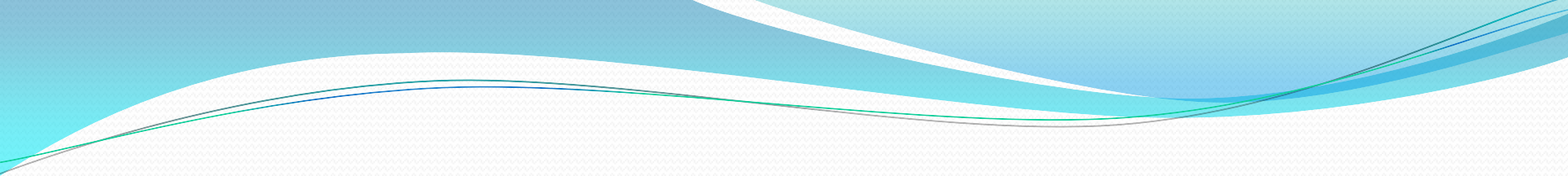


GET ORGANIZED

Creating Folders & Albums for your pictures and files.

- 
- Photos, text documents, or video clips are quick and easy to store on your Windows desktop/laptop, Mac and even your hand-held devices.
 - Over time, as the number of files pile up, it may become more tedious to search for files. Folders are the solution.
 - Just like in a physical paper folder, **related files can be grouped together** and stored in one place.
 - What's more, the files within a folder can be sorted according to specific criteria.
 - Tonight we'll learn how to create, rename and save pictures to your folders.

CREATE YOUR FOLDER(S)

