

Windows XP

PHOTO SORTING IN EXPLORER

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This same opening page appears in three lessons: “Viewing Photos,” “Changing Photos” and “Showing Photos.” All other paragraphs vary based upon the topic.

This lesson relates how to view photos using Windows XP Explorer. Windows XP Explorer is accessed by:

1. IF your photos are contained in the “My Pictures” folder of “My Documents” (which is the case normally), click on Start > My Pictures (Figure 1).
 2. IF your photos are contained in a separate folder (outside “My Documents”) on a specific drive, you must use a different procedure. For example, my photos for this year are located in C:\Photos 2005 (the folder “Photos 2005” on the C drive).
- ❶ Click on Start > My Computer.
 - ❷ Double-click on the drive containing the photos folder.
 - ❸ Double-click on the folder containing the photos.

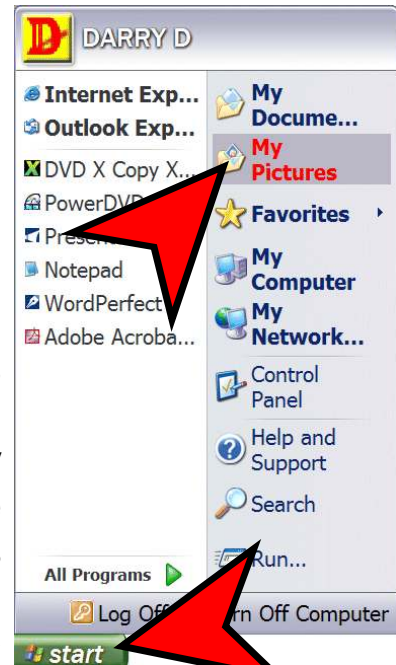


Figure 1

For this training, I will be using a folder called “20050123 Demo.” Note that the folder begins with its date (January 23, 2005) noted by a 8-digit code: the year (4-digits) + month (2-digits) + day (2-digits).

NOTE: Our Mom uses dashes to separate those categories. She would call this file “2005-01-23 Demo.”

MOVE PHOTOS

1. The default view (that which occurs unless the user can and does change it) in “My Pictures” is “Thumbnail” which shows a small version of the photo (Figure 2).

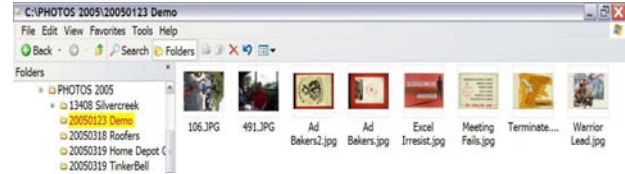


Figure 2

Changing the order of the photos works only in Thumbnail View.

2. To move files, you “select” them, dragging them to the position where you want them. The cursor — not the outline of the photo — determines where the photo will be when you release the mouse button.

MOVE ONE FILE

☆ To select one file, left-click on it, hold and drag it where you want it to be. The upper image (in Figure 3) shows this action; the lower image shows the result.

