location on the Hard Drive

Follow these steps:

1. From within File Explorer, find the folder in the left pane that contains the photos you want to copy or move. Click on the folder.
2. The contents of the folder will appear in the right pane.
3. Go to **VIEW** on the Menu Bar and click until you get the icon size that to want for all the photos. (Suggestion: choose **LARGE ICONS**.)
4. Select the photos that you wish to copy or move. (Click on one picture, then hold down on the Ctrl (control) key and click on a second photo, then a third photo, etc. Note that the number of items that you have selected is listed in the

lower left corner of the window. *Warning: Be careful that you don't move your mouse as you click. Otherwise, you may find yourself making copies of the images you wish to select.*

5. When all your choices have been selected (highlighted with a powder blue box around each photo), right-click on one of your selections and click **Copy.** This action will place your target photos (files) into the Windows CLIPBOARD.

6. If you want to MOVE the selected photos to a new location, click **Cut** rather than Copy. The photos will not be cut from the original location until they are pasted to the new location. (Until you become comfortable with the procedure, it is best to use the **Copy** procedure; once they have been copied, then you can go back to the original folder and delete the ones you have successfully moved.

7. In the left pane, find and click on the **Pictures** folder.

8. In the right pane, you should find your nested folders that you created earlier (for example *Hawaiian Vacation*.)

9. Right-click on the *HAWAIIAN VACATION* folder.

10. When the context menu appears, click **Paste**.

11. From the right pane, right-click the **HAWAIIAN VACATION** folder and then click OPEN to open it.

12. Observe that the photos that you selected have now been copied from your original folder to the **newly created nested folder** that appears in the Pictures folder on your Hard Drive.

13. Close File Explorer to complete the procedure.