Windows

Mac

iPhone

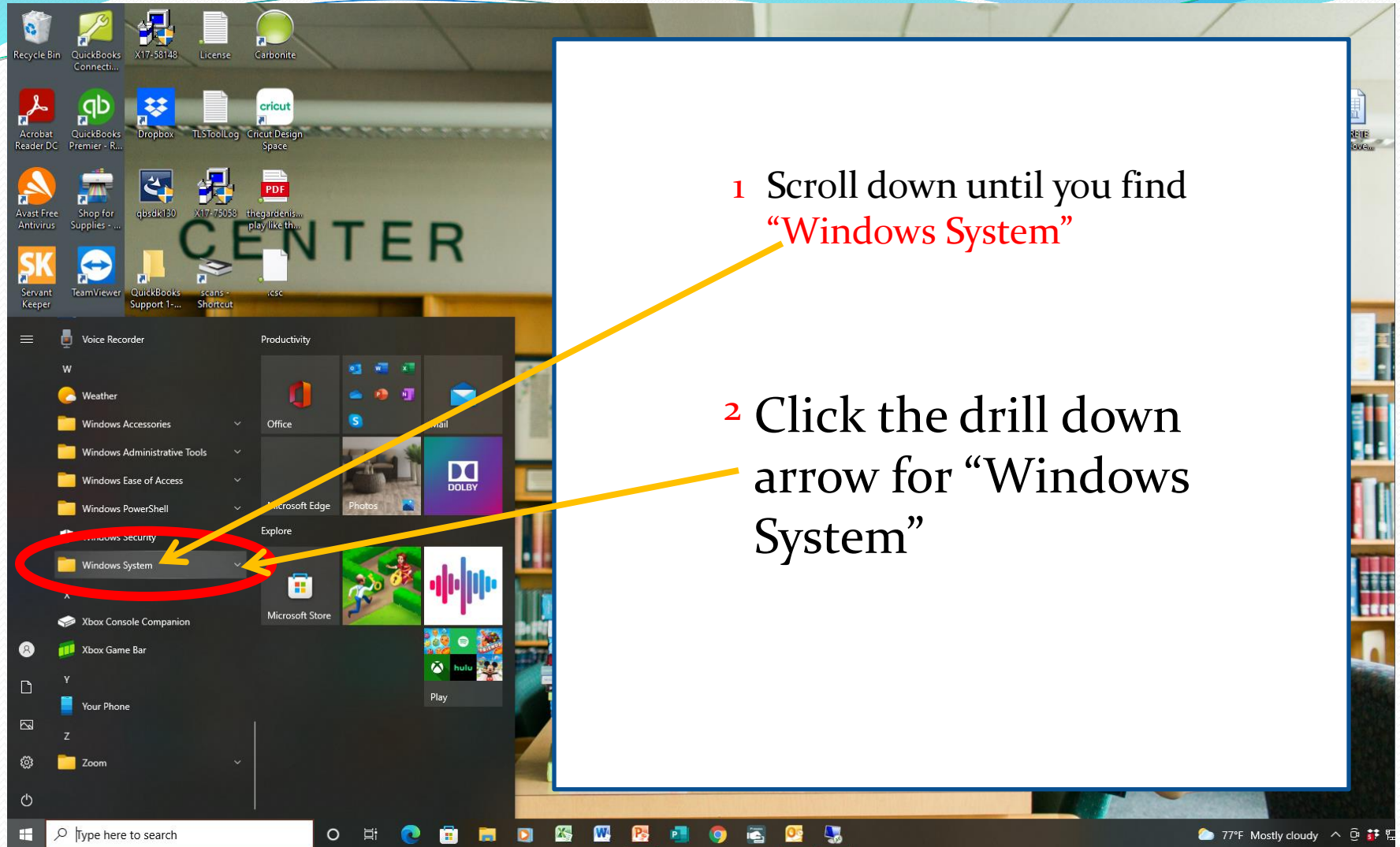
Samsung

YOUR SCREEN



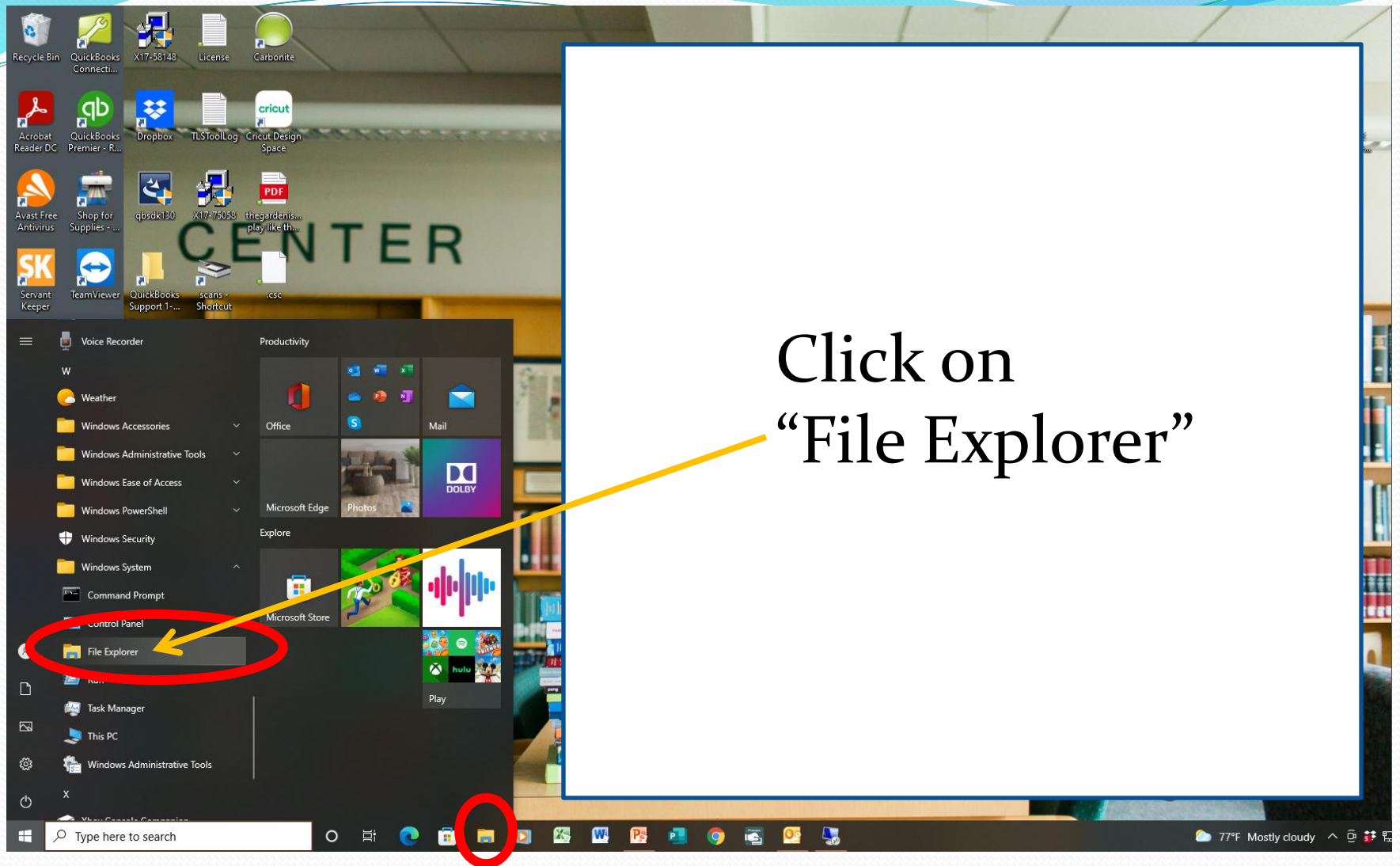
Windows
icon

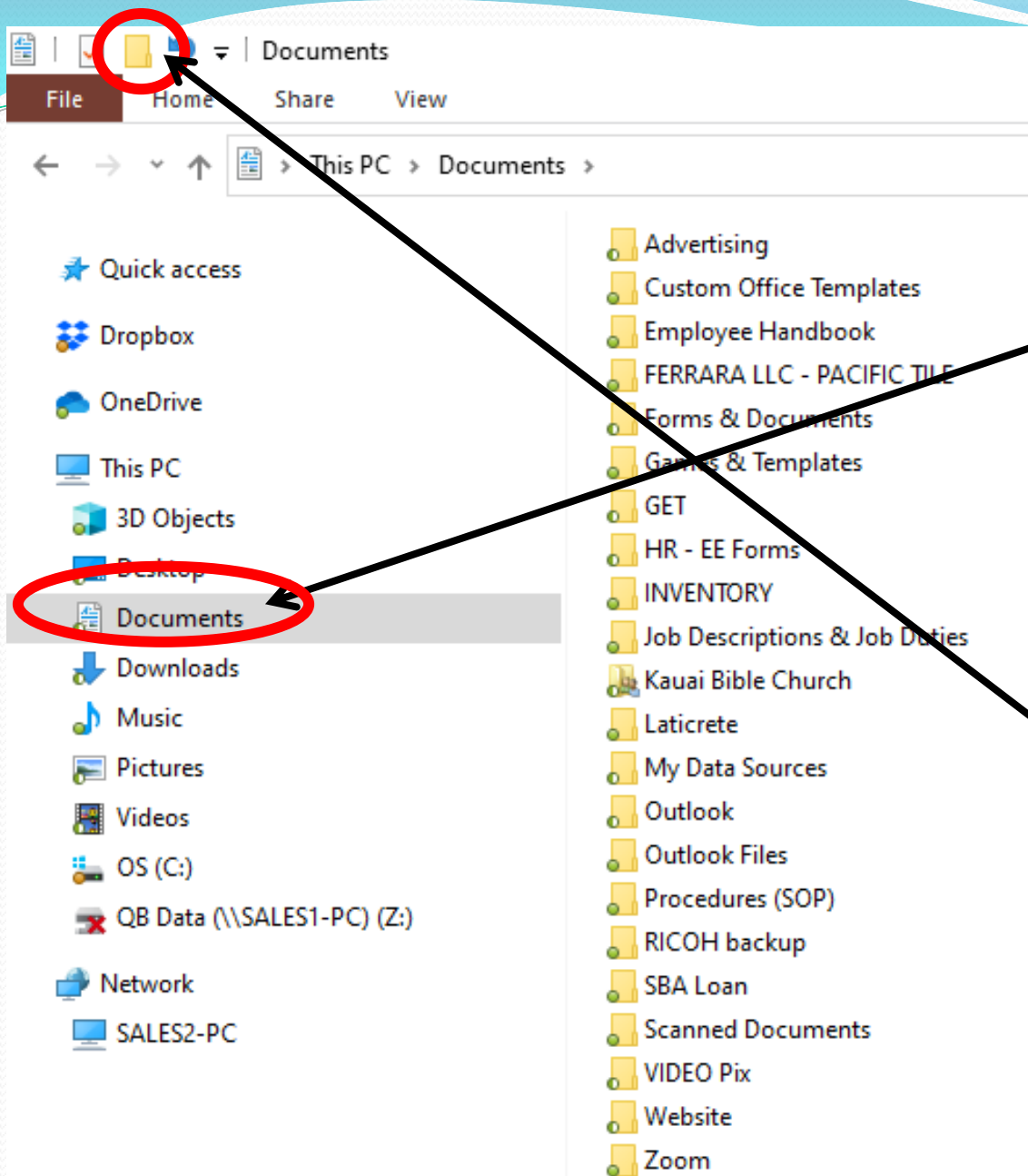
Click on the windows icon OR press the windows icon on your keyboard. You can find it on the bottom left of your keyboard next to the Ctrl button



1 Scroll down until you find
“Windows System”

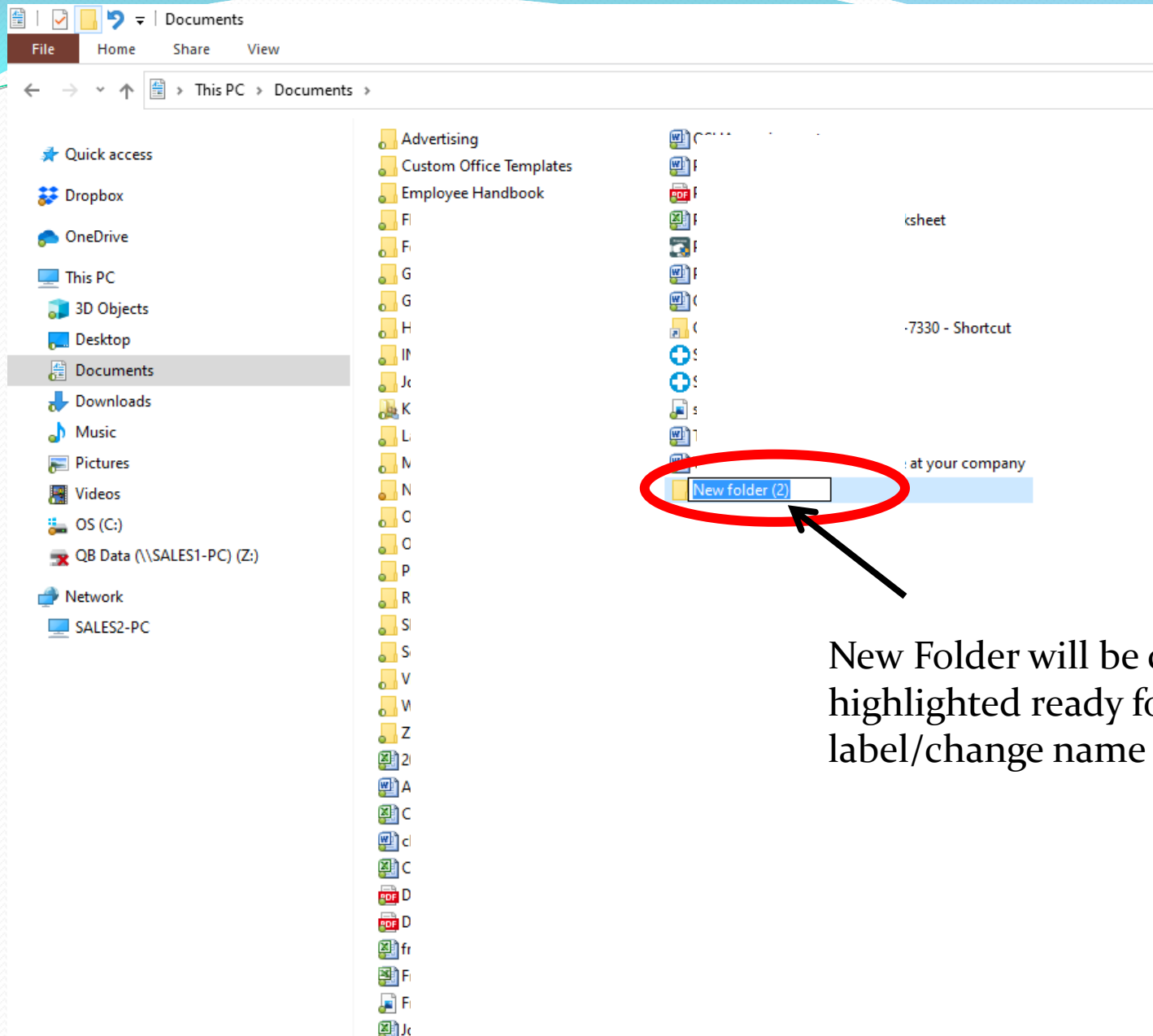
2 Click the drill down
arrow for “Windows
System”



