



Windows 7
**PHOTOS COPIED
INTO FOLDER**
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- ❶ Find the folder that has the photo you wish to copy.
- ❷ Select photos:
 - **ALL**: If you want to select ALL the files, left-click on any file name, hold down the **Ctrl** key, and touch the **A** key (**Ctrl+A**) — releasing both quickly. This will select all the files, so all are highlighted.
 - **CONTIGUOUS** (1-after-the-other): If you want to select files that are contiguous, left-click on the first file. Hold down the **Shift** key as you **click** on the last file (**Shift+Click**). All the files from the first one you selected to the last one you selected are highlighted.
 - **NON-CONTIGUOUS** (not one-after-the-other). If you want files that are non-contiguous, left-click on the first file. Hold down the **Ctrl** key as you **click** on any additional files you want selected (**Ctrl+Click**).
- ❸ Now RIGHT-click on any selected photo.
- ❹ Left-click on “Copy” option.
- ❺ Scroll to the folder into which you want to copy the photos.
- ❻ Left-click on that target folder.
- ❼ RIGHT-click in the right column — away from any files.
- ❽ Left-click on “Paste” option. (All the copied photos appear.)
- ❾ *Repeat Steps 1–8 as needed.*

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