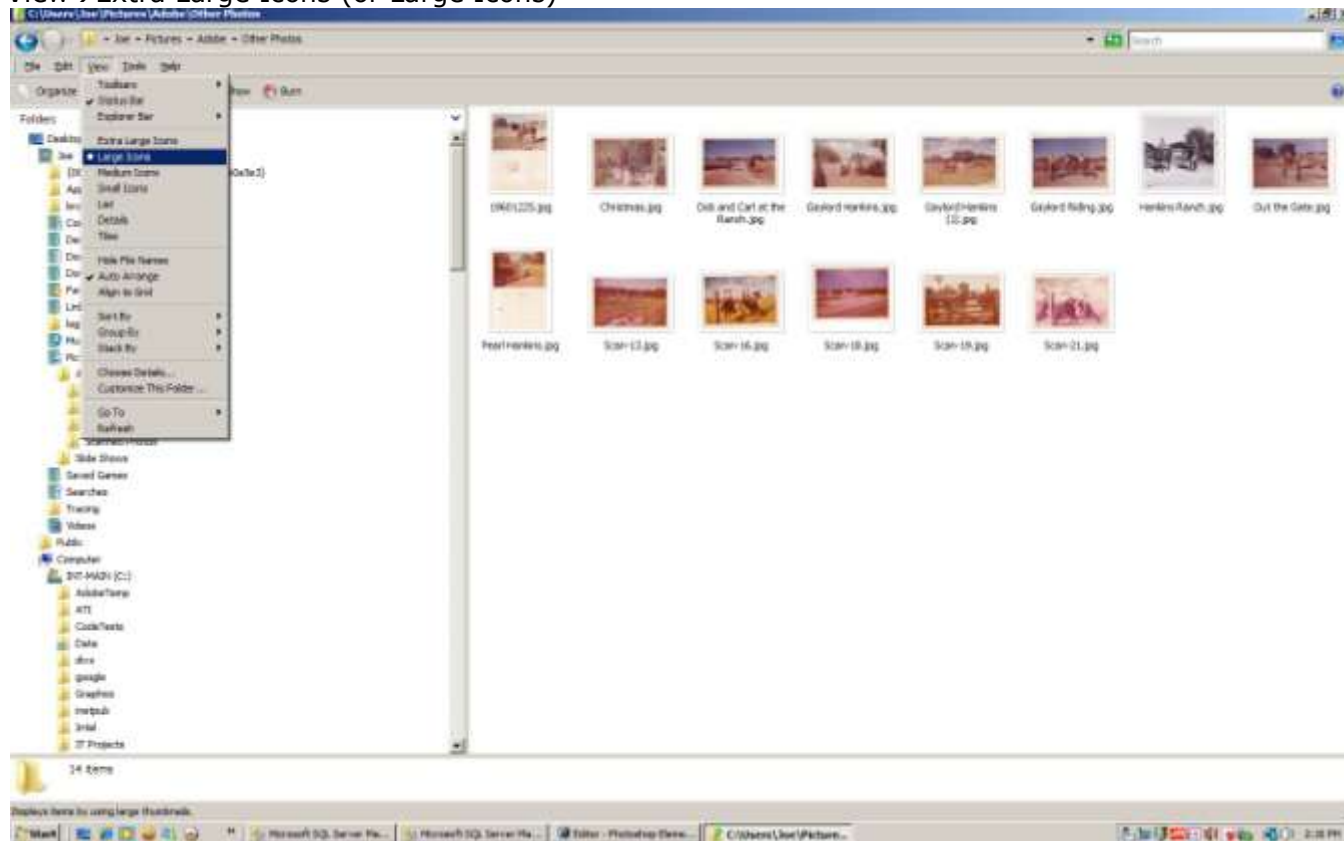


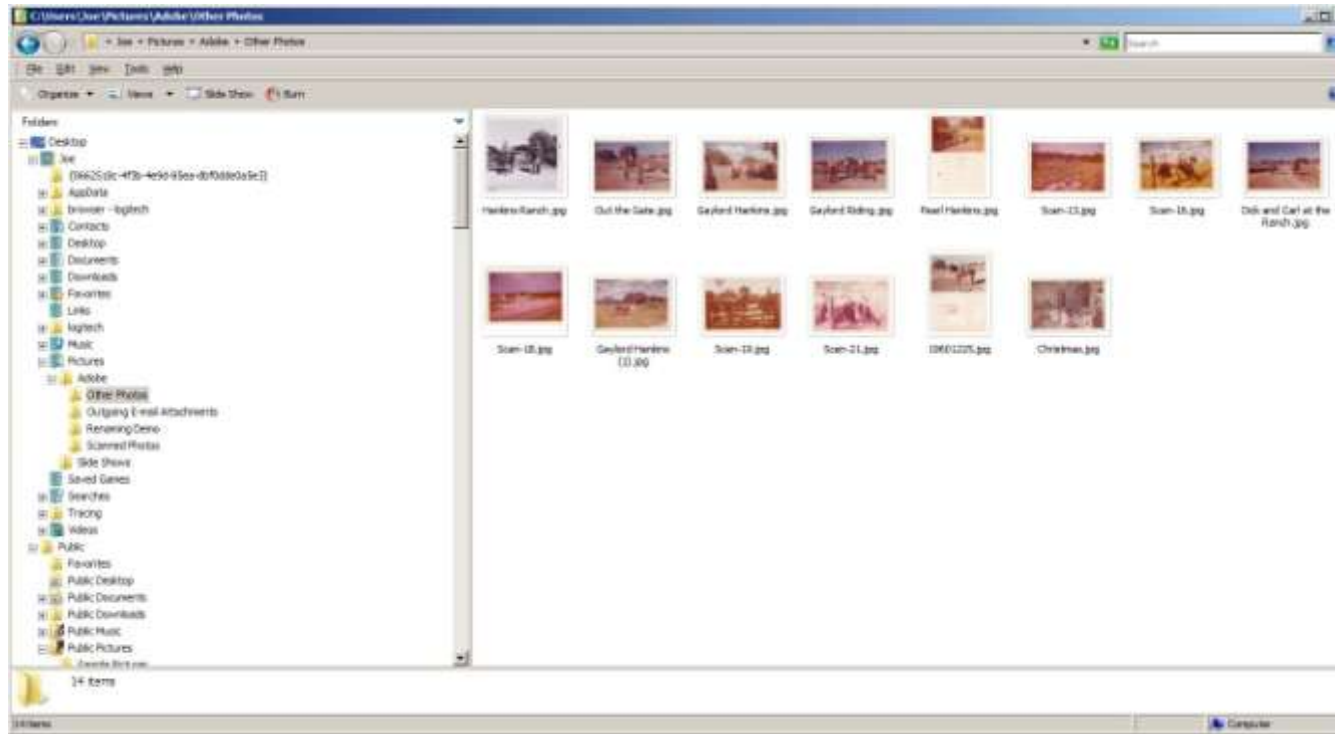
SORTING AND PRESERVING THE NEW SORT ORDER OF IMAGES AND FILES ON WINDOWS PC COMPUTERSS

1. Open Windows Explorer
 - a. Start → All Programs → Accessories → Windows Explorer
 - b. Shortcut: Windows Logo Key+E
2. Create a new folder in which to place all your images
 - a. Click on a Drive or Folder in the left hand pane in which you want to place your new folder
 - b. File → New → Folder
 - c. Type a name for the new folder or accept the default of "New Folder"
3. COPY and PASTE all your images to this folder. Be sure and COPY, do not MOVE.
4. Once all your images are in this folder, COPY and PASTE the entire folder and contents to any new folder in a desired location and label this new folder as "NEW FOLDER BACKUP". (Or use the name you selected in step 2.c.)
5. Return to the "New Folder" folder and view the contents in the right hand pane of windows explorer.
 - a. View as Large or Extra-Large Icons
 - i. View→Extra Large Icons (or Large Icons)