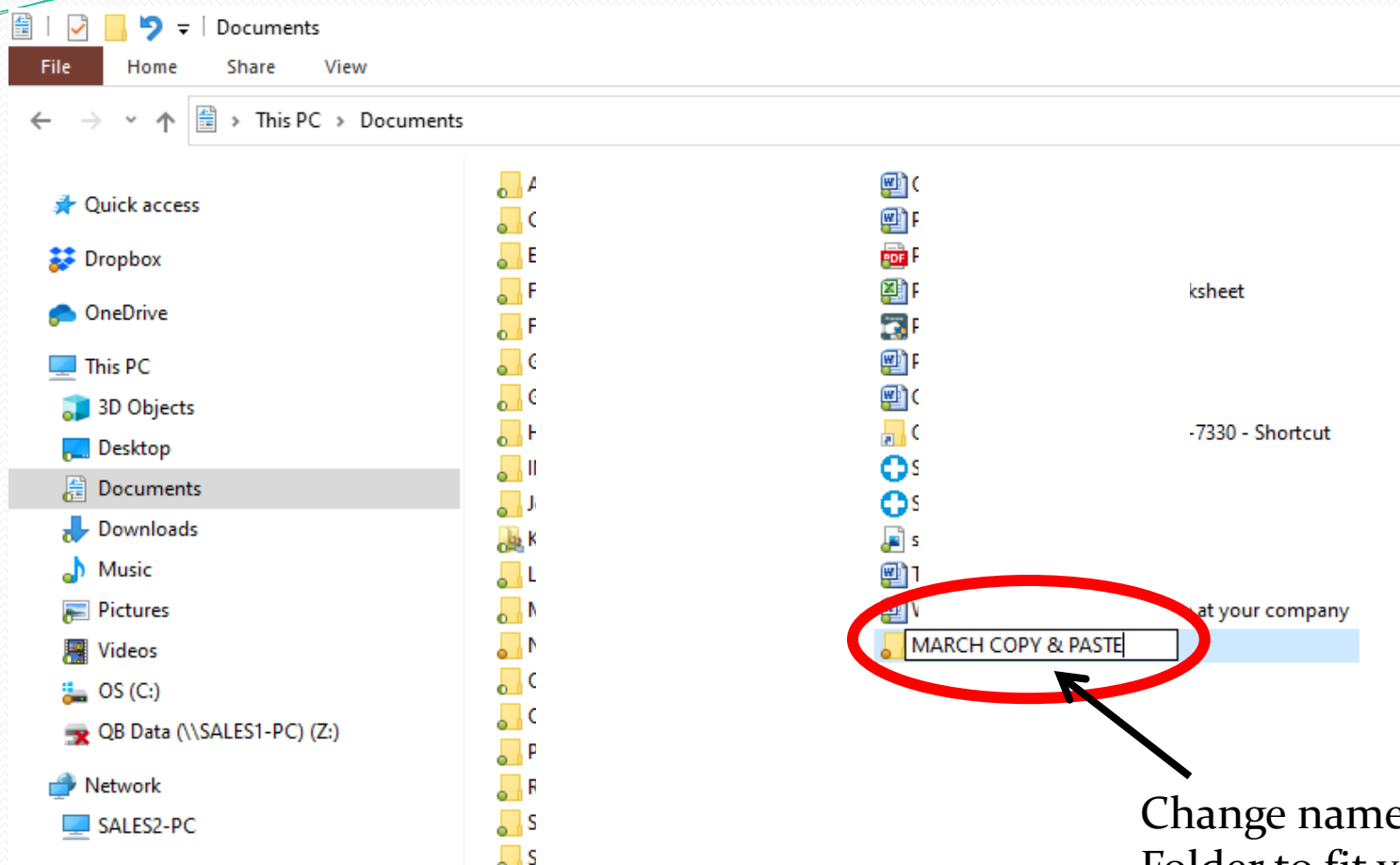


1 Highlight where you want to add a New Folder

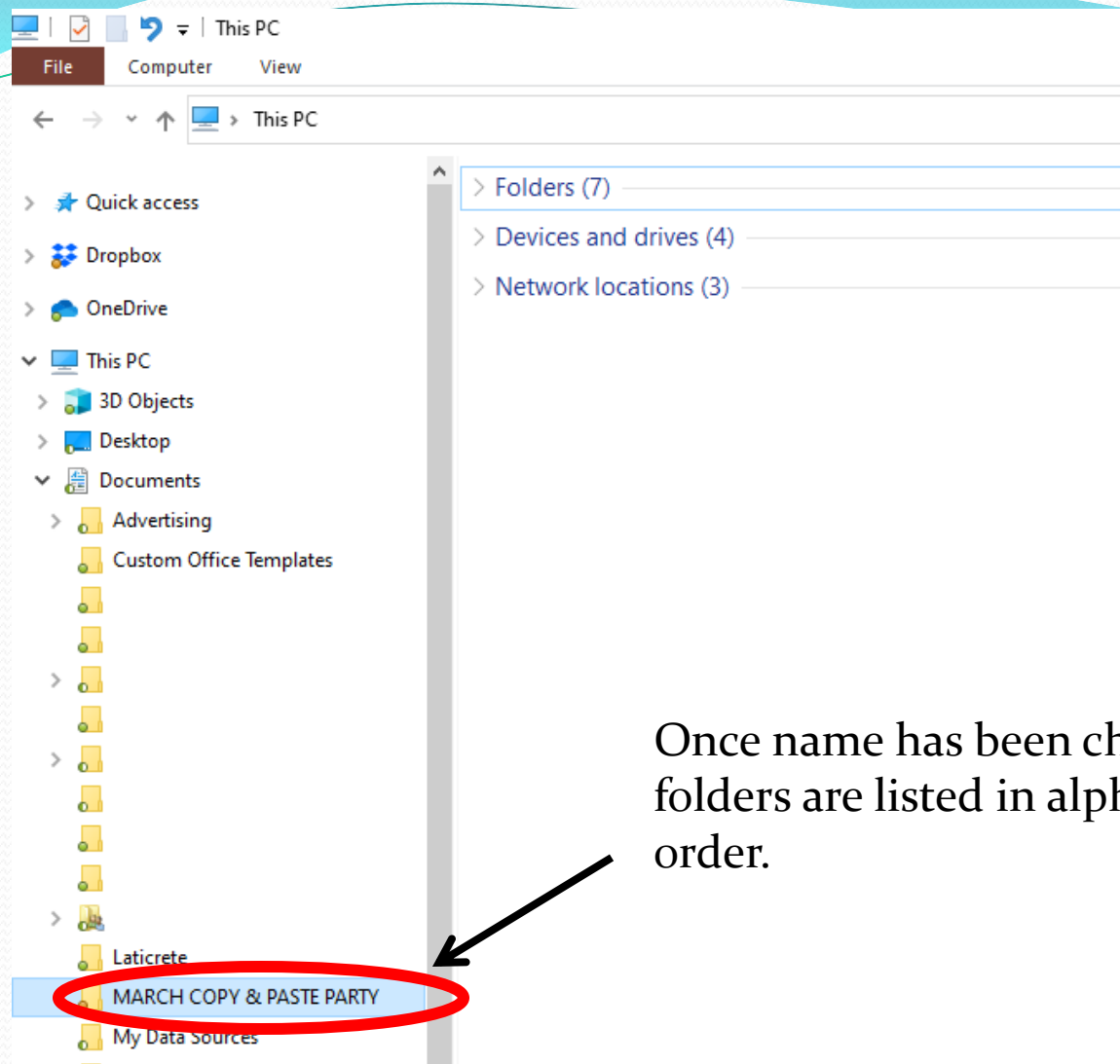
2 Next click on the **yellow** folder at the top left of your screen



New Folder will be created and highlighted ready for you to label/change name on folder.



Change name of
Folder to fit your
specific category.



Once name has been changed,
folders are listed in alphabetical
order.