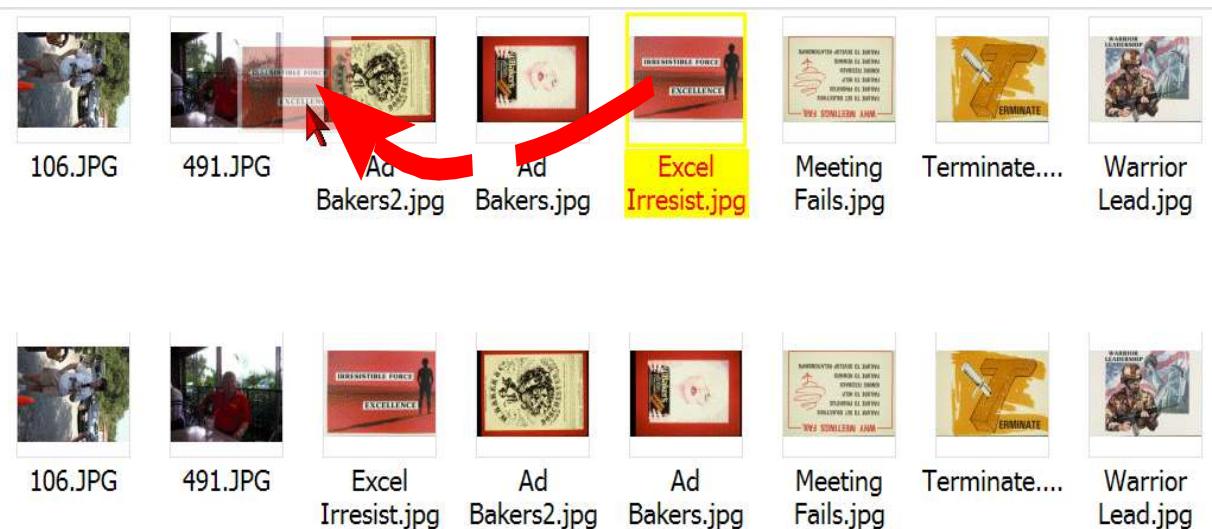


Figure 3

MOVE MULTIPLE *CONTIGUOUS* FILES

❶ To select multiple files that are *contiguous* (one-after-the-other), click on the first one and use Shift+Click (hold down the Shift key and click — releasing both keys quickly) on the last one of the files you want. ALL the files between the first one clicked and the last one clicked are selected (highlighted).

❷ Left-click, hold and drag on any file within the selected (highlighted) area to the desired destination.

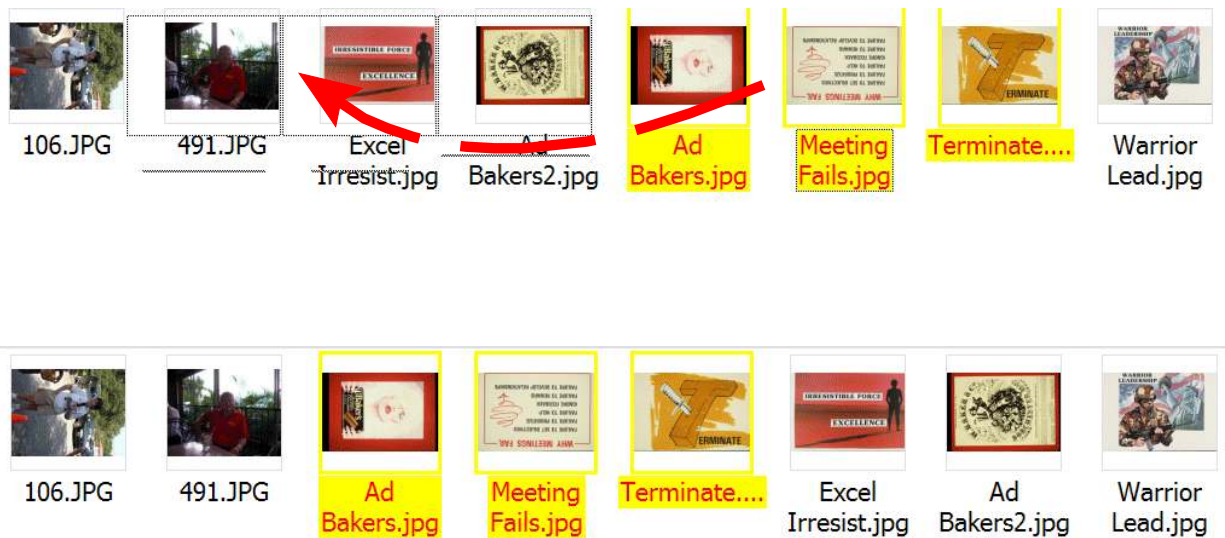


Figure 4

❸ Release the button when the cursor — not the file outline — is at the desired destination.

The upper image (in Figure 4) shows the action, above, while the lower image shows the result.

