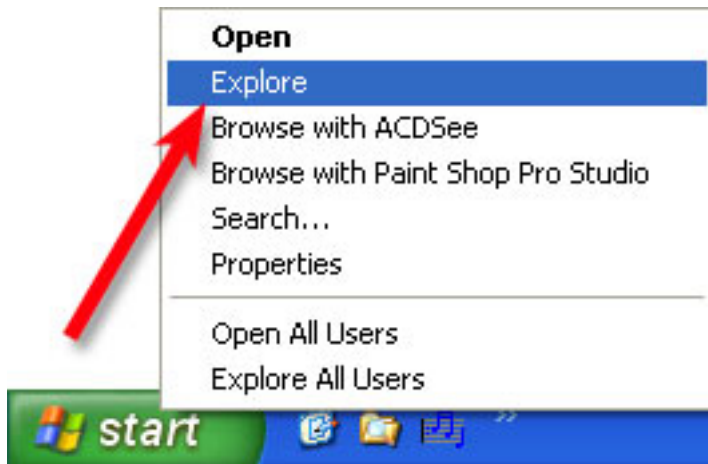


## LOCATING FILES USING FILE EXPLORE



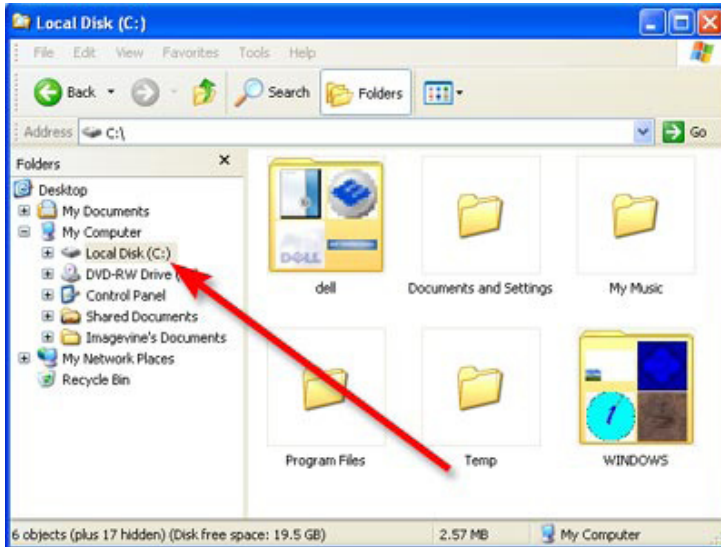
### Intro

In this tutorial you will learn how to locate the files that you have downloaded from ImageVine. Please note this tutorial assumes you have unzipped according to the Download Tutorial. (Tutorials/Imagevine)

### Step 1

Right click on the Start button and choose **Explore**.

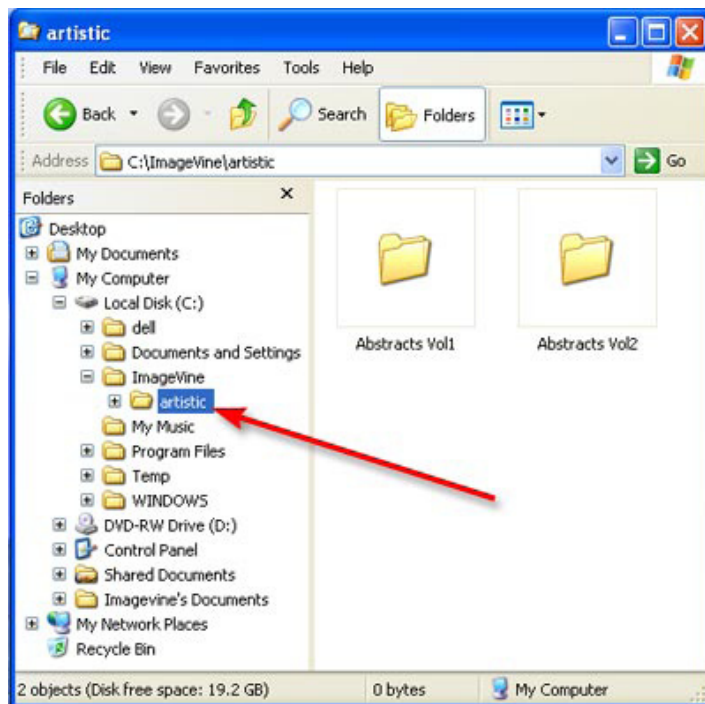
## LOCATING FILES USING FILE EXPLORE



### Step 2

Click on **Local Disk (C:)**.

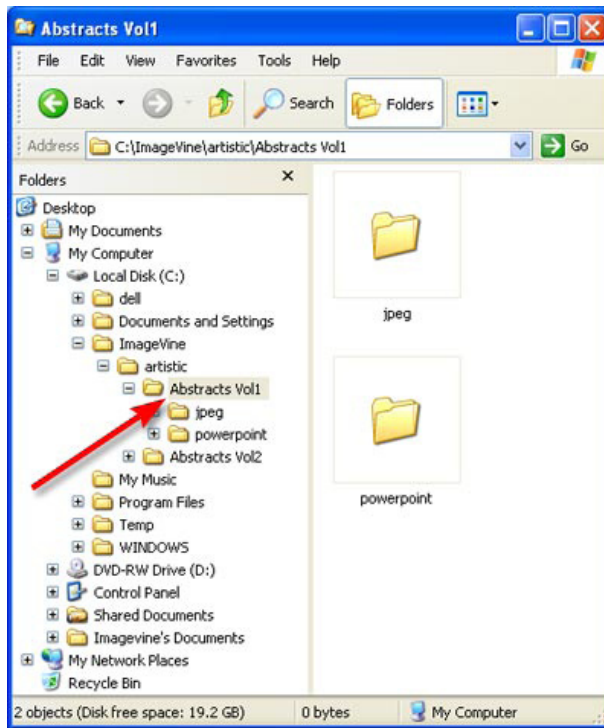
**Note:** + indicates a collapsed folder, - indicates an expanded folder.