File

Home

Share

View

Manage

Tupperware

Picture Tools

Navigation pane

Preview pane

Details pane

Extra large icons

Large icons

Medium icons

Small icons

List

Tiles

Details

Content

Sort by

Group by

Add columns

Size all columns to fit

☒ Item check boxes
 ☐ File name extensions
 ☐ Hidden items

Hide selected items

Options

Panes

Layout

Current view

Show/hide

←

→

⌵

⬆

Dropbox

Tupperware

Quick access

Dropbox

OneDrive - Personal

This PC

Network

2020 Catalog Singles Fall

2021 August Brochure

2021 December Flyer

2021 Fall&Winter Catalog Pages

2021 Fall&Winter Grouped Product Flyers

2021 Fall&Winter Singles

2021 FB Party Memes

2021 February Brochure

2021 January Brochure

2021 July Brochure

2021 June Brochure

2021 March Brochure

2021 May Brochure

2021 November Flyer

2021 October 1 WEEK OFFERS 9-30 TO 10-6

2021 October Brochure

2021 Sept Brochure

2021 Spring&Summer Catalog Pages

2021 Spring&Summer Catalog Singles

2021 Summer Product Group Flyers

2022 January Flyer

ADOPT Campaign

Banner

BINGO

Breakfast Maker

Cold Brew Carafe

Customer Care Issues

Dating

Declutter

Engagement Posts

Favorite Game

Forms

Fran's Memes

Freezer Mates Plus

Fridgesmart

Funny

Games

Host Coaching Video

HOT TUPPICS

how to Digital catalog link

Large Carry All

Lunchit

Mandolaine

Master Systems

Meal Prep

Micro Pro Grill

Modular Mates

Pasta Maker

Power Chef

Pressure Cooker

Quick Shake

Recipes

Recruiting

Rice Maker

Serving Center

Smart Cooker

Soup Mug

Soup Mugs

Stack Cooker

Taxes

Team Meeting

Thank you - dating & hosting

Thank you - joining

Thank You - ordering

