

## Picture Files Moved

Q. Jmax, about 60 icons representing photographs that are on my hard drive appear on the "Start" window, the screen that comes up when you first startup your computer. The one that has START at the bottom right. How can I move these pictures to some other place in my computer?

A. That screen that appears when you first startup windows and has all the little icons on it is called the Desktop.

If all those pictures icons have a little white arrow on them, you can just rightclick and delete them because they are merely shortcuts to the files which are someplace else on your hard drive and are not the files themselves. If they do not have a white arrow, then they are probably the files themselves and you don't want to delete them. You want to move them to a subfolder of the MY PICTURES folder or to some other folder of your choice.

You can 'drag and drop' all the files to the new folder, but I do not recommend this as too often folks drag part of the way, let go the mouse button and the files get dropped into some folder along the way and they have a hard time finding them again.

To move them carefully:

1. Rightclick the START button and select Explore to bring up the list of files and folders on your hard drive.
2. Scroll to the top of the left column to the MY DOCUMENTS folder. Click the + beside it to expand it.
3. Scroll down to the MY PICTURES folder and click it ONCE to select it, then click File at the top of the screen...NEW...FOLDER. A new folder will appear at the bottom of the right side of the screen. Type into that box a name that will tell you what that group of pictures are. Such as, Vac 2007 then doubleclick its icon. You will now see the Vac 2007 as a subfolder of the MY PICTURES folder.
4. Scroll back up to the top of the left column and doubleclick DESKTOP. You'll see all it's files and shortcuts listed on the right side of the screen. Holding down the CTRL key on your keyboard, click once on each of those picture files that you wish to move to the new folder. They will all turn blue. It's a good idea to count the files so you know how many of them you copied.
5. Next rightclick in the blue area anywhere and select COPY.
6. Scroll down the left column to Vac 2007 (or whatever you named your new folder) and right click it and select PASTE. All the picture files you selected in step 5 will be copied to this new folder.
7. When the copying has been completed, doubleclick that new folder and it's files will be listed on the right side of the screen. Are all the picture files from the desktop there now? IF any are missing, go back and repeat Steps 5 and 6 but this time only select those missing files.
8. When you are sure that all the picture files are in the NEW Folder that you created in your MY PICTURES folder, you can scroll back up to the DESKTOP folder, again hold

down the CTRL key and click each of those picture files again. This time rightclick in the blue and select DELETE. They will be removed from the desktop.

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