### Step 3

Click on the folder **Imagevine** to open it, then open the folder labelled **artistic**.

## LOCATING FILES USING FILE EXPLORE

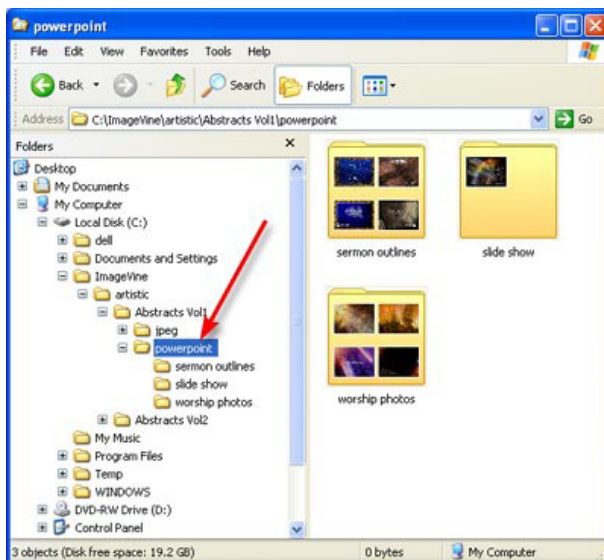


### Step 4

Choose the collection you wish to explore.

The left-hand side of the screen displays the folder tree, the right-hand displays contents of the highlighted folder.

**Note:** the packages, collections, etc. that you have downloaded will appear here under the collection name i.e. Abstracts vol1.



### Step 5

Determine the type of media file you need.

Opening the PowerPoint folder will allow you to browse the PowerPoint content of the collection.

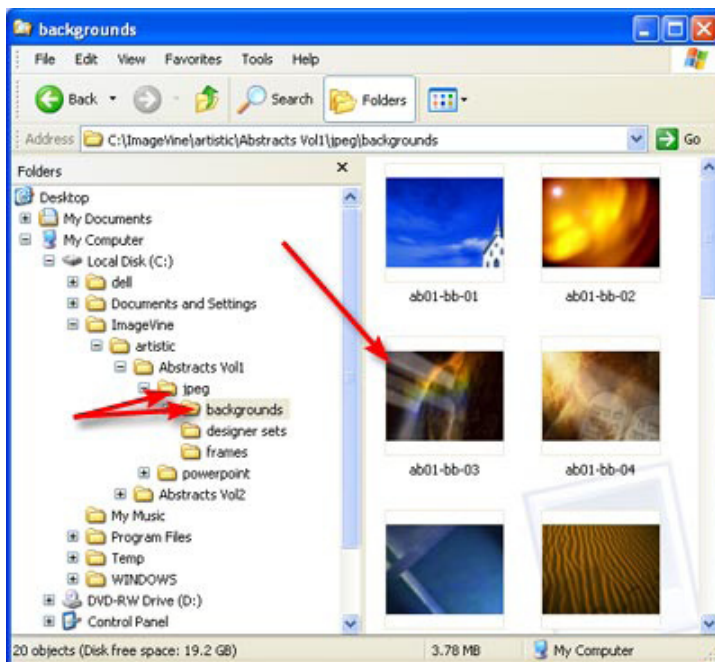
**Note:** To open a file, double click on it.

## LOCATING FILES USING FILE EXPLORE



### Step 6 - PowerPoint

Powerpoint files will automatically be opened in PowerPoint. To return to file explore, simply close PowerPoint and continue browsing until you locate the desired file.

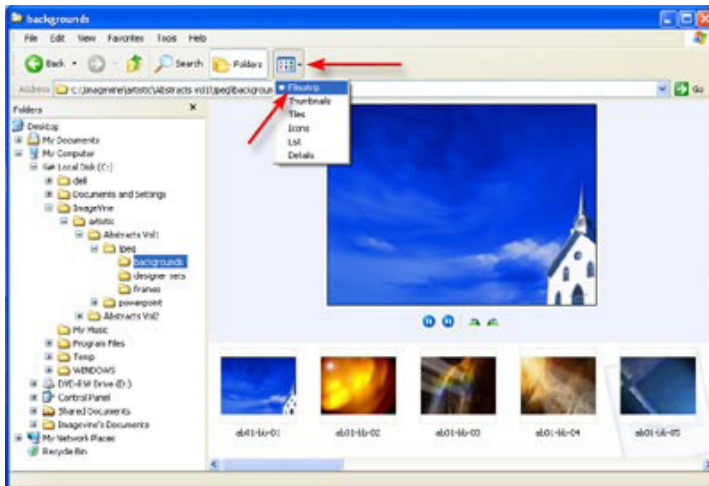


### Step 6 - Jpeg

Selecting jpeg will allow you to browse for a specific type of image (backgrounds, designer sets, etc.) You can then click on any one of those folders to see a complete list of files-shown on the right hand side of the screen.

**Note:** Opening a jpeg image (double click on it) will allow you to scroll through the files using the previous/next picture icons located on the top of the picture window.

## LOCATING FILES USING FILE EXPLORE



### Tip - Changing Views

You have the option to change the view of the images to a film strip. Click on the icon, as shown, and select **FilmStrip**.