Thatsa Bowls

Theme Party

This or That

Trainings

Tupper Tips

Ultra Pro

Universal Jars

WARRANTY

Water Bottle

2022 Director Summit 2

2022 Director Summit

Be My Guest 2

Be My Guest 3

Be My Guest

CALENDAR 2021

Classic Planning Team Logo

Egg Silicone Samples

Egg Silicone

Fedex Tracking & Orders

Fran - Director Track Sheet

Fran's 2022 Vision Board

half of giveaway

Make it with Tupperware®

Order Form - Excel

Pastry Mat & Rolling Pin 2

Pastry Mat & Rolling Pin

Pressure Cooker - Shortcut

Product Note Cards 2

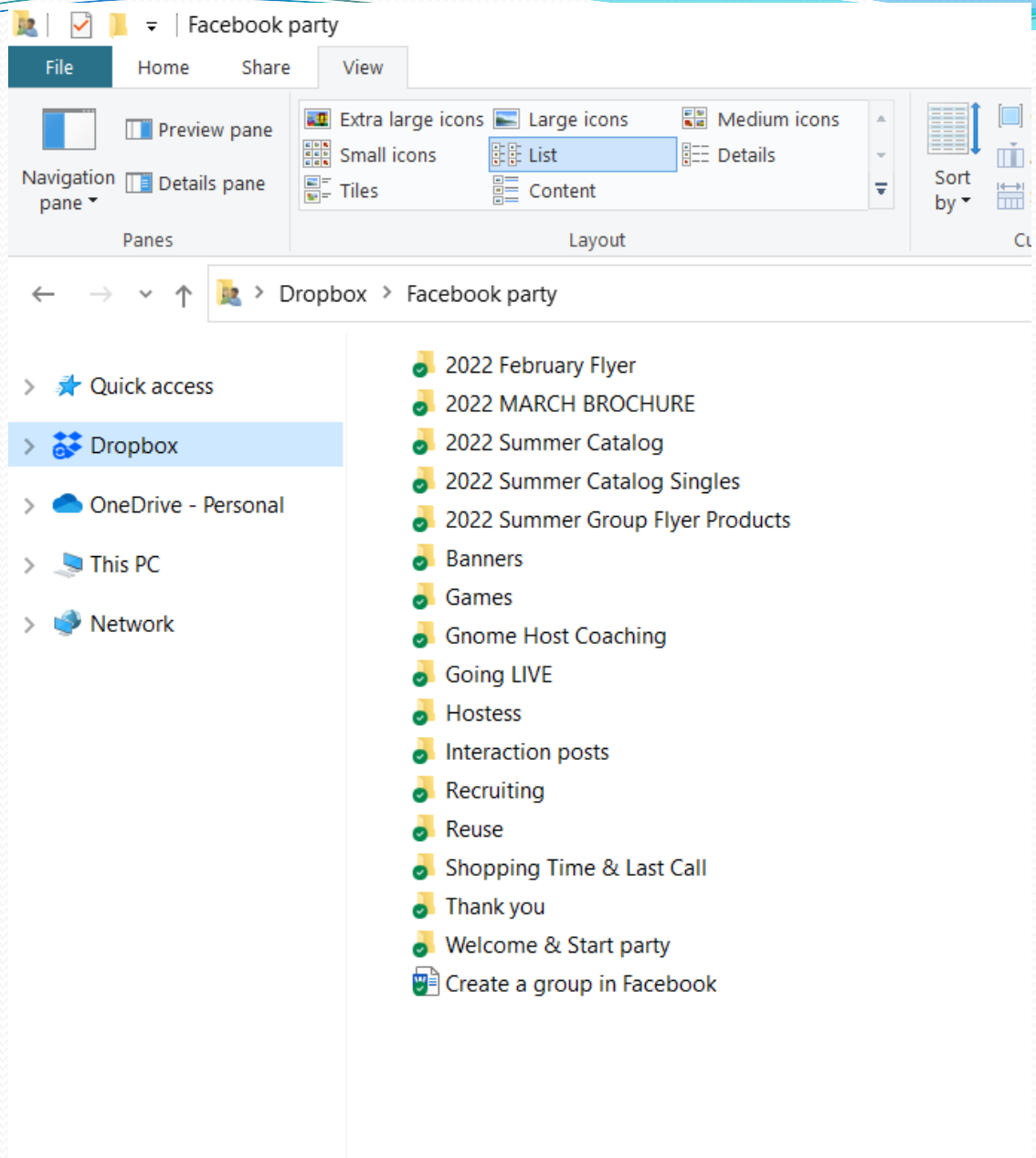
Product Note Cards 3

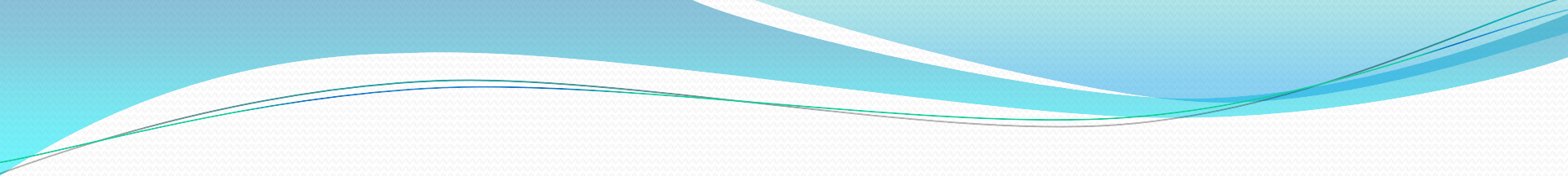
Product Note Cards 4

Product Note Cards

Shipping Issues

Ti leaf

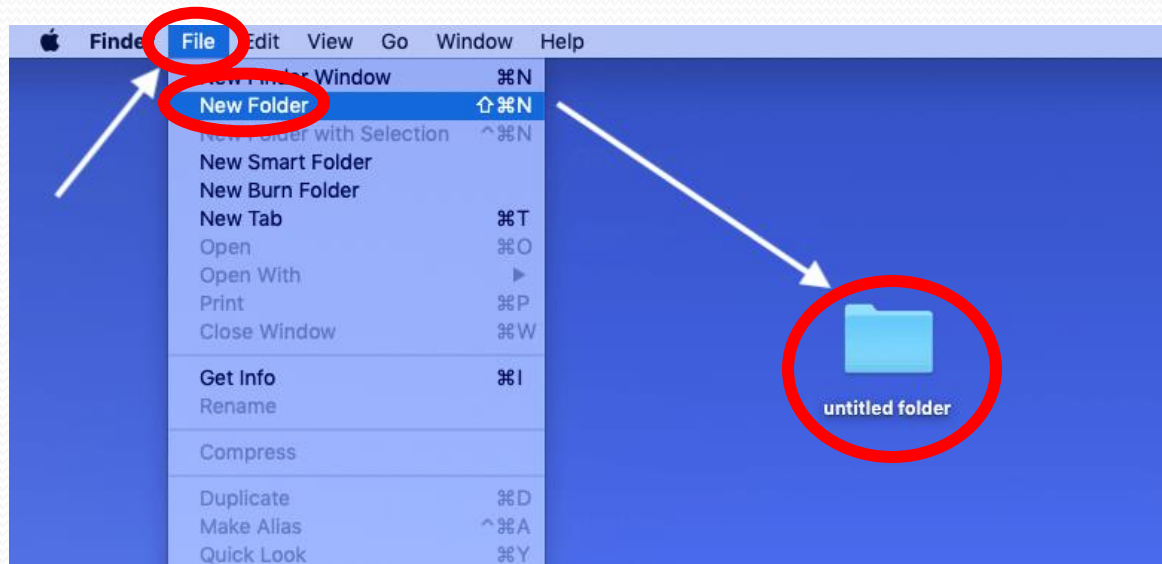




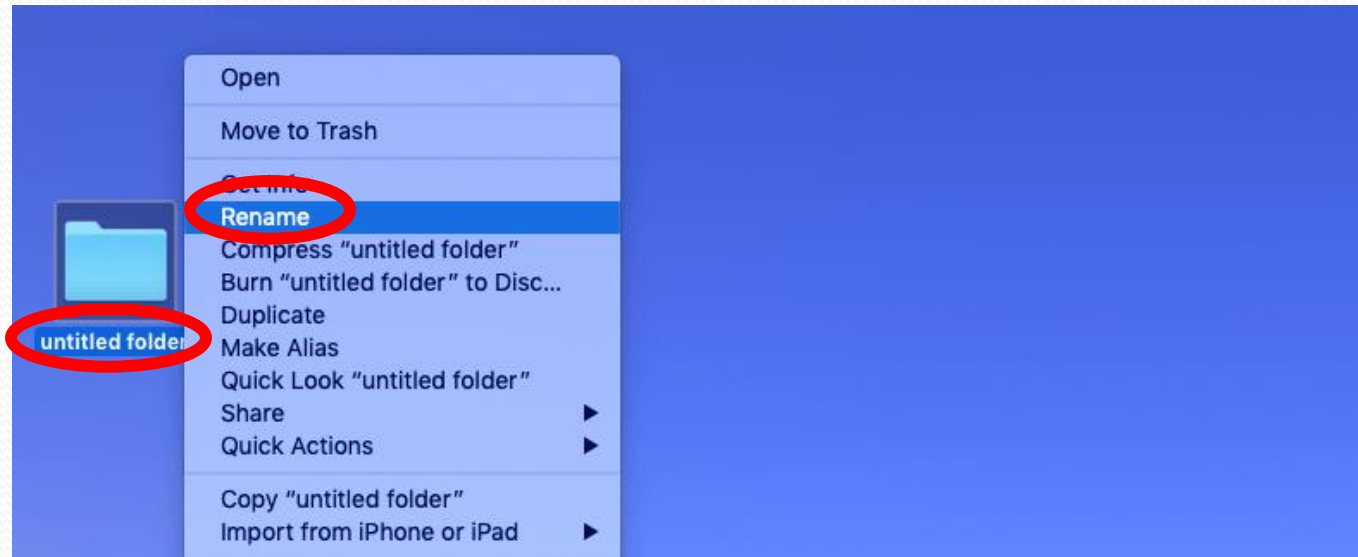
Mac Users

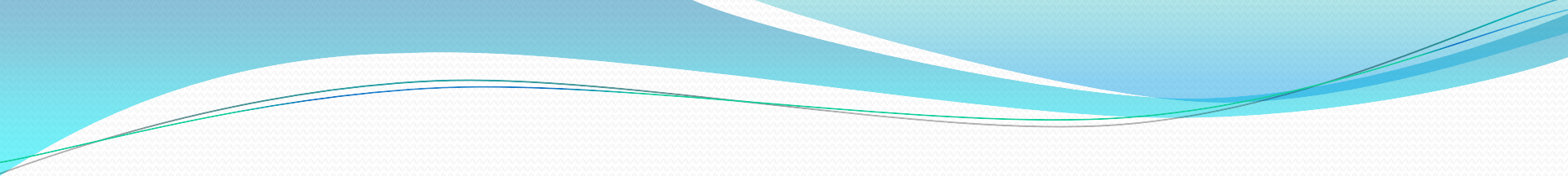
How to create a new folder on your Mac

1. Navigate to your Mac desktop. In the upper left corner next to the Apple icon, you'll see the word "Finder". If it says anything else, such as "Safari" or "Word", you're technically still in that program. Just click on an empty space on your desktop to return to it.
2. Click on "File" to the right of "Finder" so that the desired drop-down menu appears.
3. Click "New Folder" and the new folder will appear on your desktop.



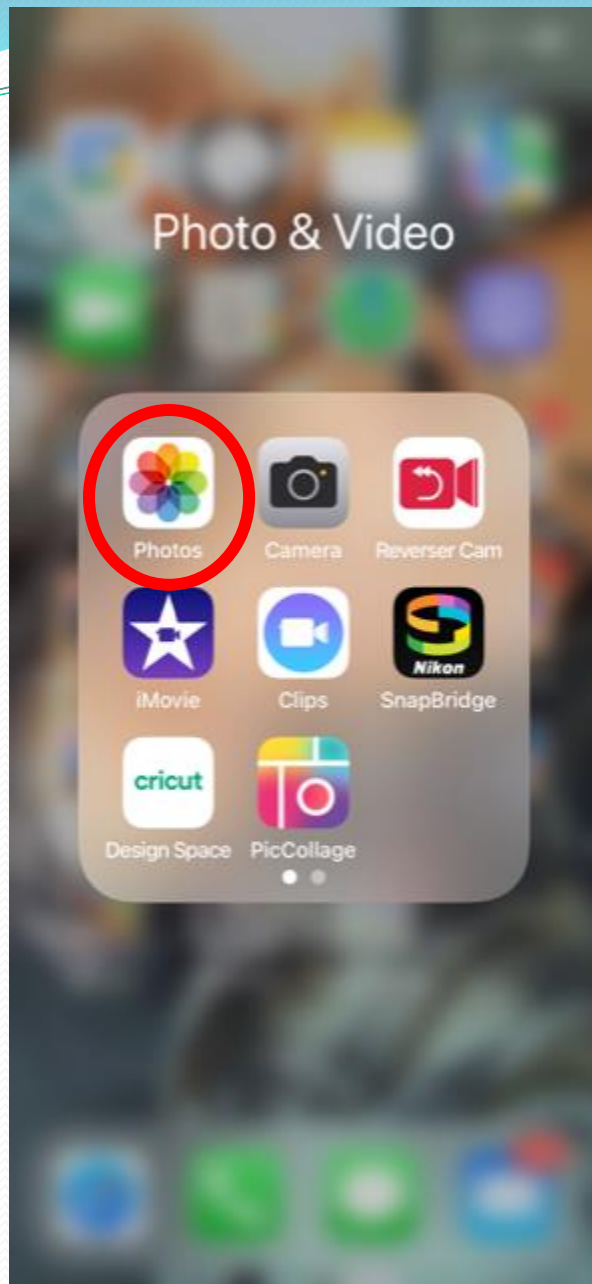
To **RENAME** your folder. **Double-click on the new folder.** The title will be highlighted and can be customized as desired. Alternatively, just right-click on the folder so that a drop-down menu appears on your desktop. In it, select the “**Rename**” option to make changes.