MOVE NON-CONTIGUOUS PHOTOS

To select multiple files that are *non-contiguous* (not one-after-the-other):

- 1 Single, left-click on the first file.
- 2 Use Ctrl+Click (hold down the Ctrl key and click) on any other files you want included. All select files will be selected (highlighted).
- 3 Left-click, hold, and drag any one of the selected files to the desired destination.
- 4 Release the mouse button when the cursor — not the file outline — is where you want it.

The upper image (in Figure 5) shows the above action while the lower image shows the result.

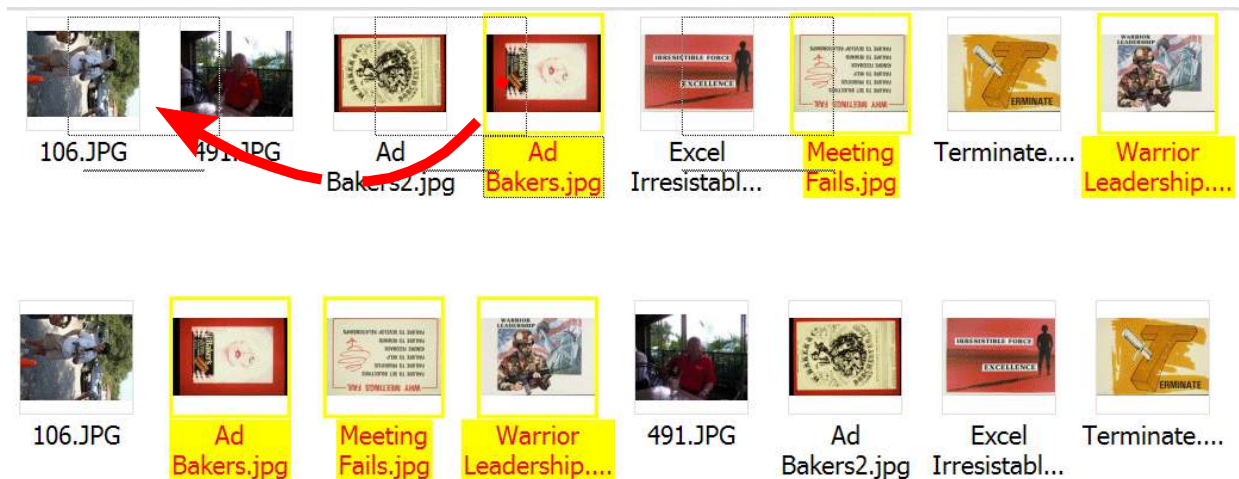


Figure 5

CAUTION

The files only remain in their new location as long as the view remains as Thumbnail. IF you change the view to View > List, for example, the files return to a number-then-alphabetic order (Figure 7).

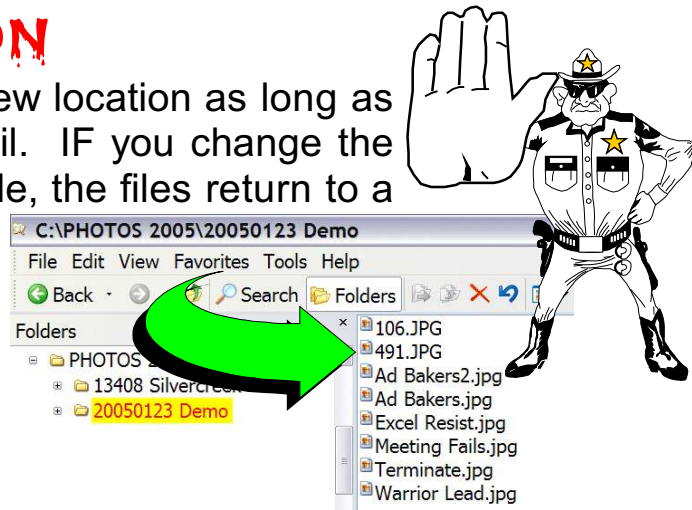


Figure 7

If you want the changes to be permanent, you must rename your photos. See my lesson "*Rename Files & Folders.*"