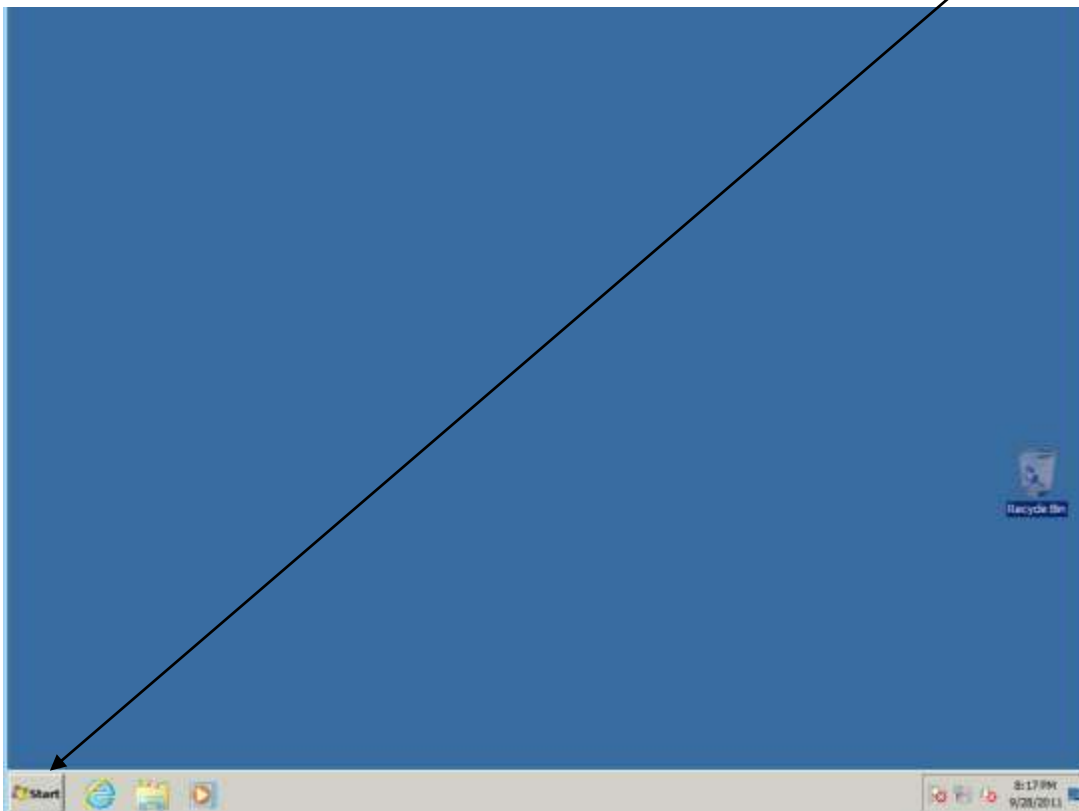


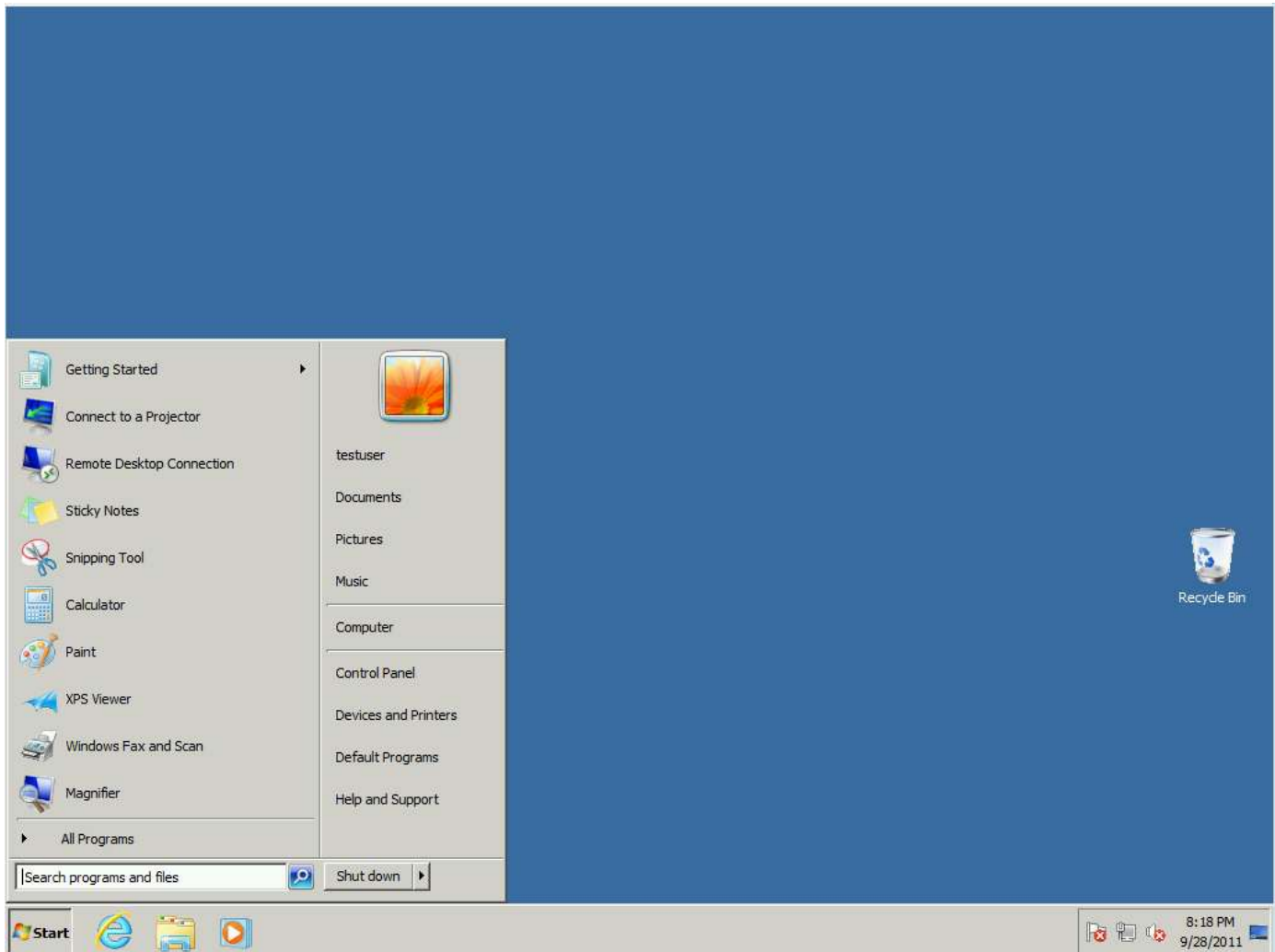
USING YOUR "MY PICTURES" FOLDER IN "WINDOWS 7" OR "WINDOWS 8"

Step 1:

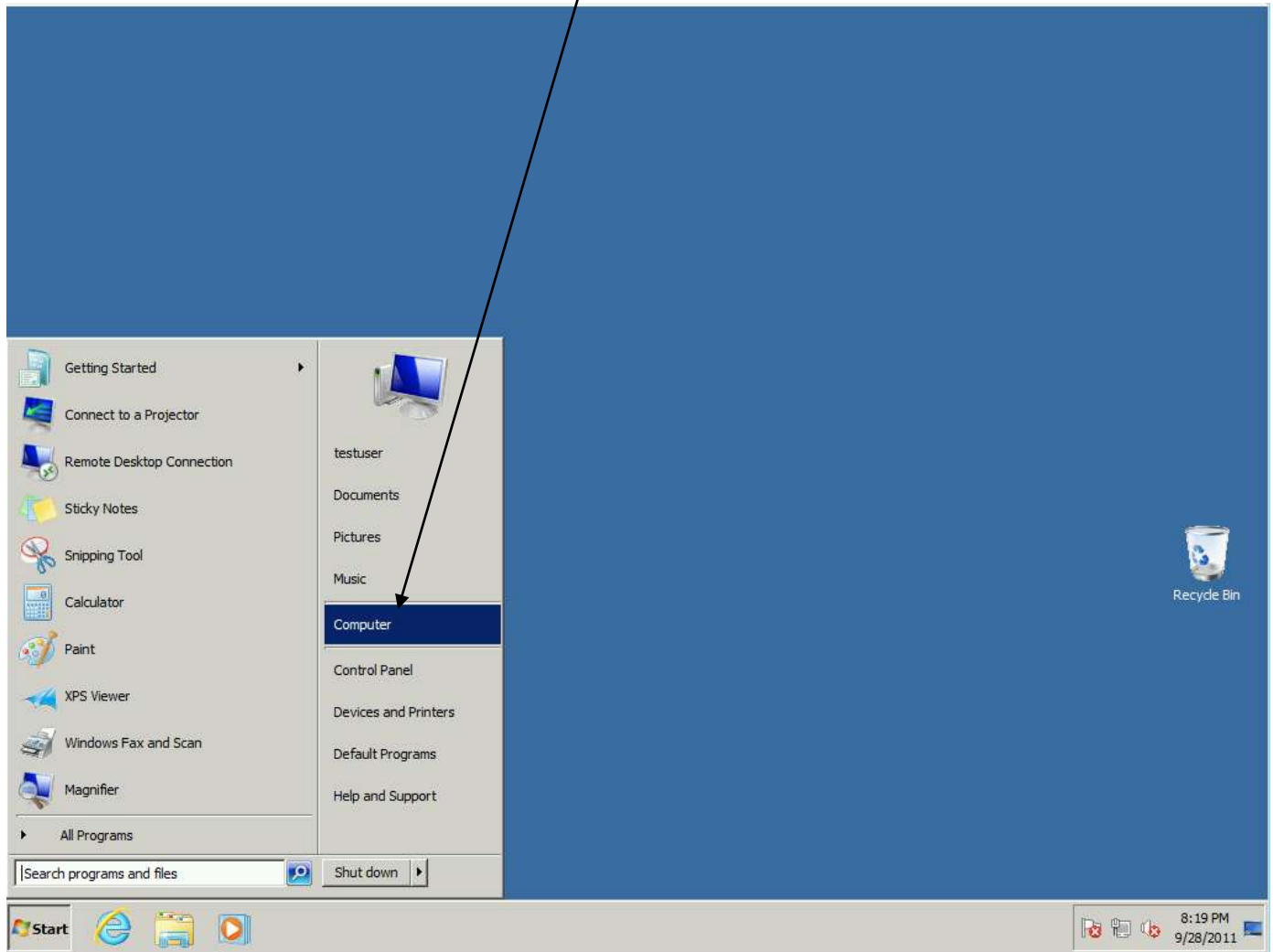
Start at the Windows "desktop" and click on the "Start" button at the left or top side of the gray "Task bar":



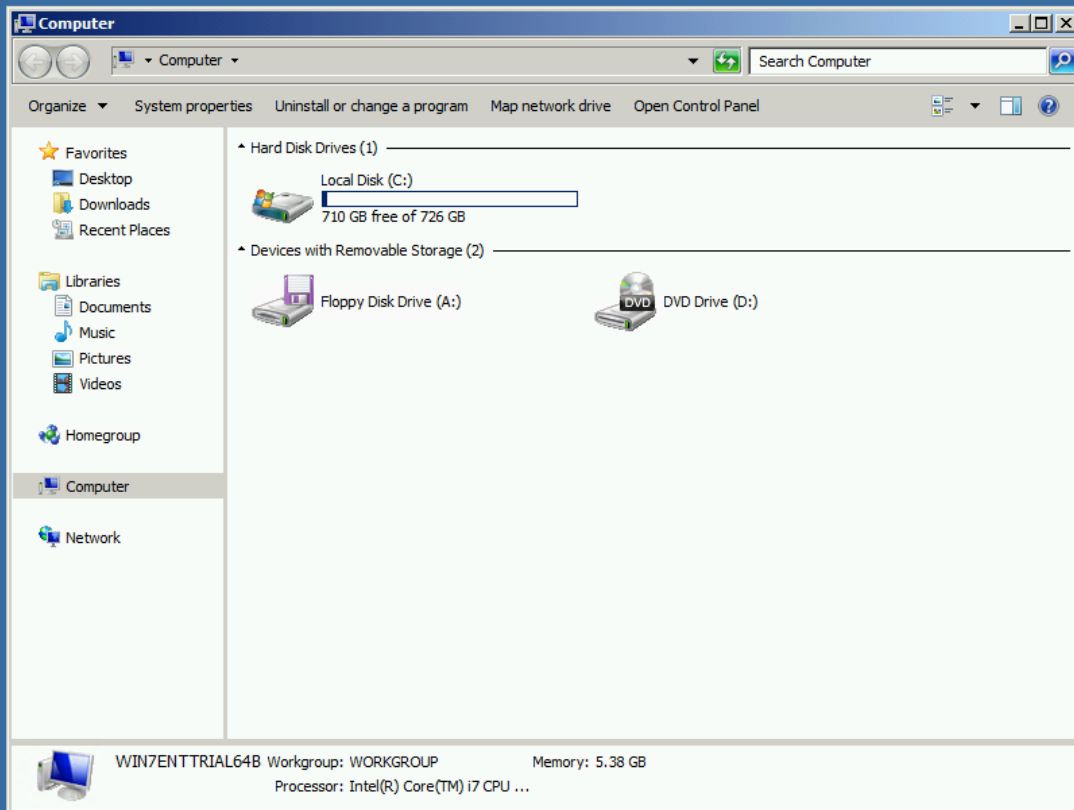
Step 2:
A “Start menu” will be displayed:



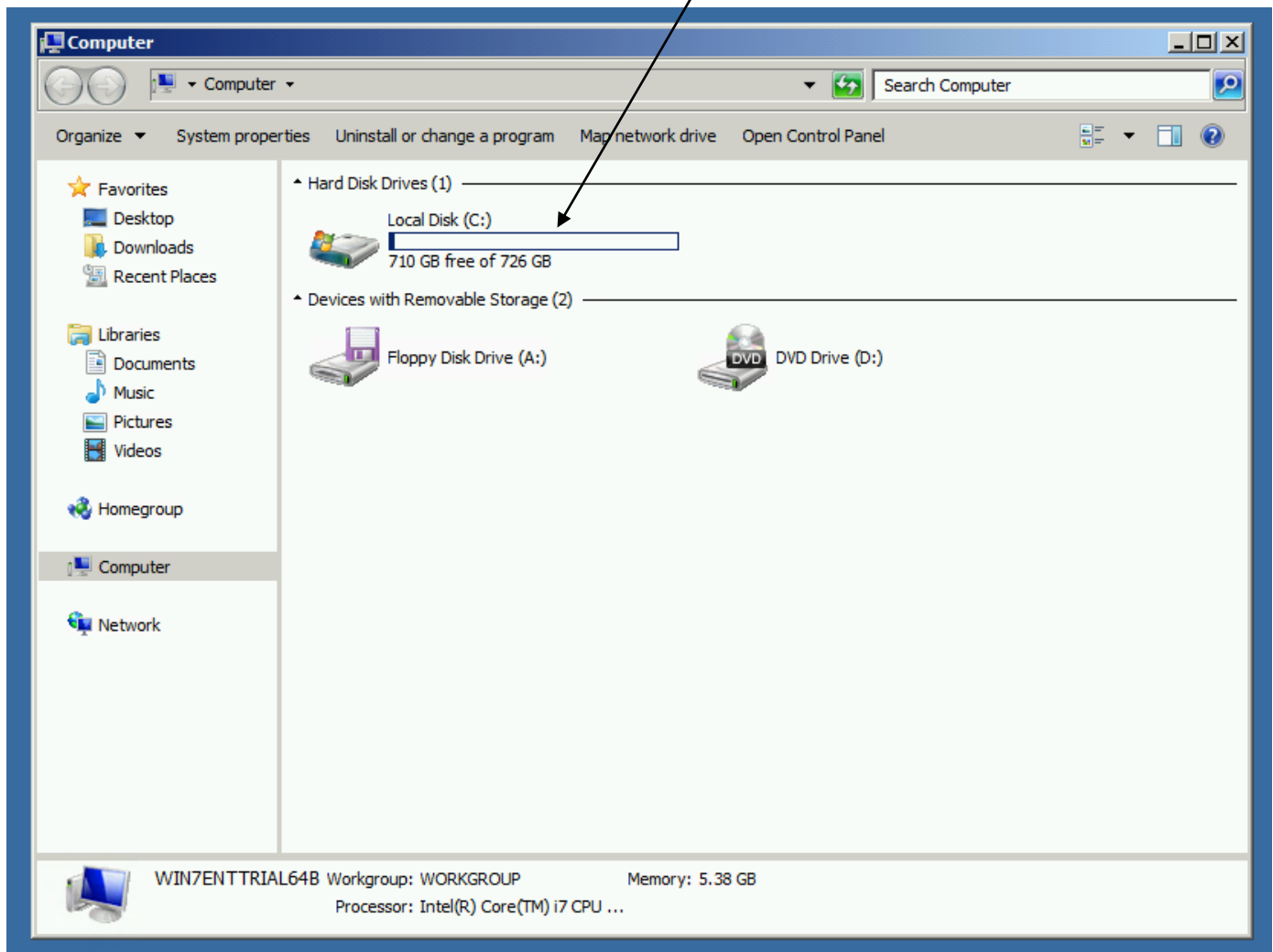
Step 3:
Click on "Computer" in the Start menu:



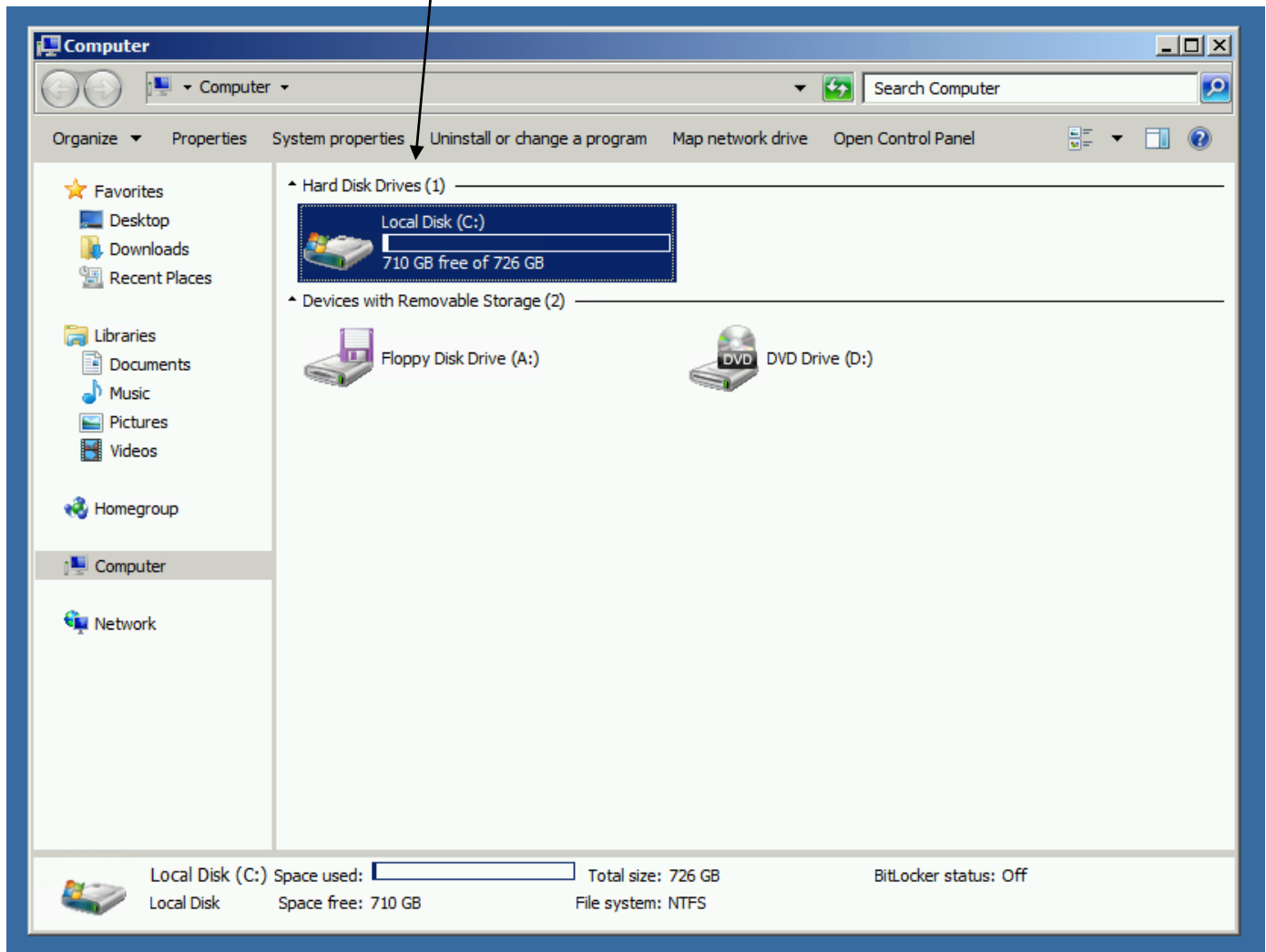
Step 4:
A “Computer” window will be displayed:



Step 5:
Locate the icon for the “Local Disk (C:)” drive.

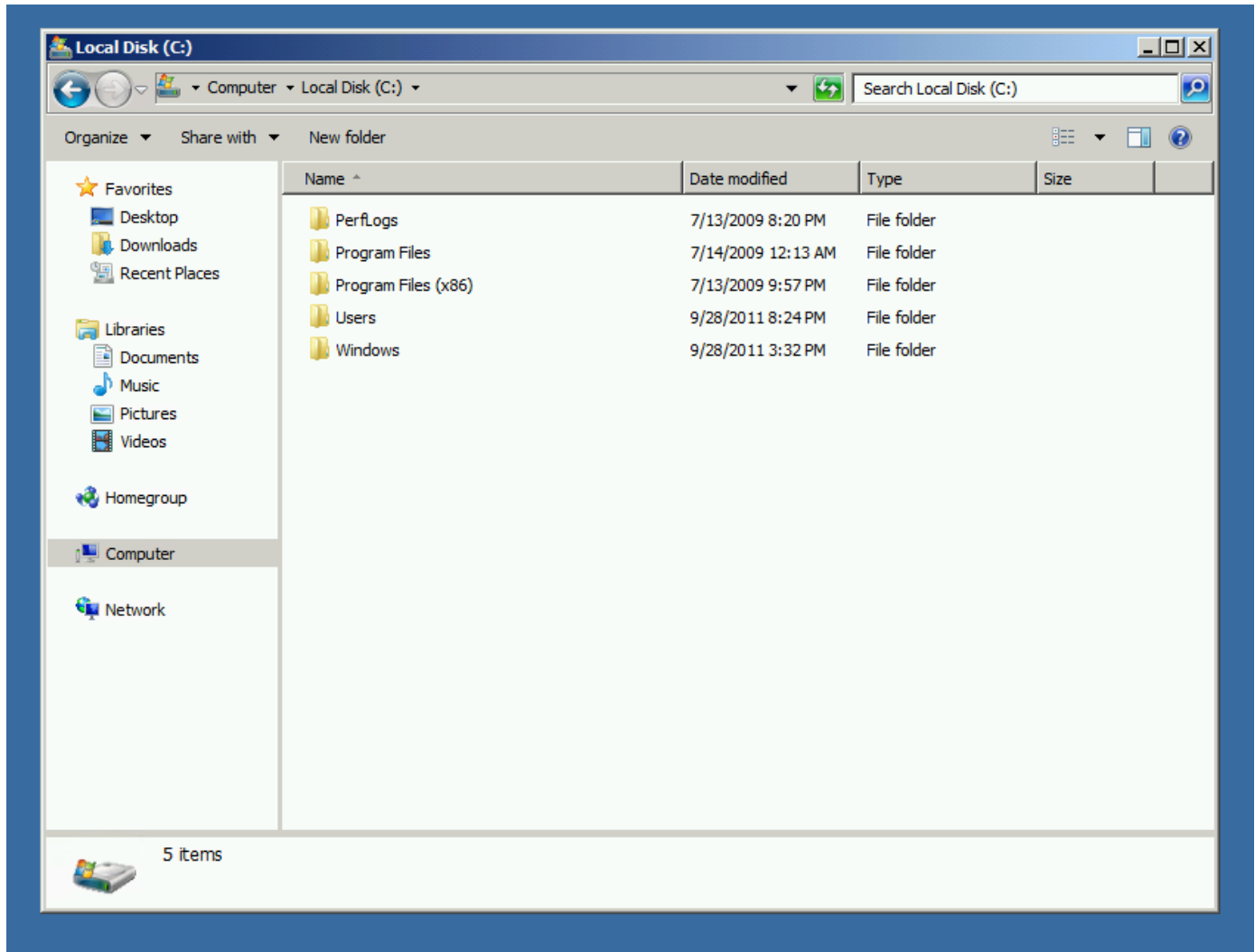


Step 6:
Double-click on the icon for the C: drive:



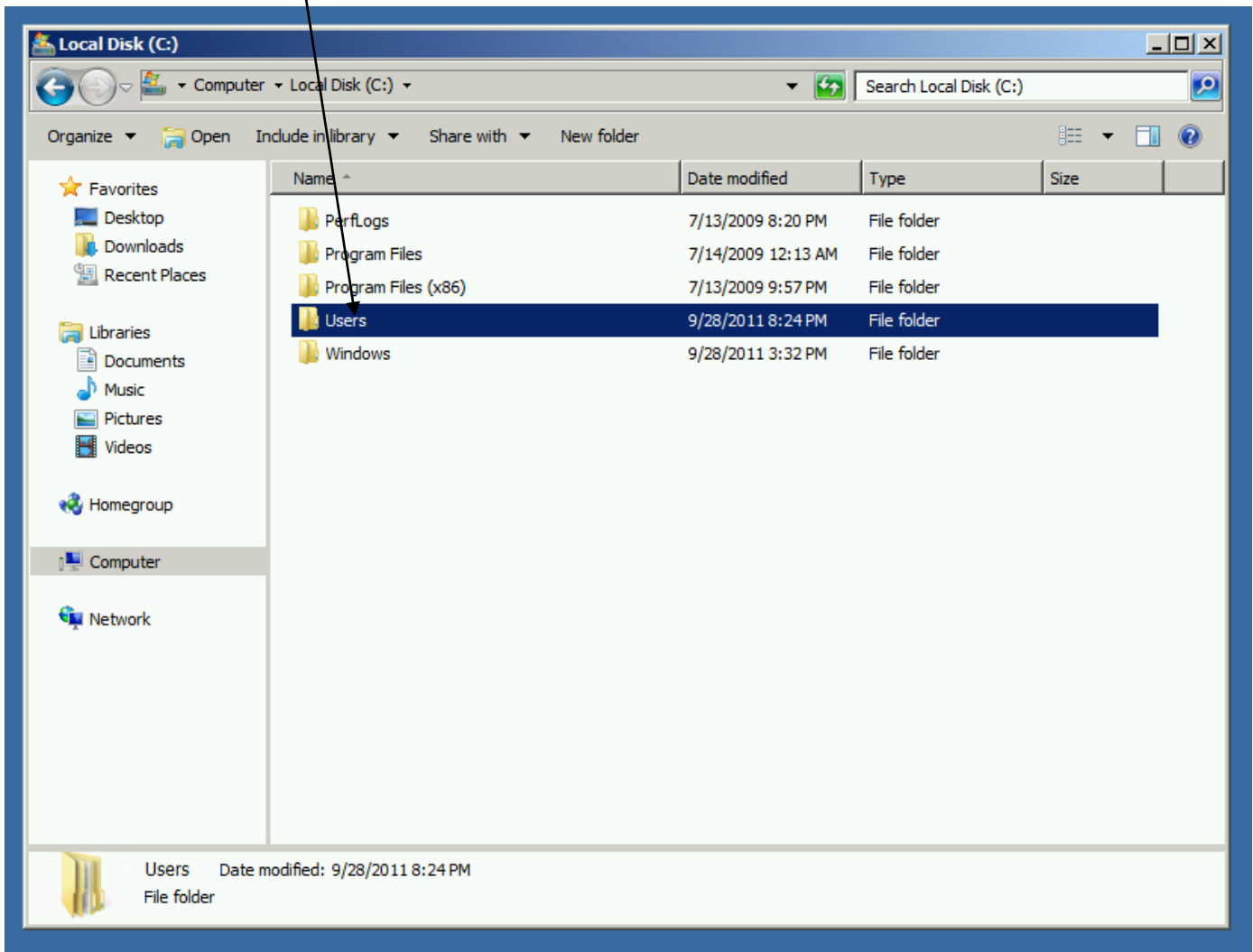
Step 7:

The window will now show the contents of the C: drive:



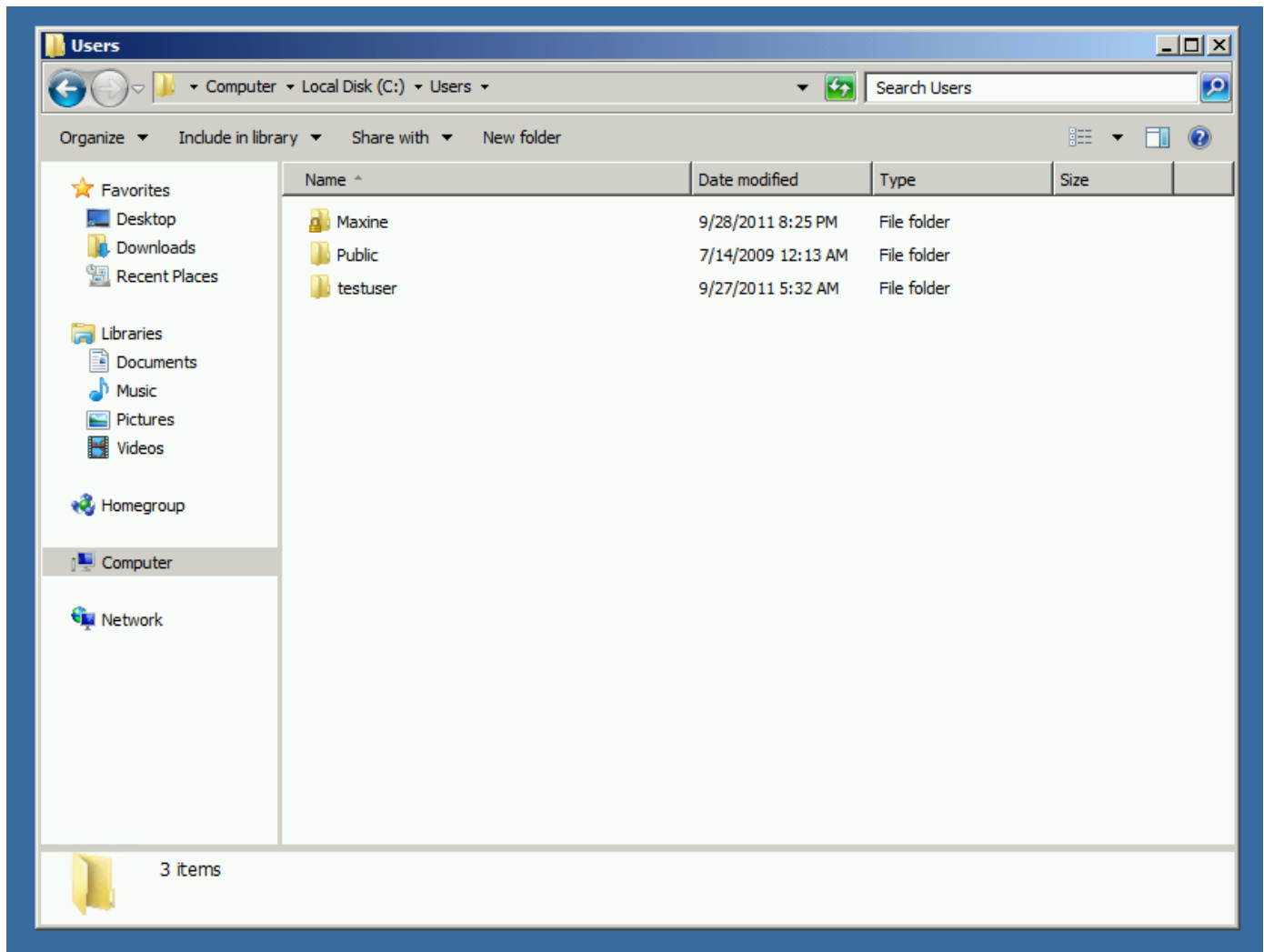
Step 8:

Locate the “Users” folder and double-click on it:



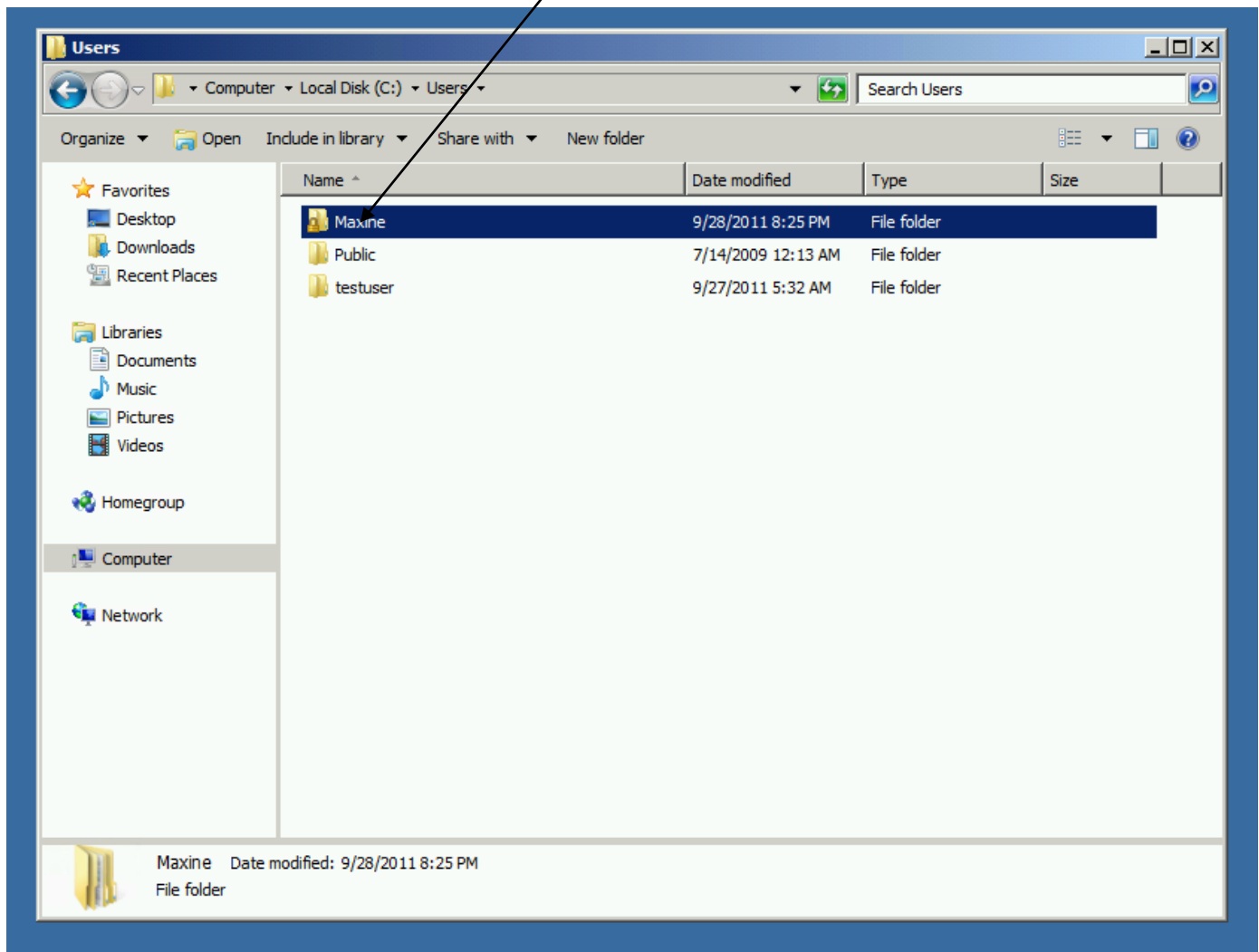
Step 9:

The windows will now show the contents of the “Users” folder:



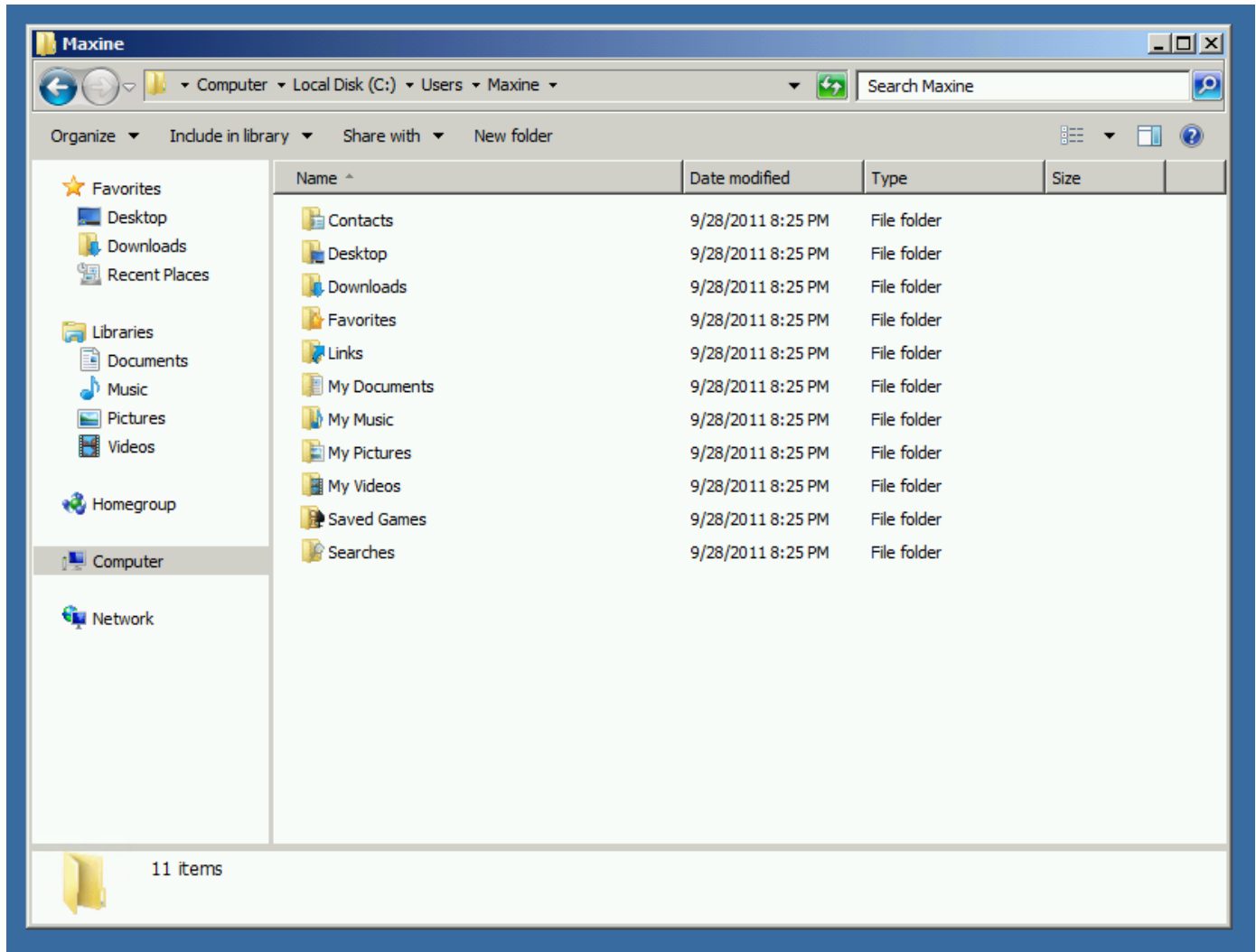
Step 10:

Locate the folder named “Maxine” and double-click on it:

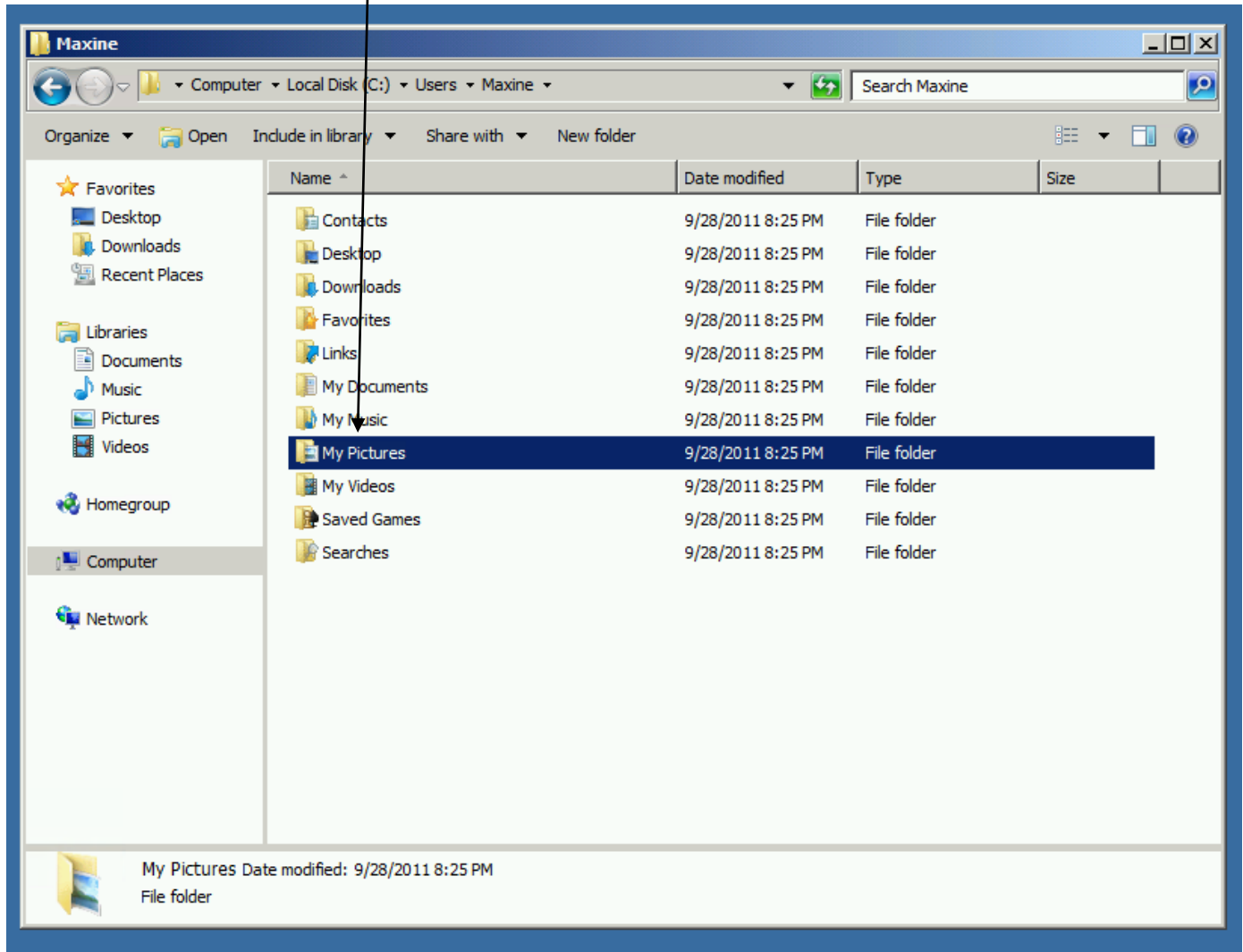


Step 11:

The “Window” will now show the contents of the “Maxine” folder:



Step 12:
Locate the “My Pictures” folder:

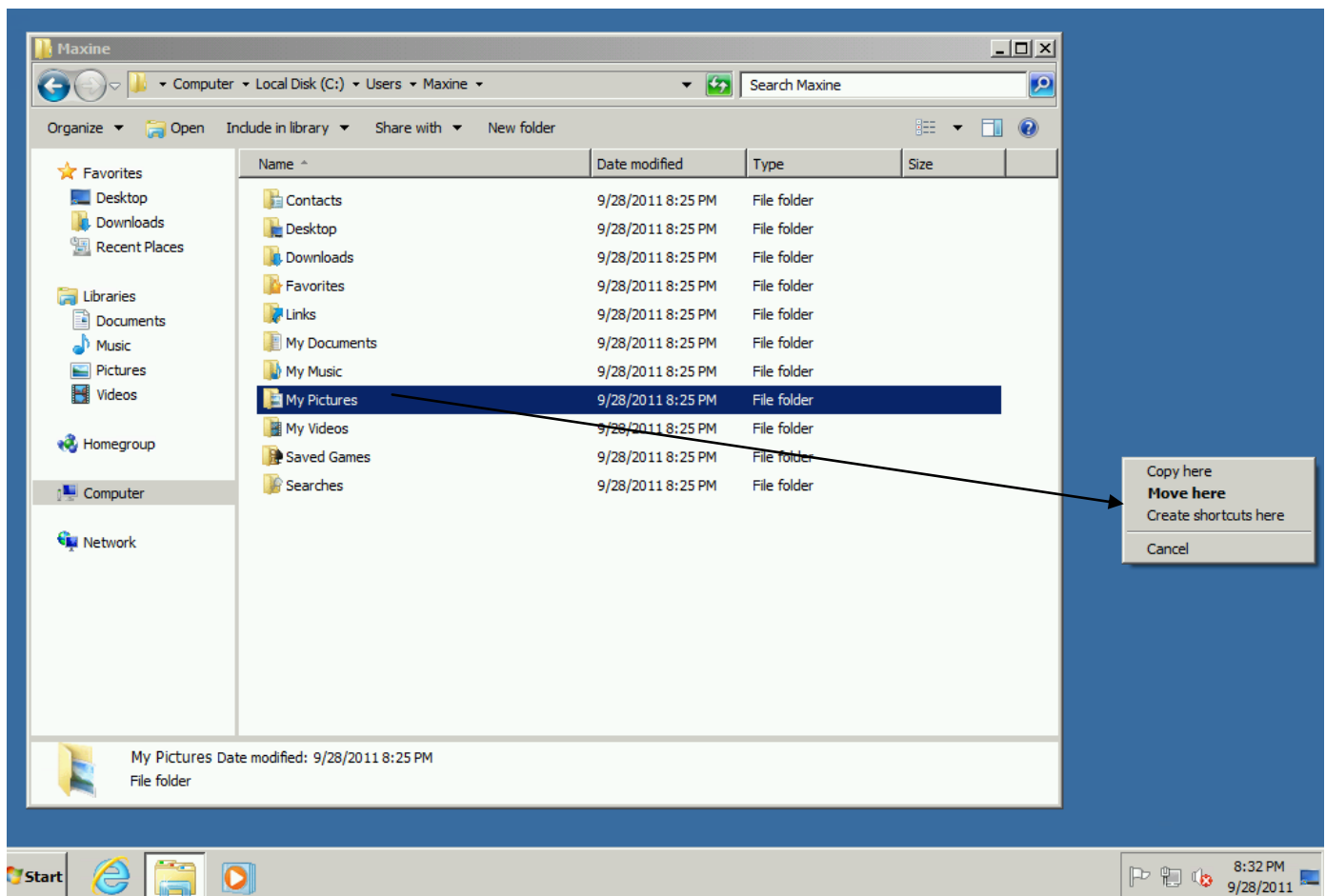


Step 13:

Use the RIGHT mouse button to drag the “My Pictures” folder to the “Desktop”.

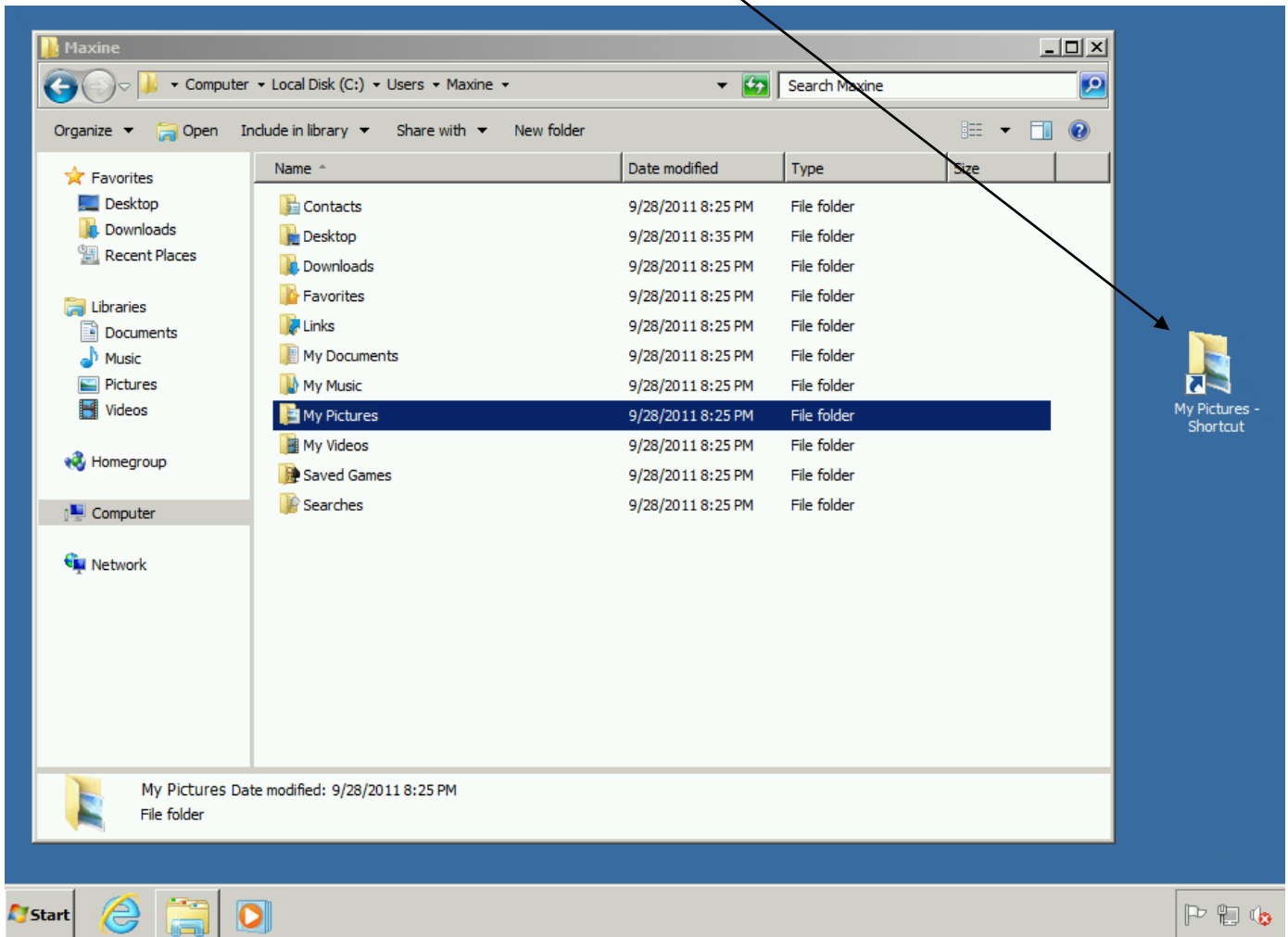
Release the mouse button.

Click on “Create shortcut here” in the pop-up context menu.



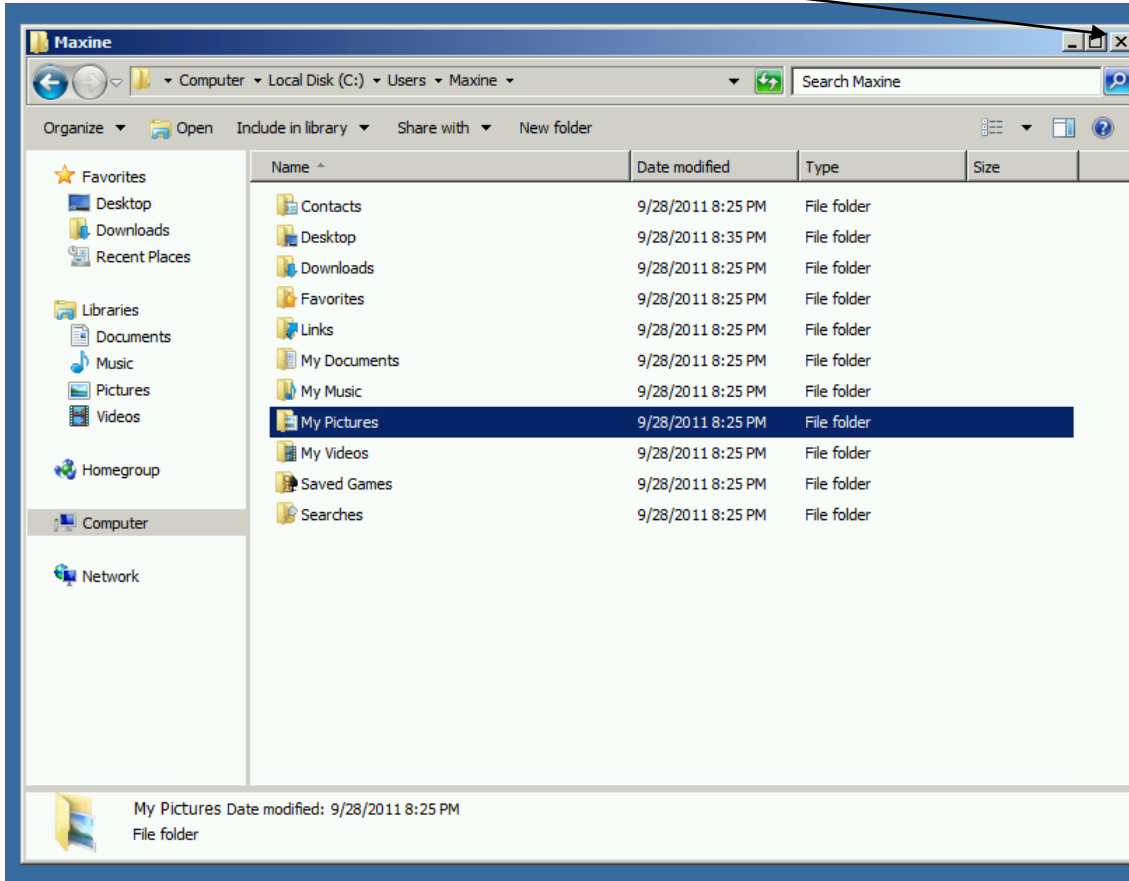
Step 14:

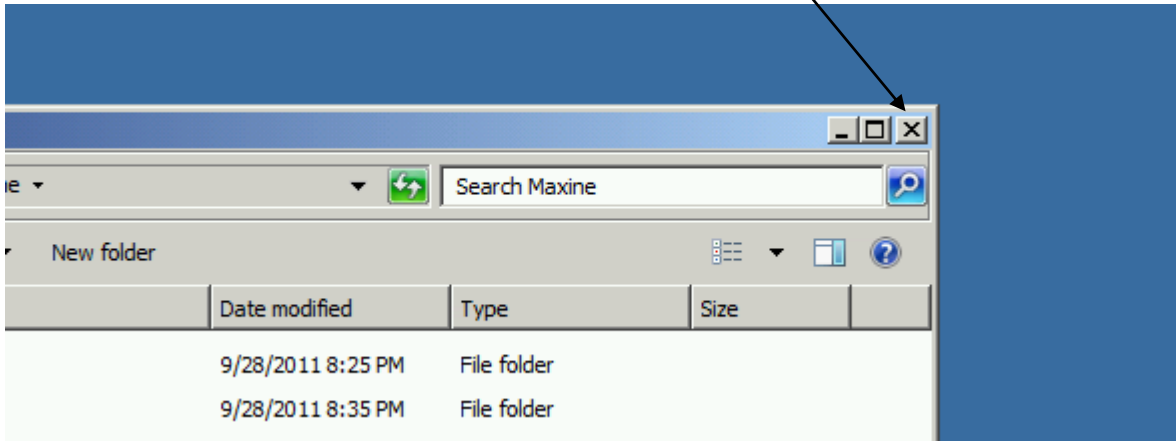
A new icon called “My Pictures – Shortcut” will now appear on the Windows “Desktop”:



Step 15:

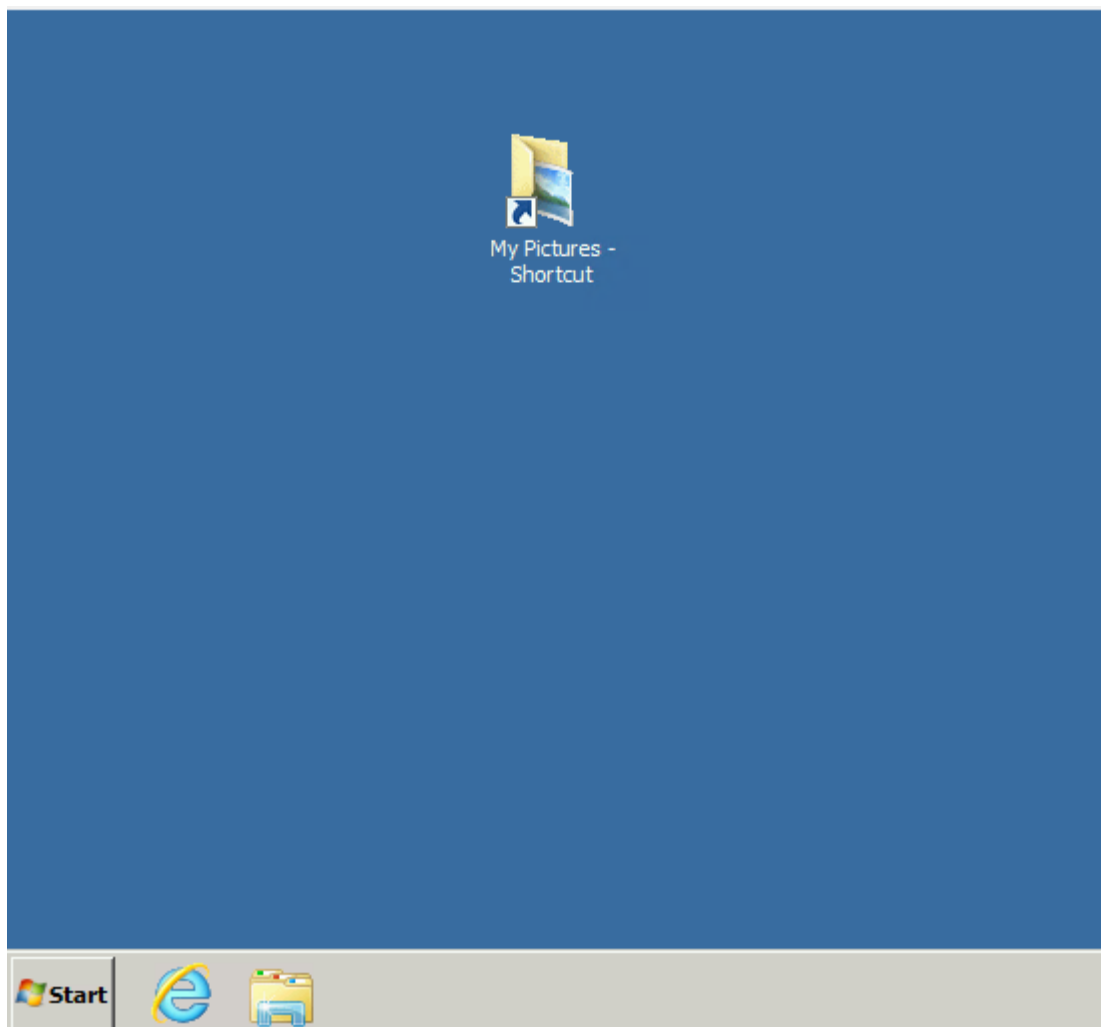
Locate the “X” icon in the upper right hand corner of the “Maxine” window and click on it:





USING YOUR “MY PICTURES” FOLDER TO PREVIEW AND COPY, AND ORGANIZE YOUR PICTURE FILES

Step 1:
Start at the Windows “Desktop”:



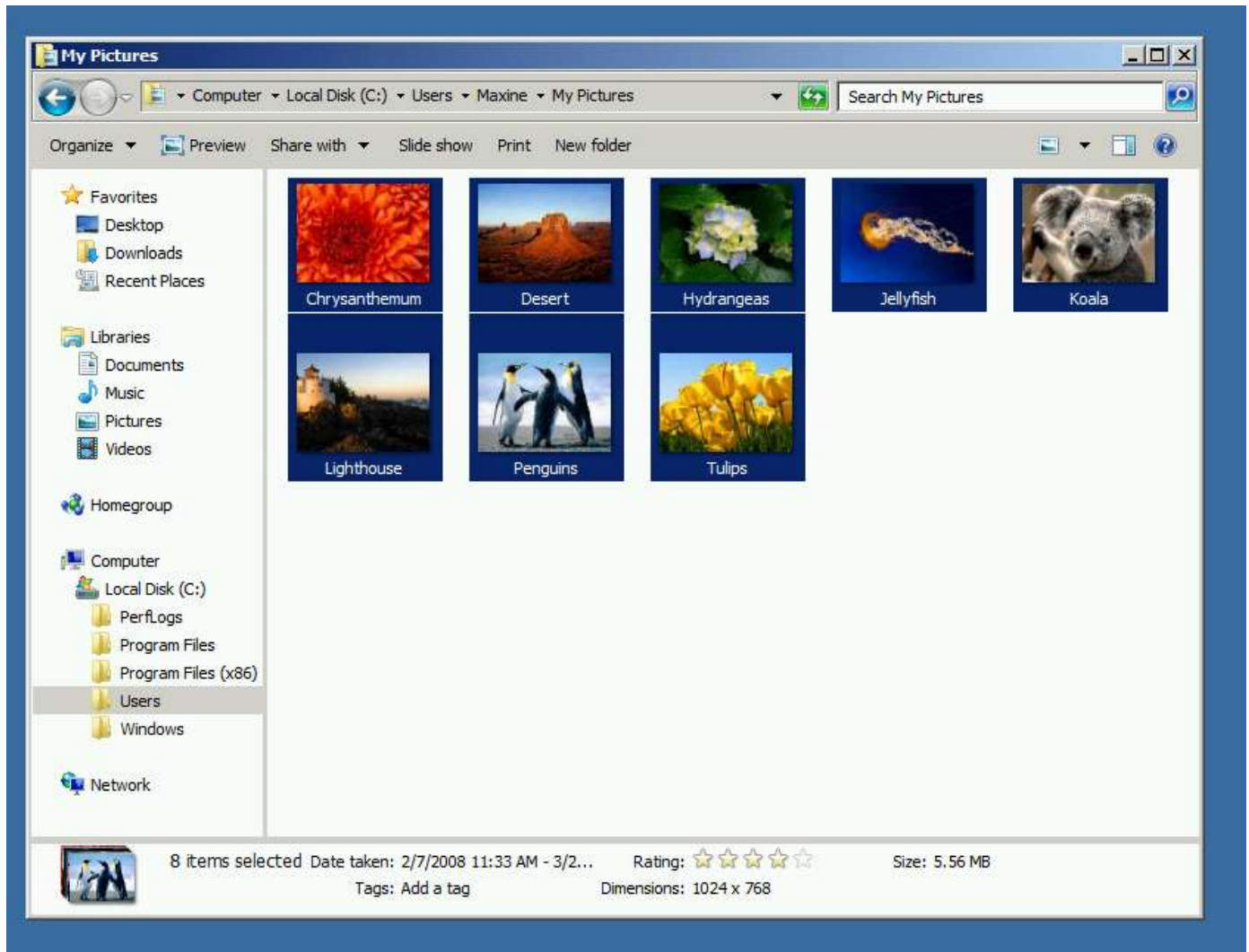
Step 2:

Locate the “My Pictures – Shortcut” icon on the Windows “Desktop” and double-click on it:



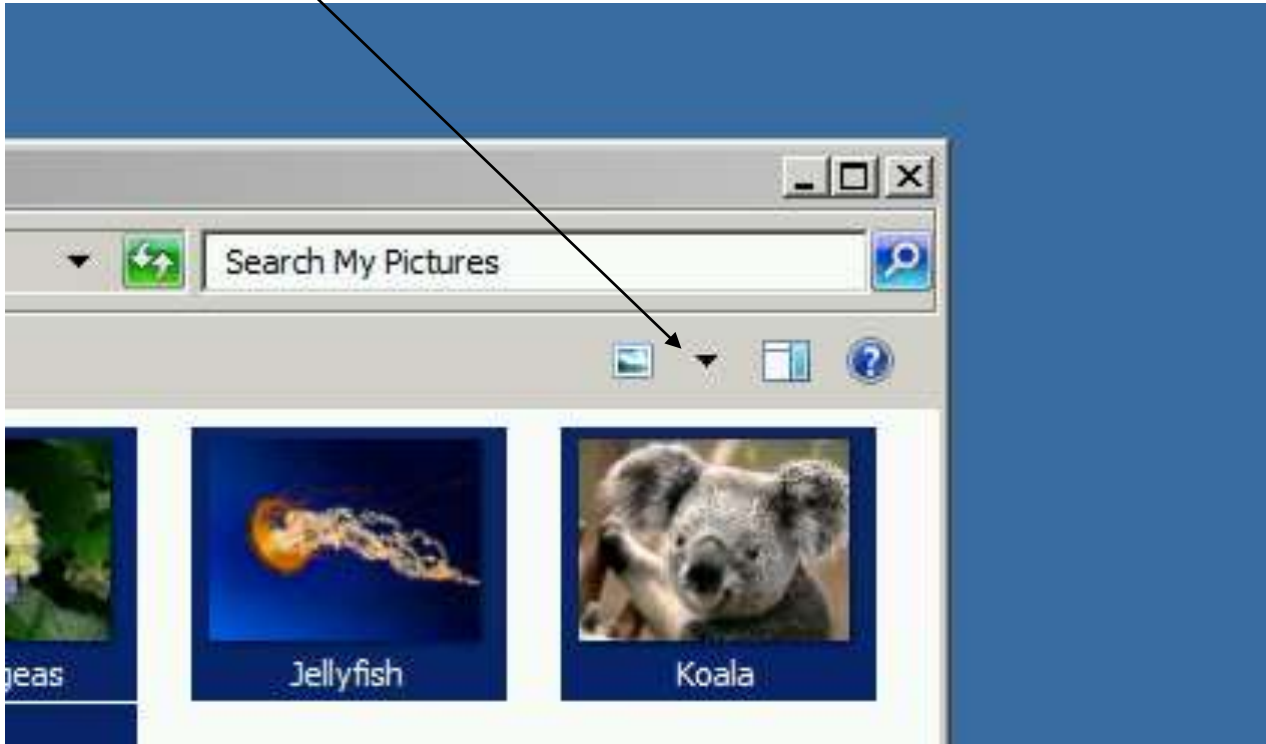
My Pictures -
Shortcut

Step 3:
A “My Pictures” window will be displayed:

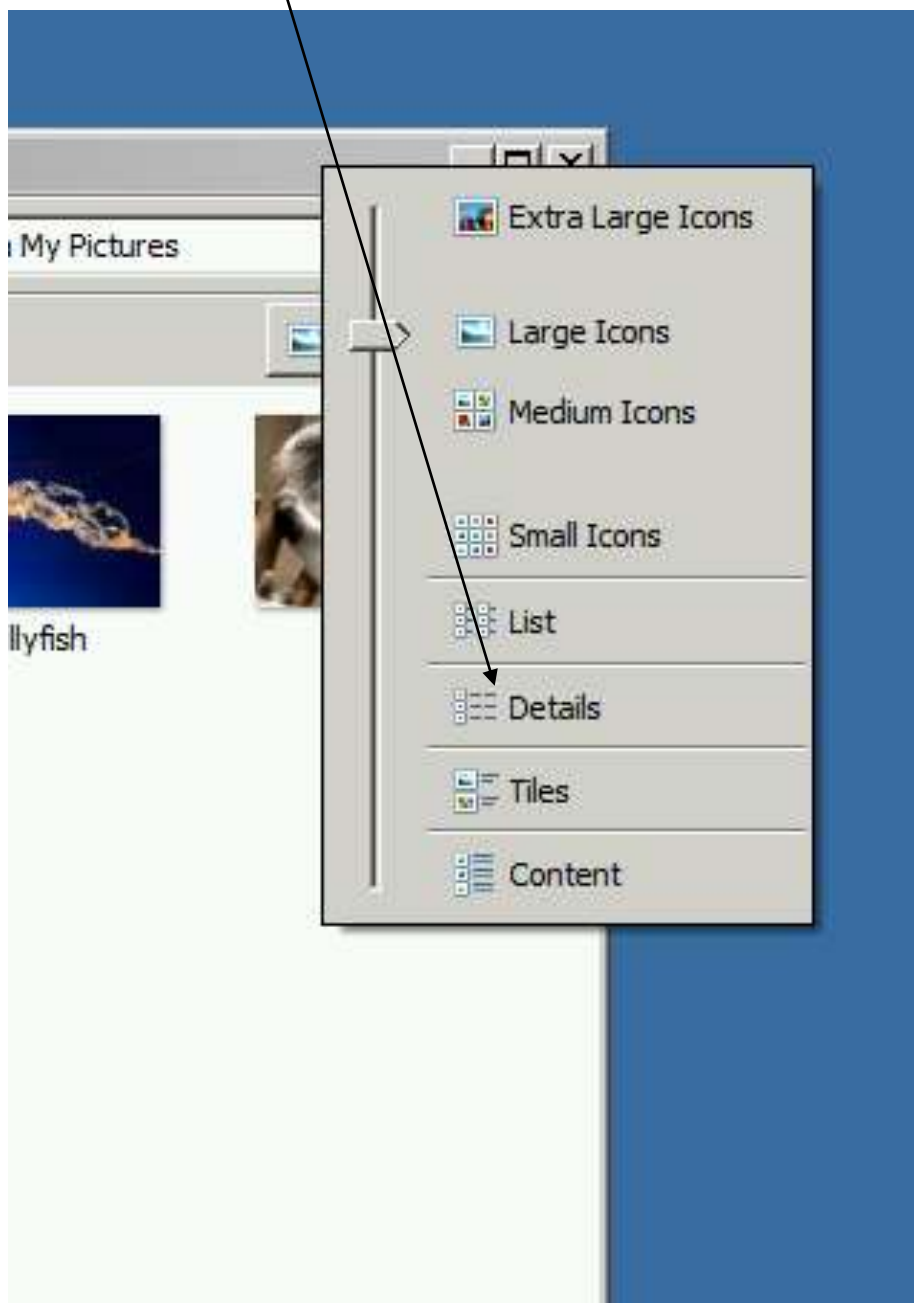


Step 4:

Near the upper right-hand corner, there is a downward pointing triangle: Click on it:

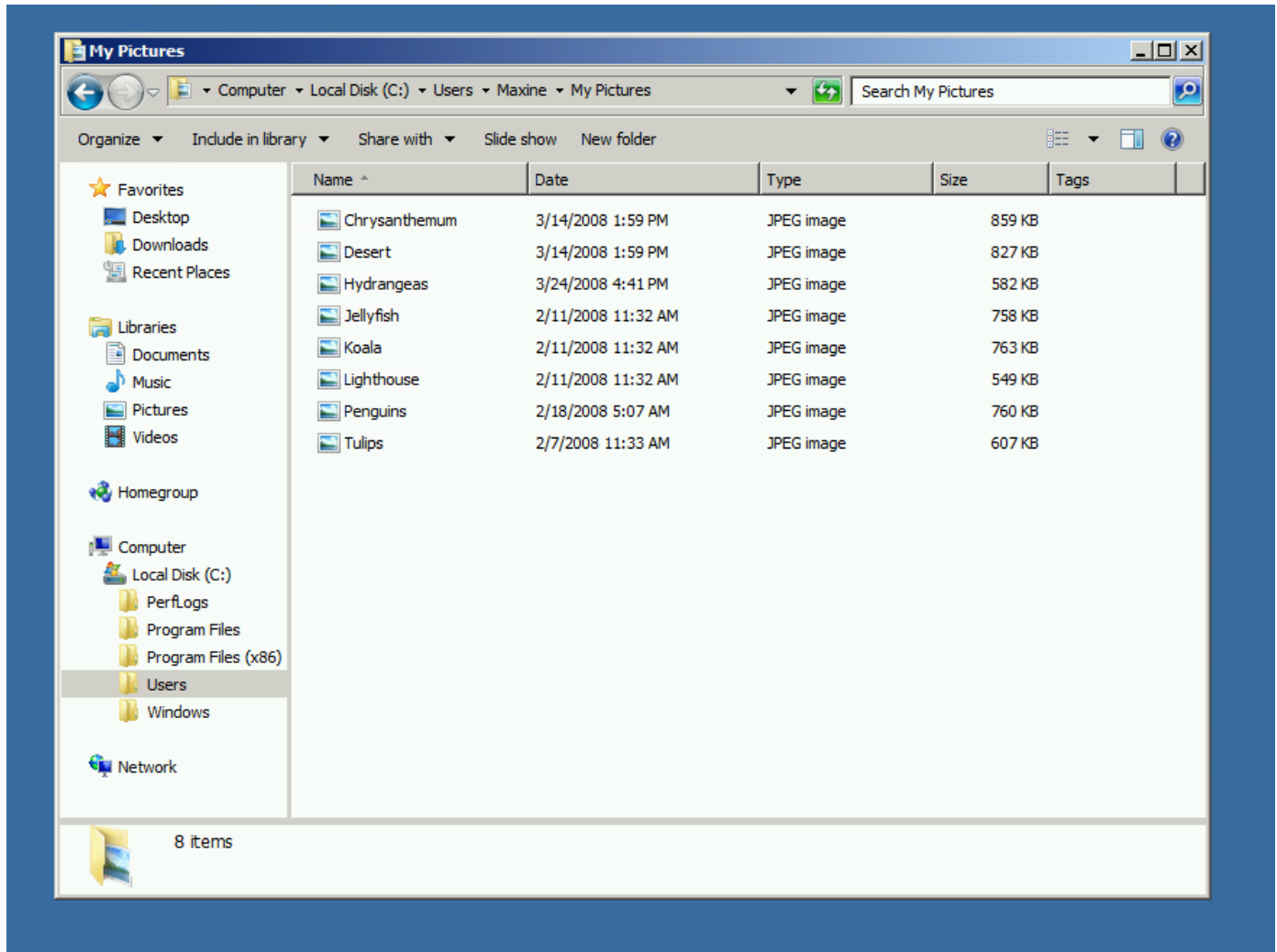


Step 5:
Click on "Details" in the pop-up menu:



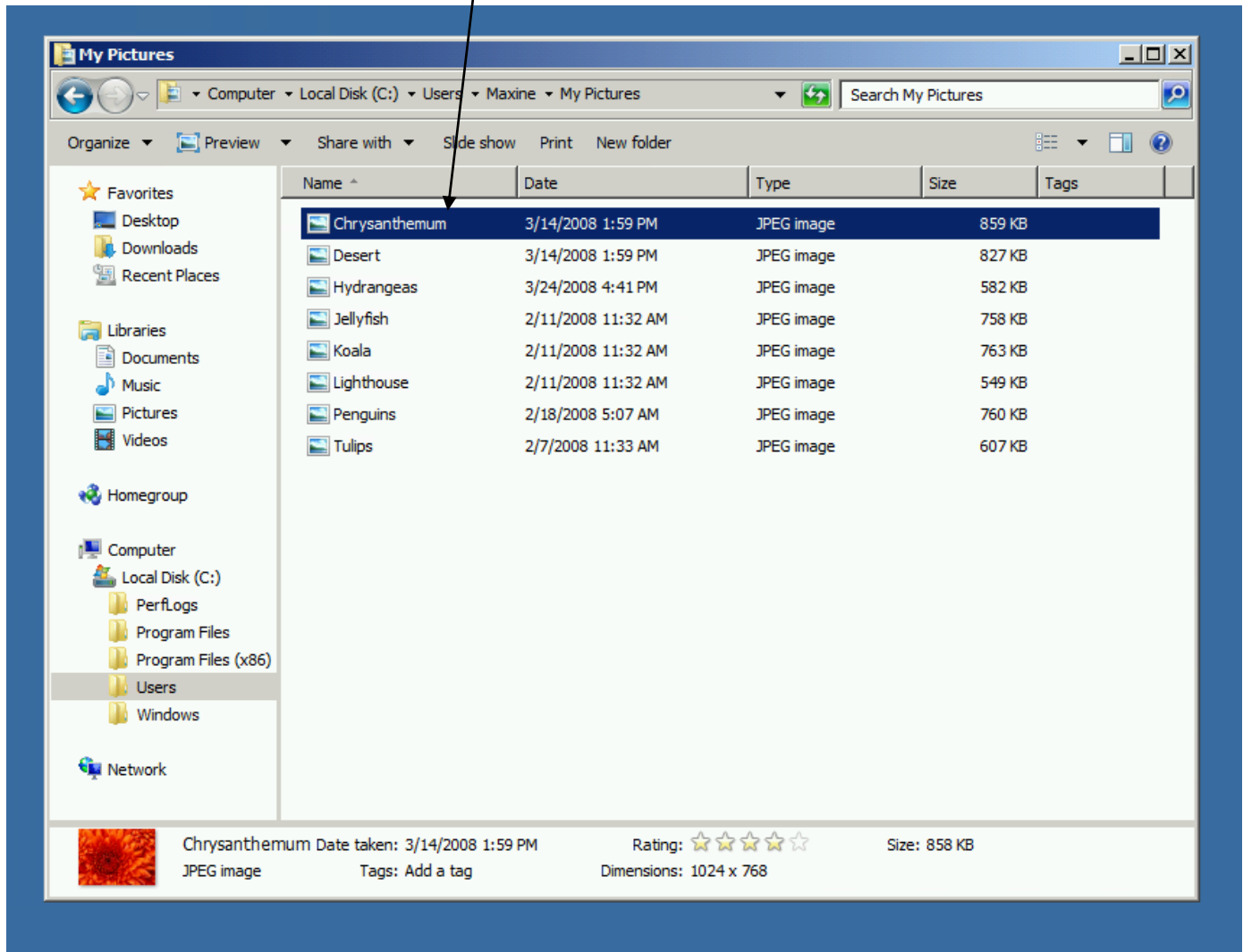
Step 6:

The “My Pictures” window is now in “Details” view:

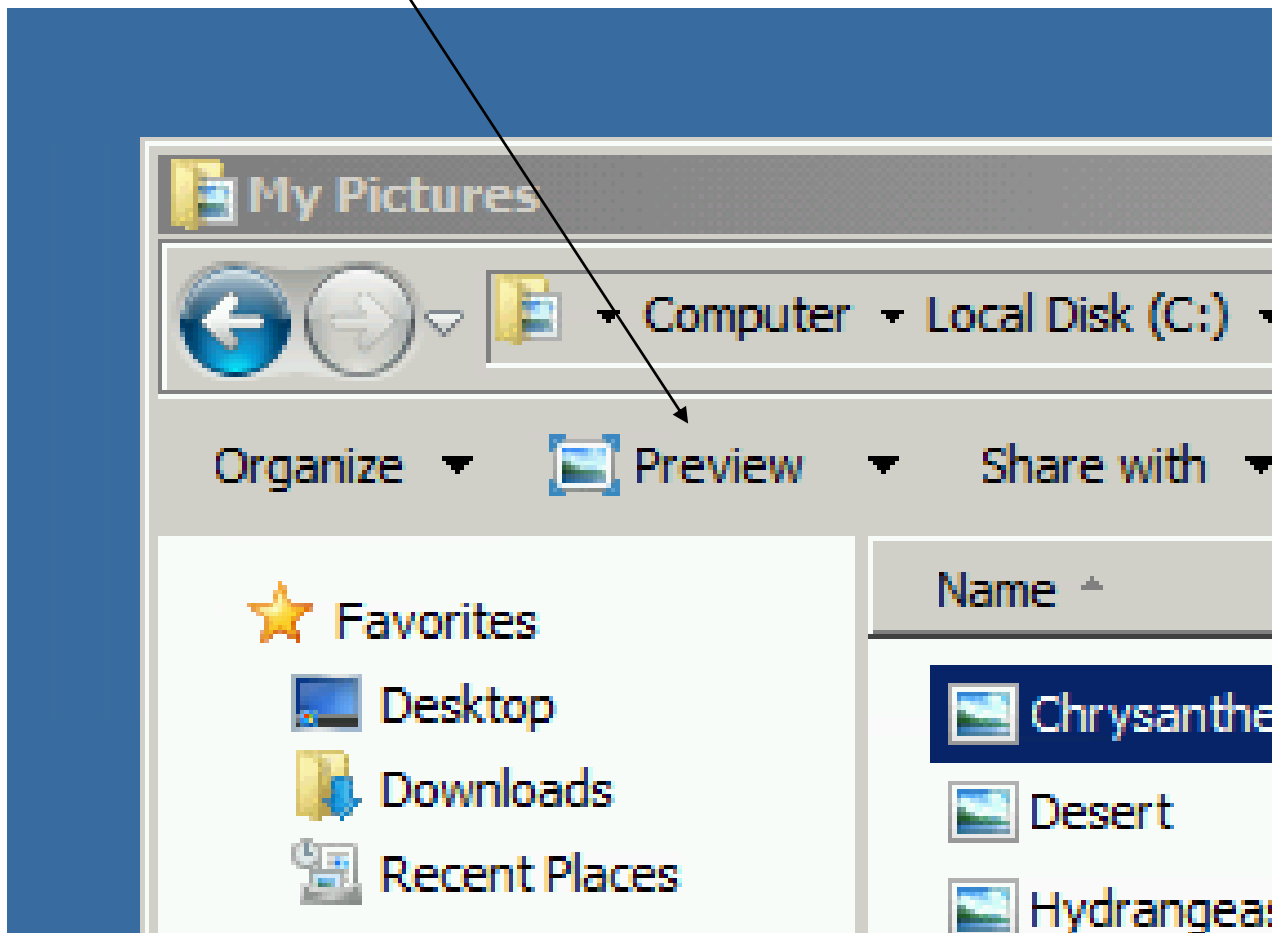


Step 7:

Click on the top-most picture in the right pane:



Step 8:
Click on the "Preview" button:



Step 9:
The “Preview” of the selected picture will be displayed:



Step 10:

Click on the round button, if you want an automatic slide show:



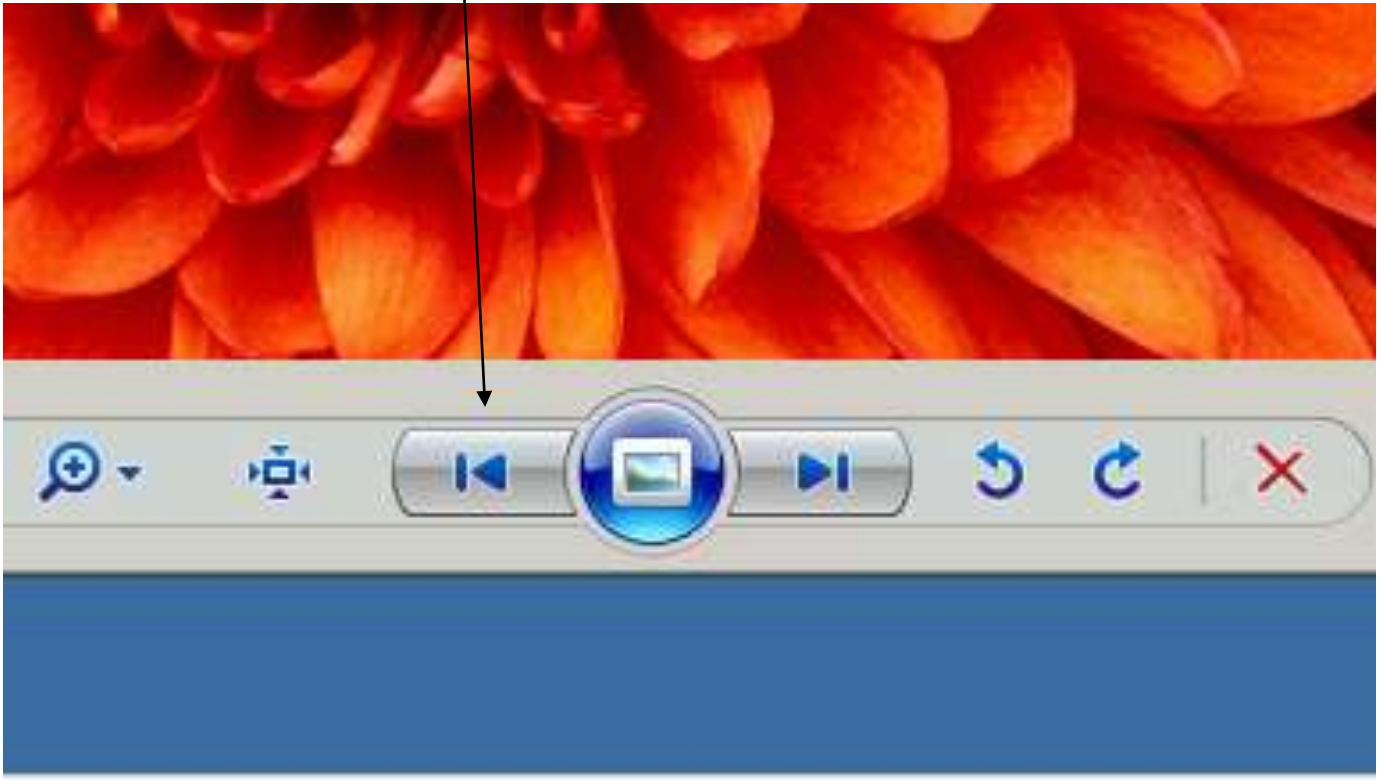
Step 11:

Click on the right-pointing button to advance to the next picture:



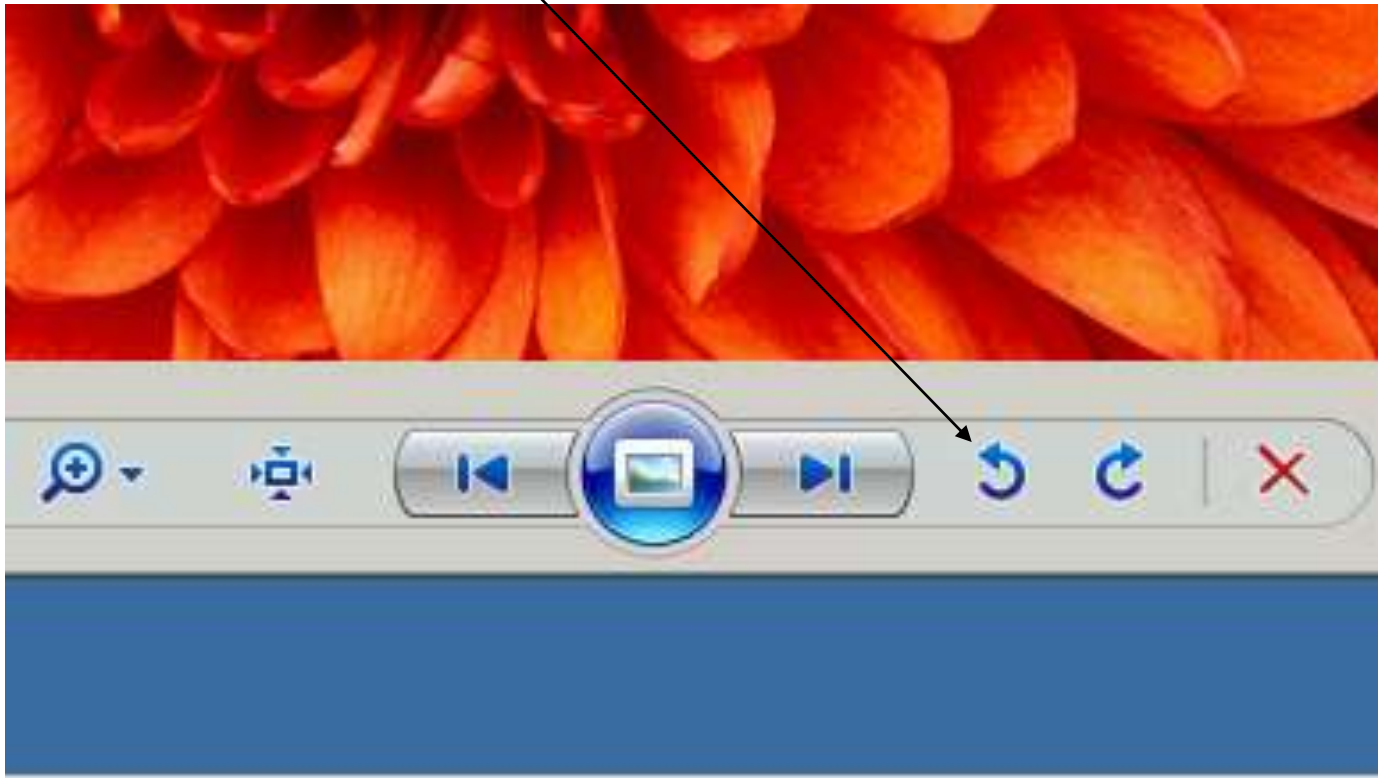
Step 12:

Click on the left-pointing button to go to the previously-viewed picture:



Step 13:

Click on this button to rotate the photo 90-degrees counter-clockwise:



Step 14:

Click on this button to rotate the photo 90-degrees clockwise:



Step 15:

Click on this button to make the picture bigger:



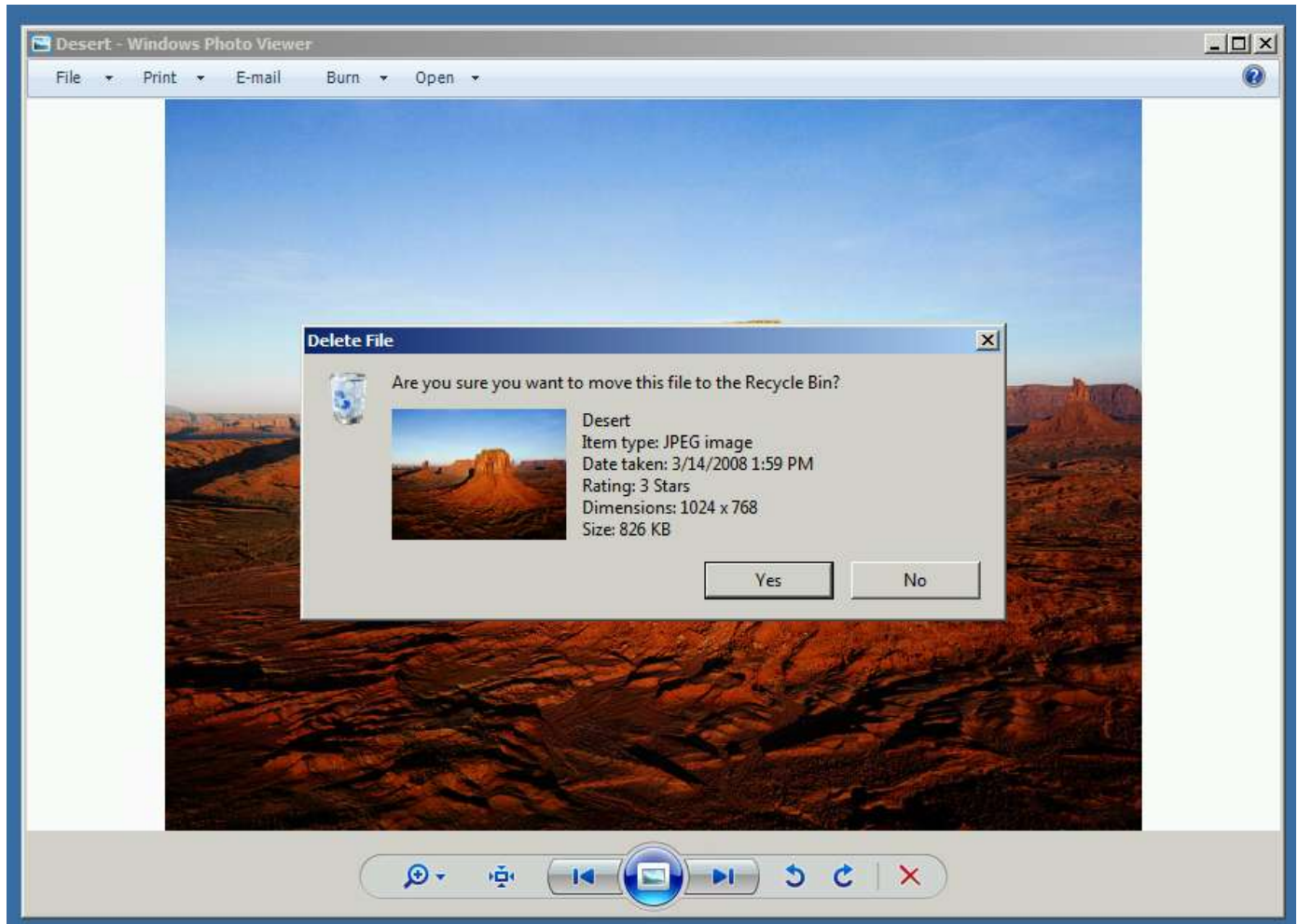
Step 16:

Click on the “X” button to move the picture to the “Recycle Bin”:



Step 17:

Then a “Delete File” box lets you decide if you really want to move the photo to the “Recycle Bin”:

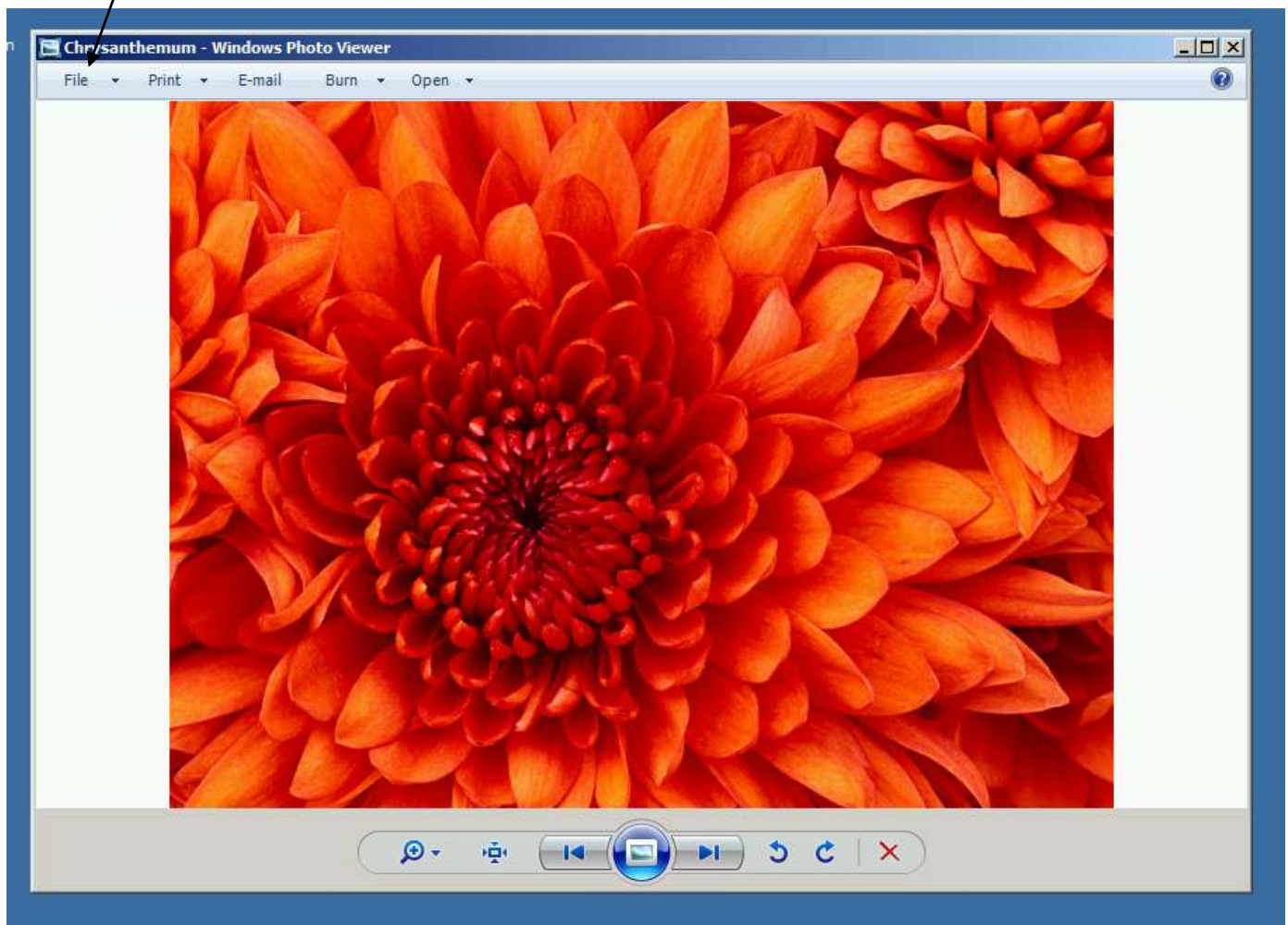


Step 18:
Click on this button to zoom in or out:



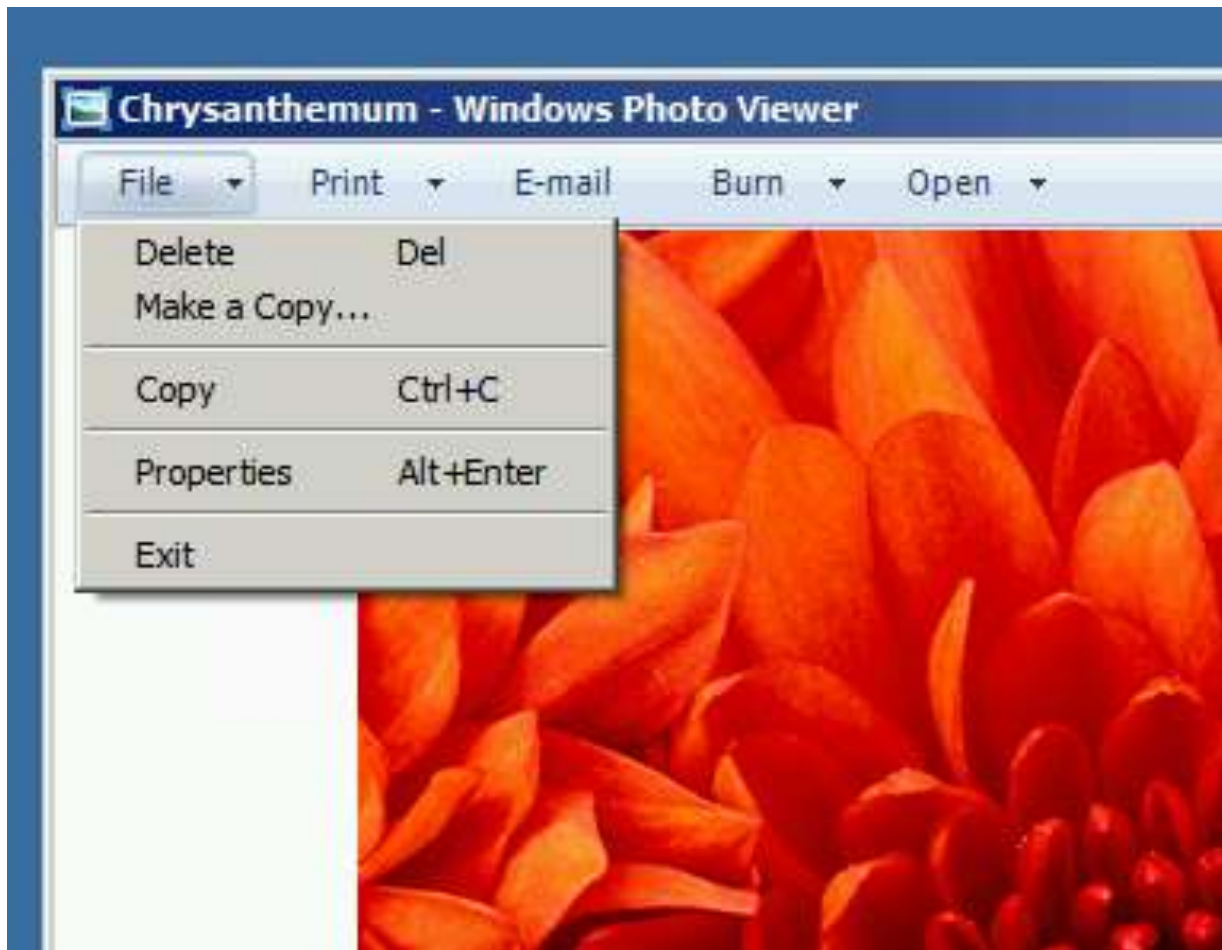
Step 19:

Click on “File” if you need to copy the photo, or if you need to look at the “Properties” of the picture:



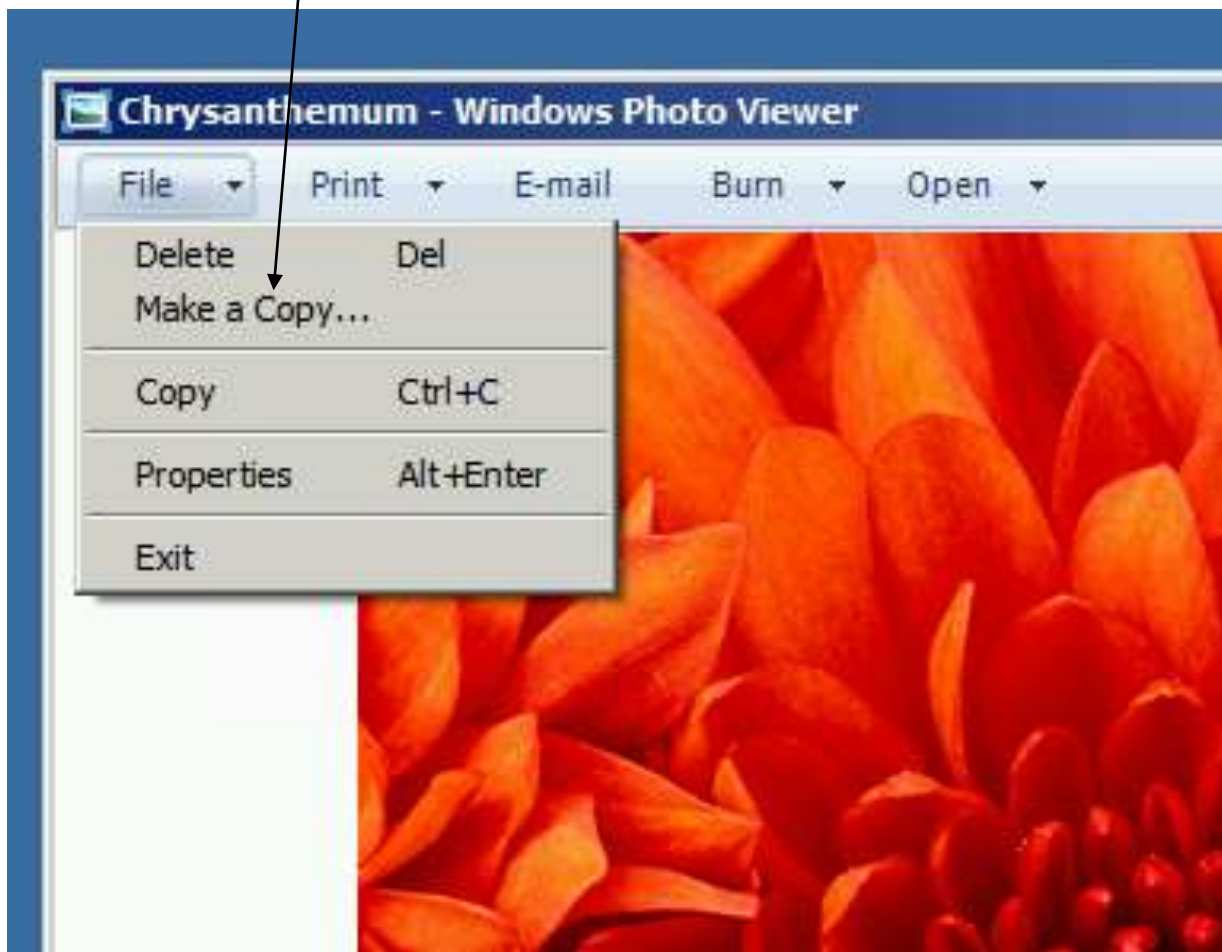
Step 21:

When you click on “File”, the following pull-down menu will be displayed:



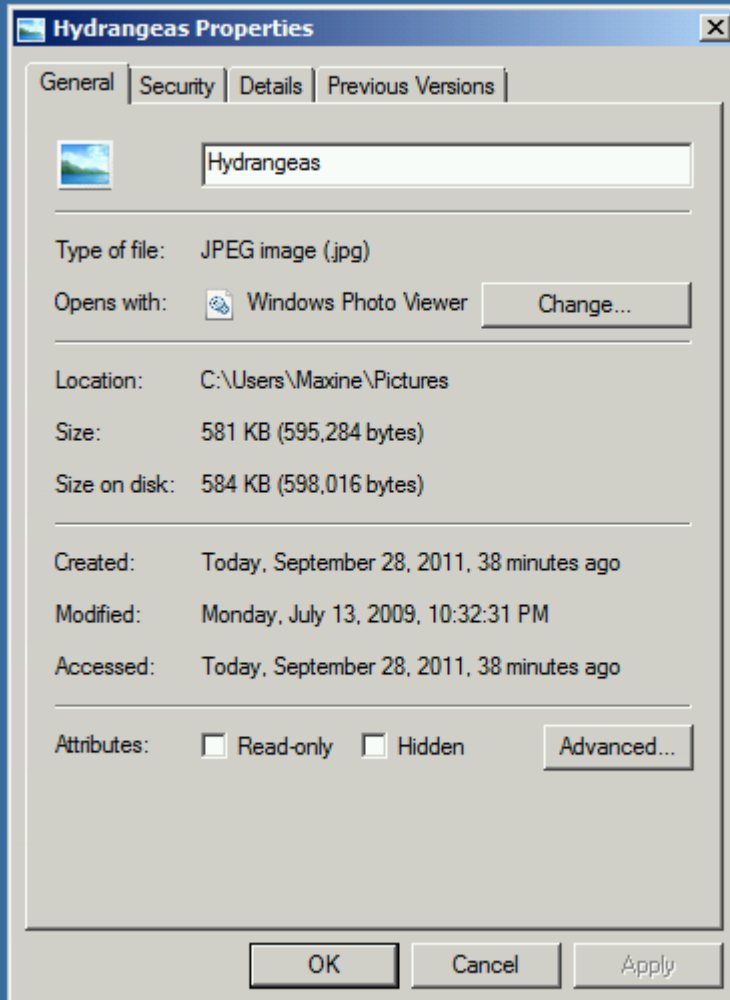
Step 22:

Click on “Make a Copy” if you want to copy the picture to another folder, an external hard drive, or a USB flash drive device:



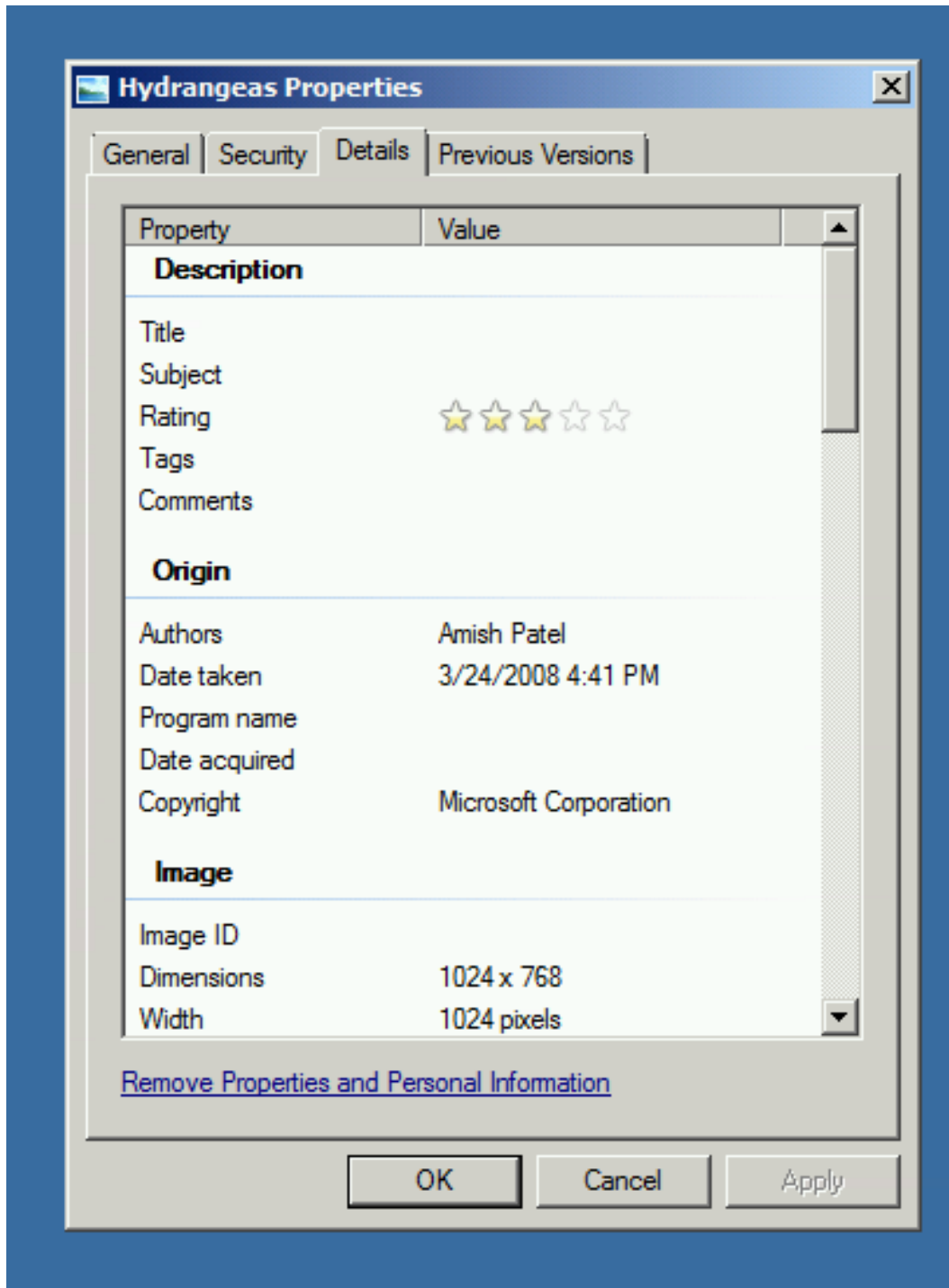
Step 23:

If you click on “Properties”, a “Properties” box will be displayed:



Step 24:

If you click on the “Details” tab of the “Properties” box, you can look at the date and time that the picture was taken:



If the time and date are wrong, it is probably due to the incorrect settings inside the digital camera that was used to create the picture.

If there is no time and date, the picture file may be a scan that was created by a scanner device or a multi-function printer.