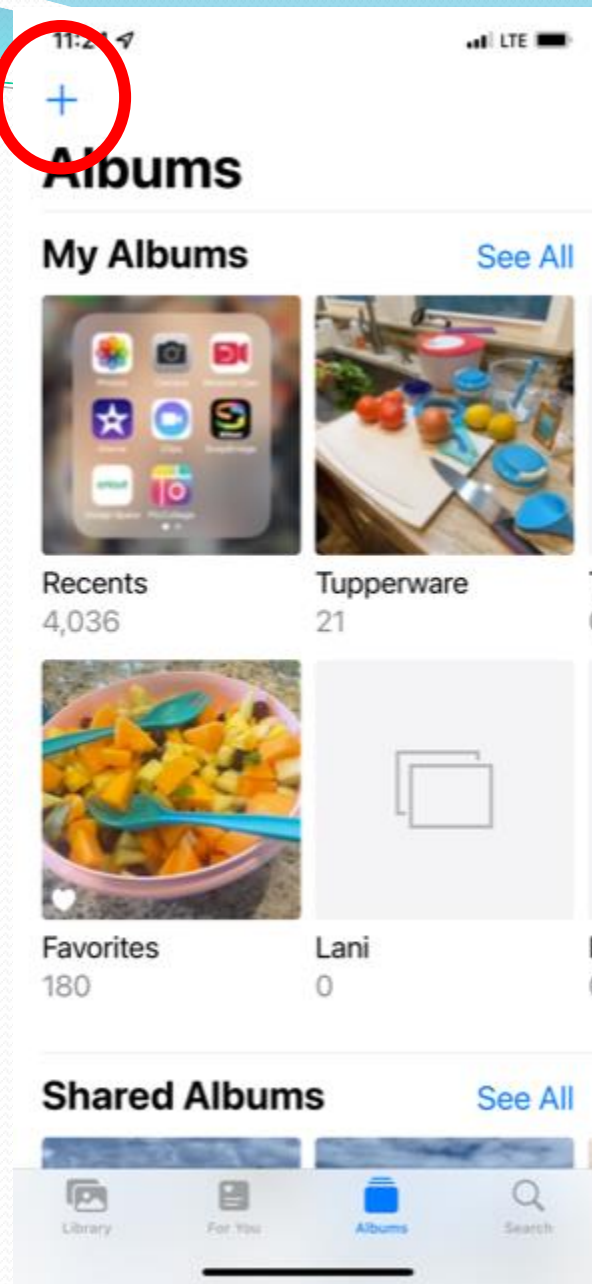


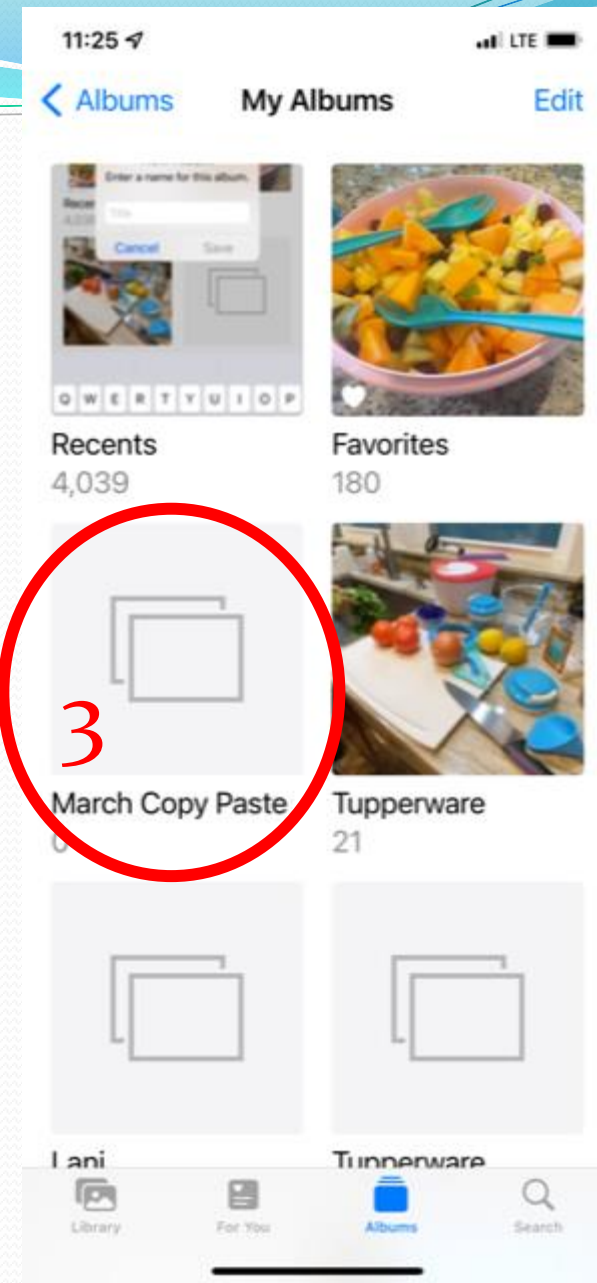
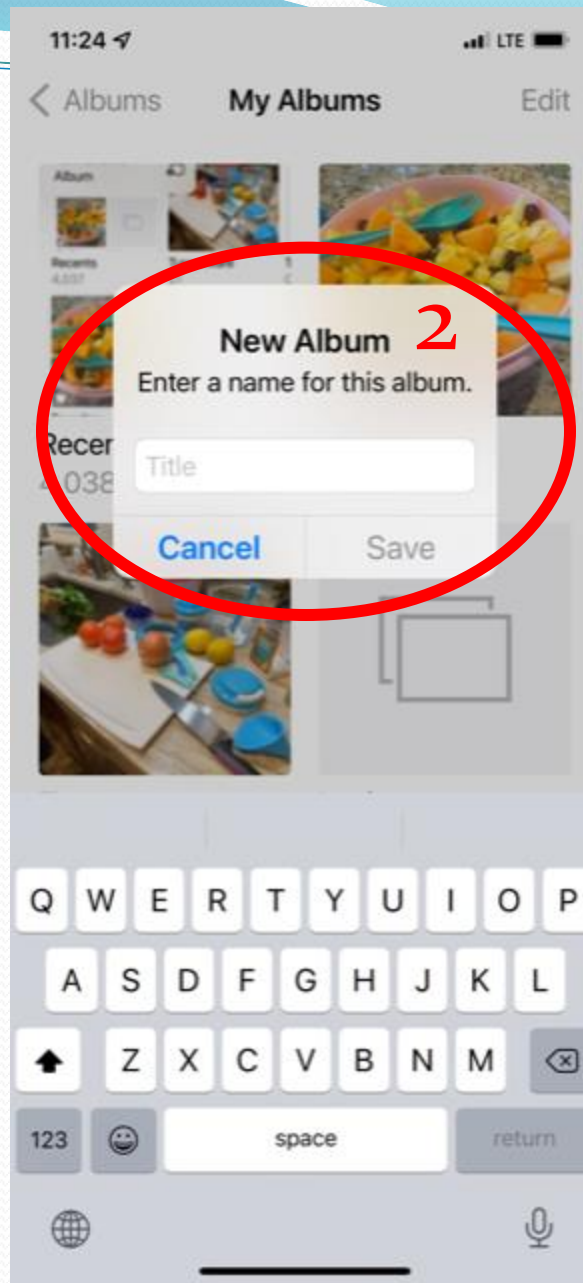
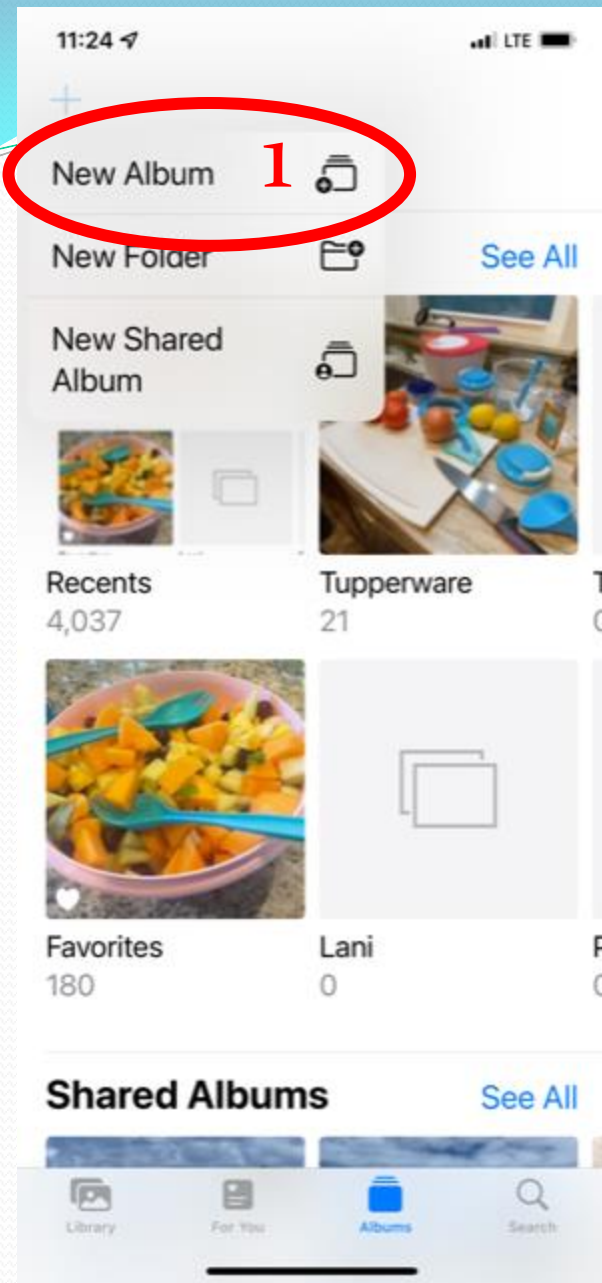
iPhone / iPad Users

1



2





How to create Photo Albums in Samsung smartphone

- **Step 1:** On your Samsung Galaxy smartphone, open the Gallery application.
- **Step 2:** In the Gallery app, go to the “Picture” tab.
- **Step 3:** Long-press on a photo to select it. You will now be able to select multiple photos that you want to add to an album.
- **Step 4:** Tap on the “More” button at the bottom and then select “Move to Album.”
- **Step 5:** Now, tap on “Create” in the upper right corner. Give your album a relevant name and then select “Create.”
- **Step 6:** Move to the Album tab and you will see the newly created album at the bottom.



**Select Photos & Add
To Your Folders**

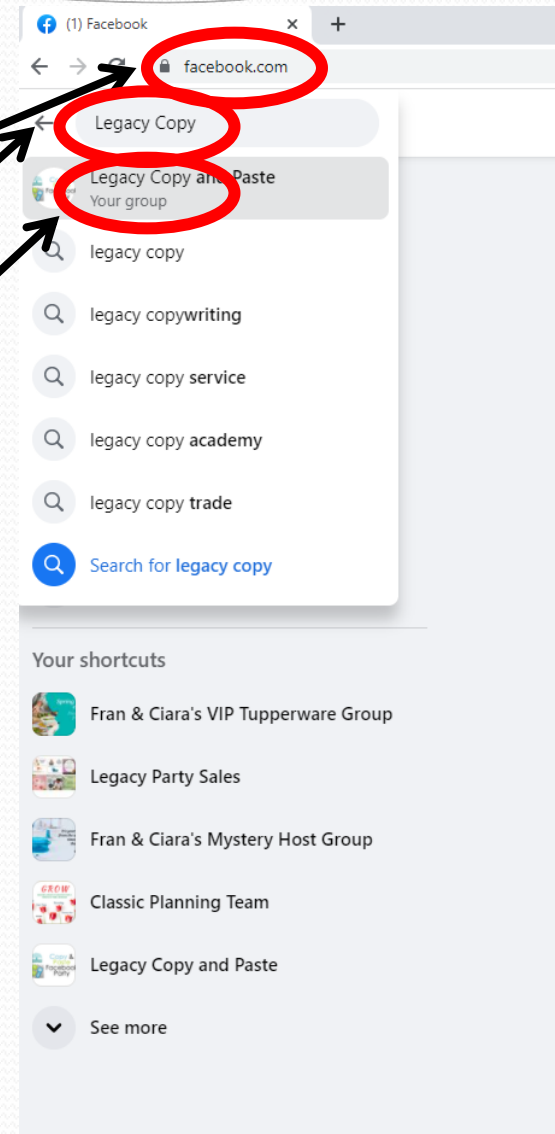
DESK TOP OR LAPTOP

- 1 Go to your web browser and
- 2 open up your Facebook account.