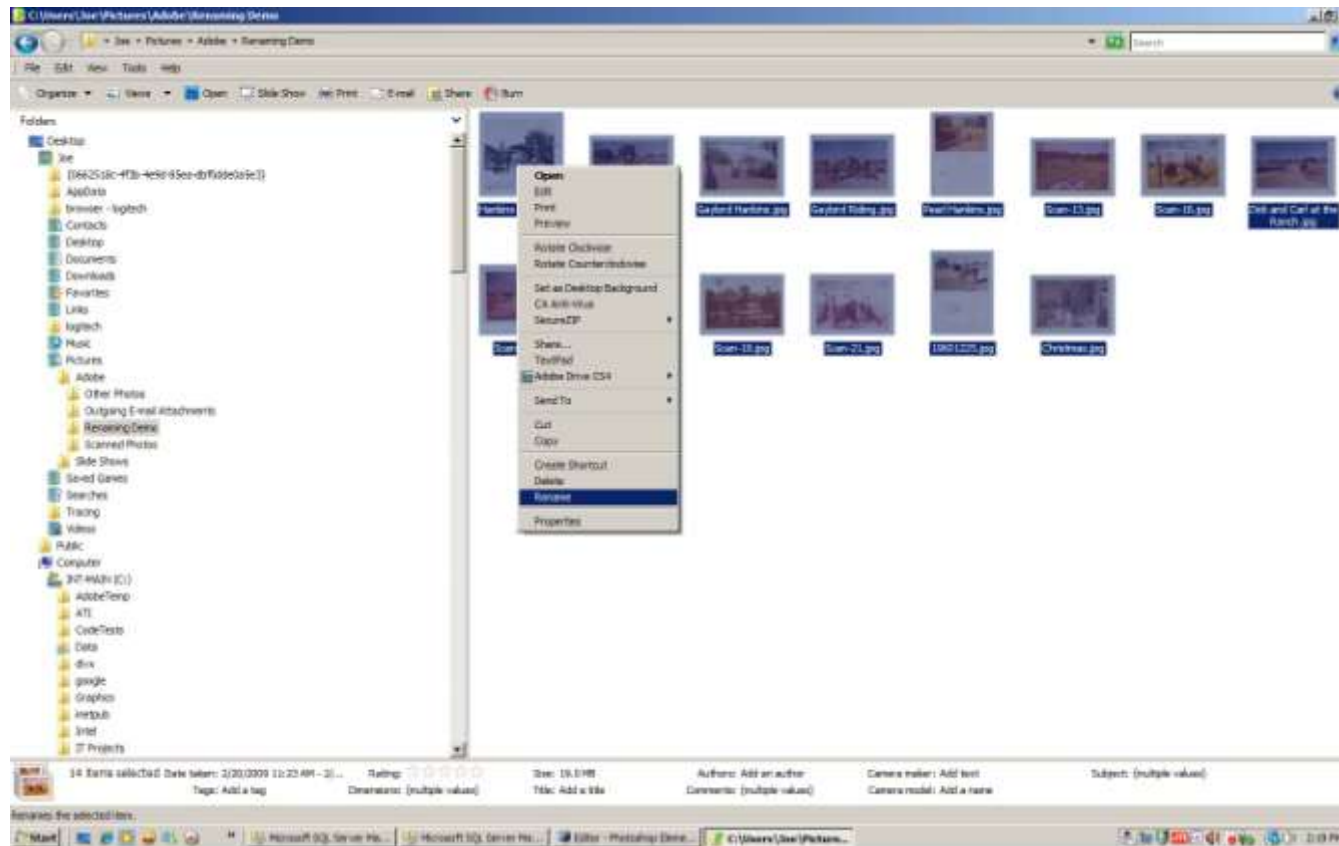
SORTING AND PRESERVING THE NEW SORT ORDER OF IMAGES AND FILES ON WINDOWS PC COMPUTERSS