In the top left corner,

- 3 type in Legacy Copy & Paste in the search box.

- 4 Click on group to open.





Manage group

Legacy Copy and Paste
Private group

Home

Overview

Admin tools

Admin Assist
0 actions, 0 criteria

Member requests
0 new today

Badge requests
0 new today

Membership questions

Pending posts
0 new today

Scheduled Posts

Activity log

Group rules

Member-reported content
0 new today

Moderation alerts
0 new today

Group quality

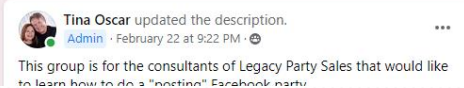
Grow group

<https://www.facebook.com>

Legacy Copy and Paste

Joined

+ Invite



About

This group is for the consultants of Legacy Party Sales that would like to learn how to do a "posting" Facebook party. Each month we will share ... See more

Private

Only members can see who's in the group and what they post.

Visible

Anyone can find this group.

General

Rooms



Get the group together on video chat

Create a room to instantly connect to other members on video chat.

Create room

Recent media



Scroll all the way down
until you get to the first
post of the Monthly party
posts



(1) Legacy Copy and Paste | Face... x +

facebook.com/groups/158552435092300

Manage group

Legacy Copy and Paste
Private group

Home
Overview

Admin tools

- Admin Assist
0 actions, 0 criteria
- Member requests
0 new today
- Badge requests
0 new today
- Membership questions
- Pending posts
0 new today
- Scheduled Posts
- Activity log
- Group rules
- Member-reported content
0 new today
- Moderation alerts
0 new today
- Group quality
- Grow group

Legacy Copy and Paste

Joined + Invite

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Private
Only members can see who's in the group and what they post.

Visible
Anyone can find this group.

General

Rooms

Get the group together on video chat
Create a room to instantly connect to other members on video chat.
[Create room](#)

Recent media

Tupperware®
Seen by 40
Like
Amanda Adams Gavin turned off commenting for this post.

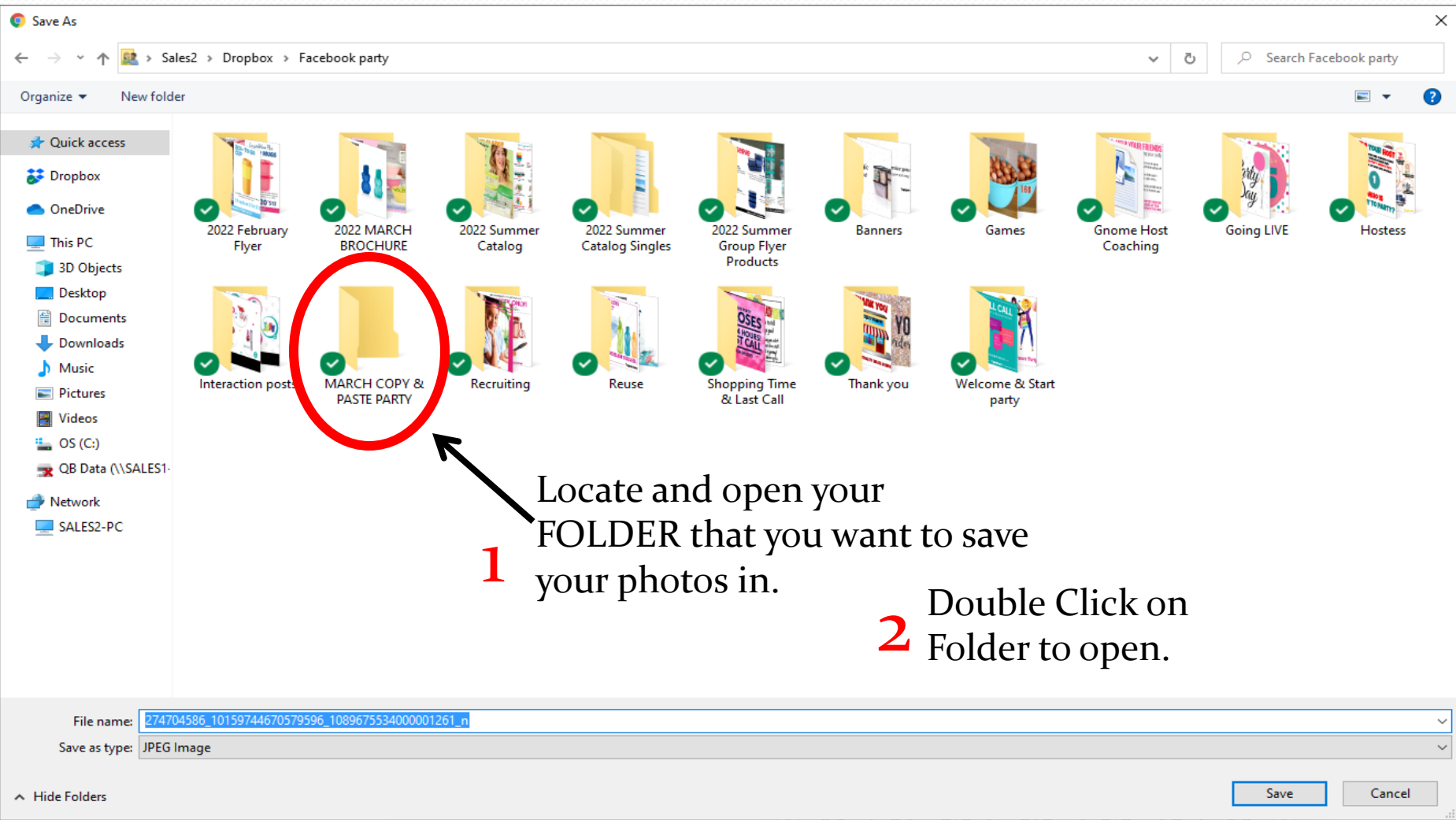
Amanda Adams Gavin
Admin · February 23 at 8:54 PM · 🌐
Facebook Party Cover

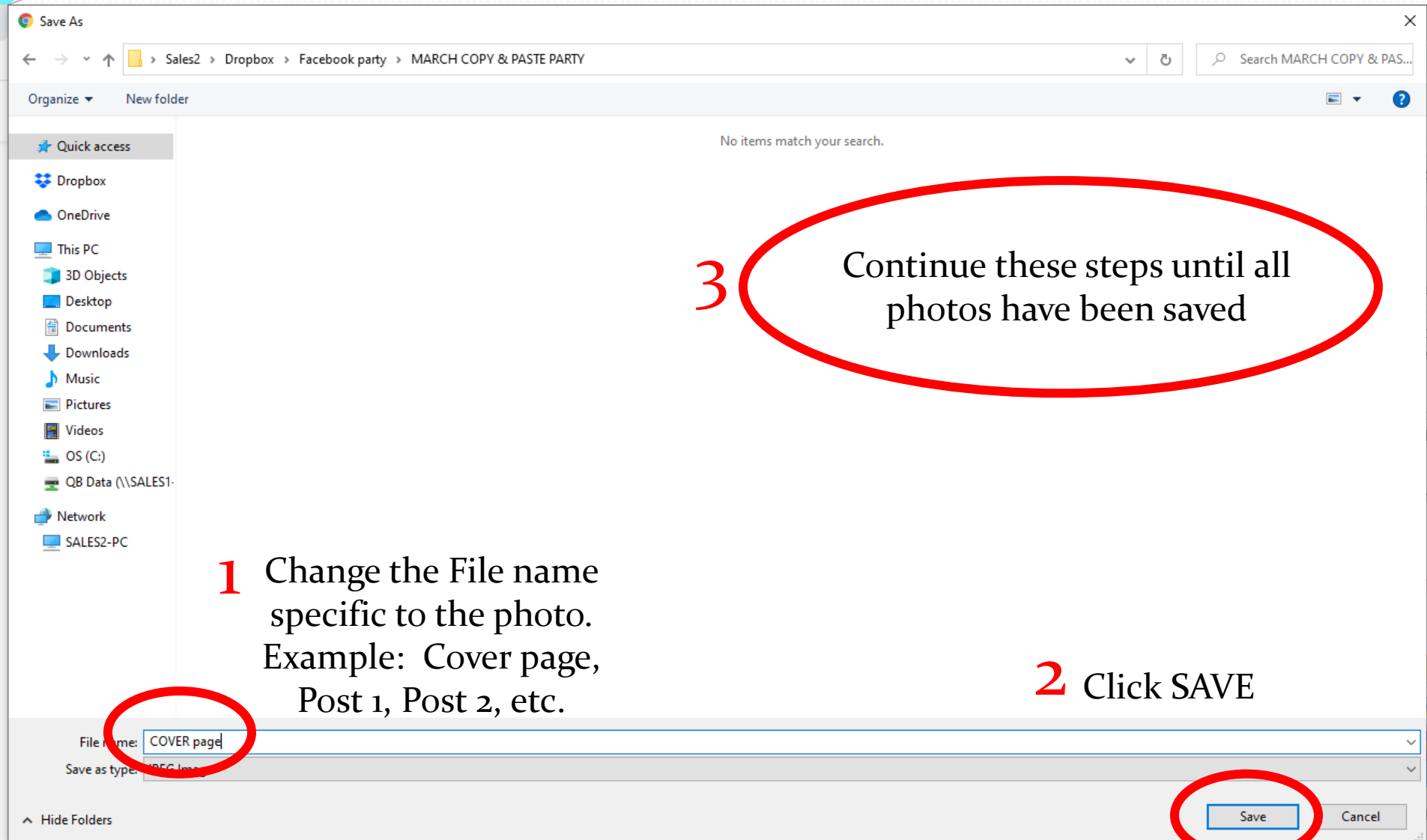
1 Right click on photo that you want to save. A menu will pop up.