6. Use the mouse to arrange the photos in the order desired by dragging the images into the appropriate order.



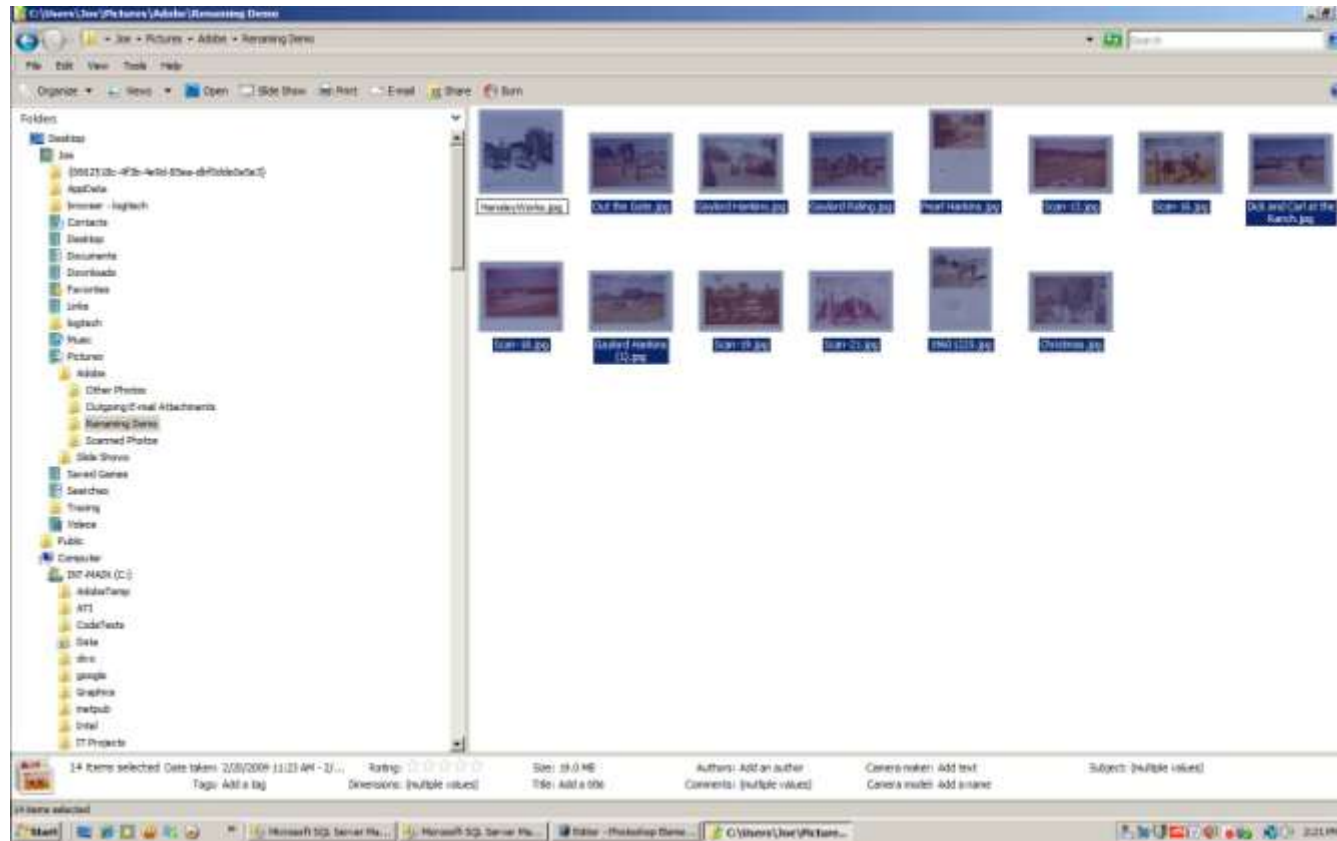
7. Select ALL the images
 - a. Edit → Select All
 - b. Shortcut: CTL+A
Select File → Rename
OR
 - c. Shortcut: Move the mouse over the FIRST image
 - d. RIGHT CLICK

SORTING AND PRESERVING THE NEW SORT ORDER OF IMAGES AND FILES ON WINDOWS PC COMPUTERSS



- i. Select Rename [BE CAREFUL HERE...**DELETE** IS JUST ABOVE THIS OPTION...CAUTION!!]
8. Enter the name you want to use for your images. All your images will be renamed with this name and a numeric suffix after you hit ENTER. I have used HensleyWorks. Do NOT rename the file extension (to the right of the decimal point).

SORTING AND PRESERVING THE NEW SORT ORDER OF IMAGES AND FILES ON WINDOWS PC COMPUTERSS



a. Press ENTER

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