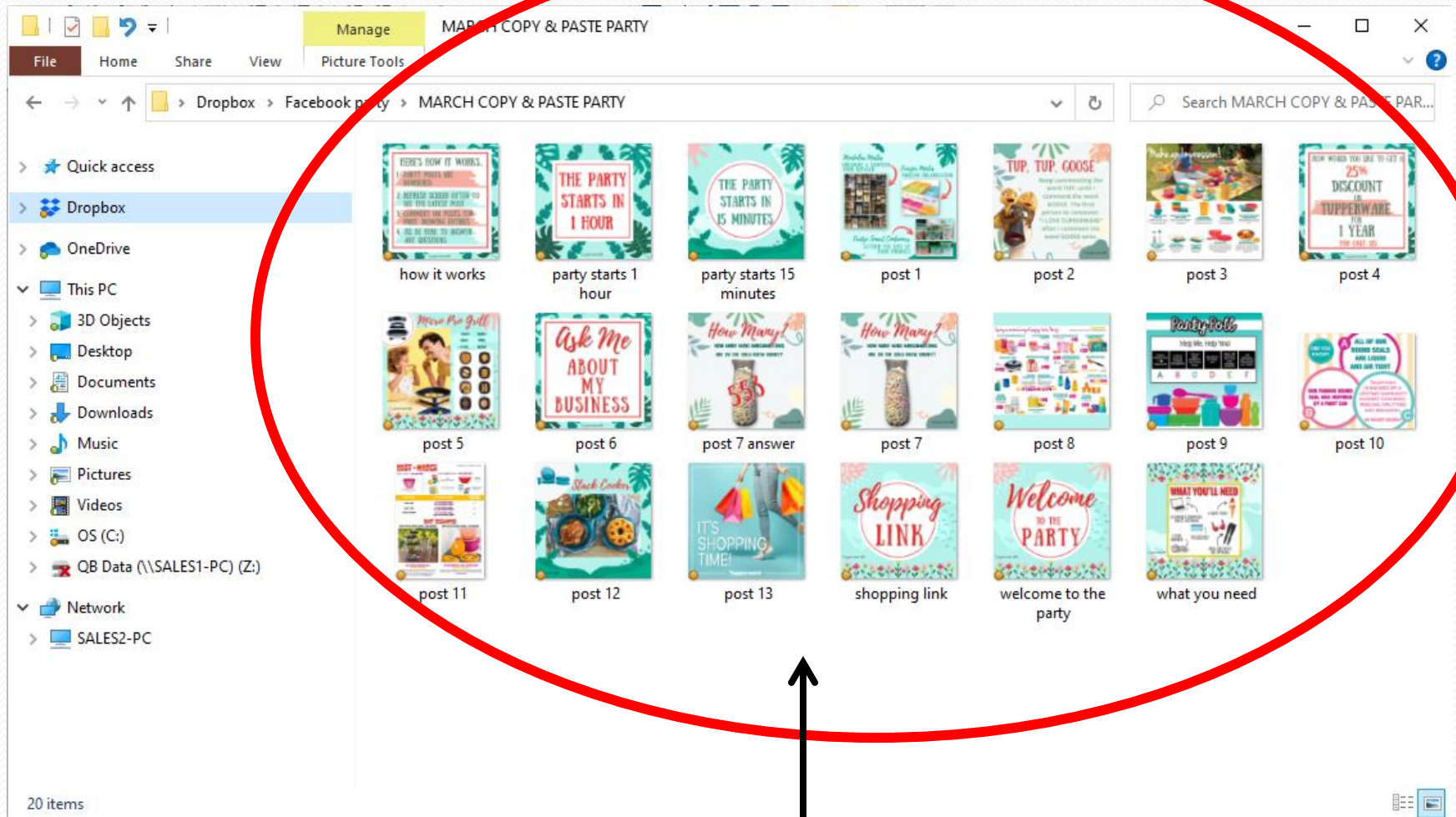
2 Click SAVE IMAGE AS

Open link in new tab
Open link in new window
Open link in incognito window
Create QR Code for this image
Save link as...
Copy link address
Open image in new tab
Save image as...
Copy image
Copy image address
Search image with Google Lens
Inspect

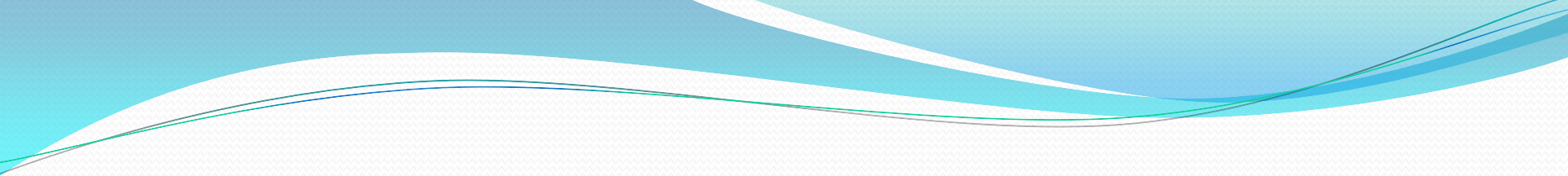
Tina Oscar updated the description.
Admin · February 22 at 9:22 PM · 🌐
This group is for the consultants of Legacy Party Sales that would like to learn how to do a "posting" Facebook party.



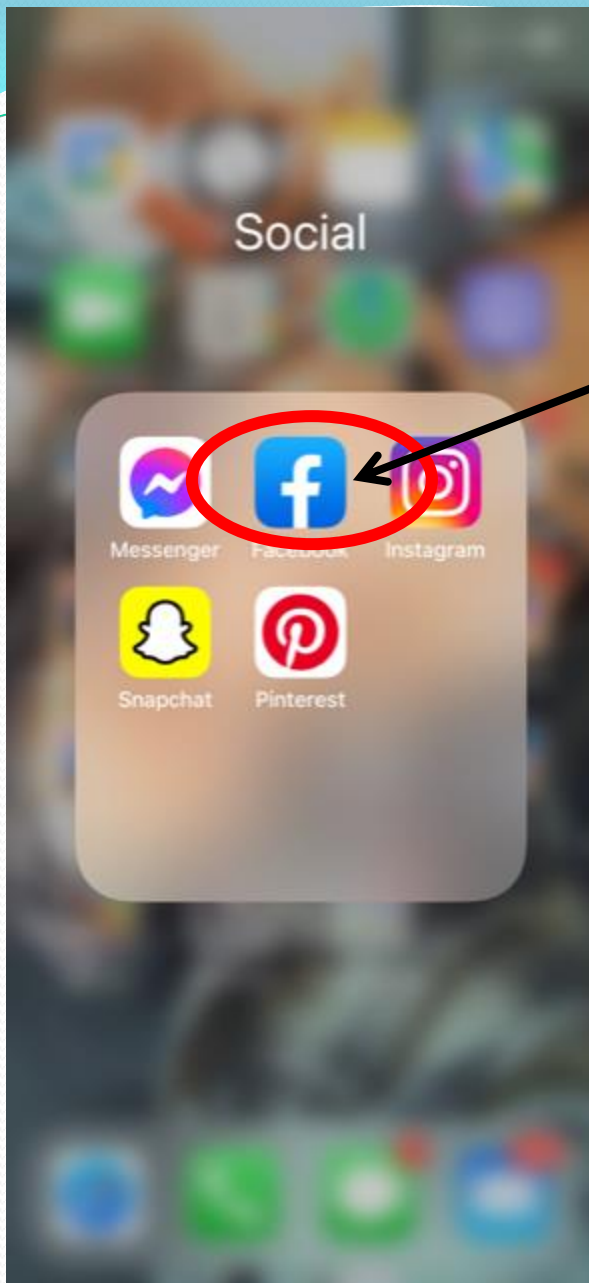




Folder with all photos labeled and saved

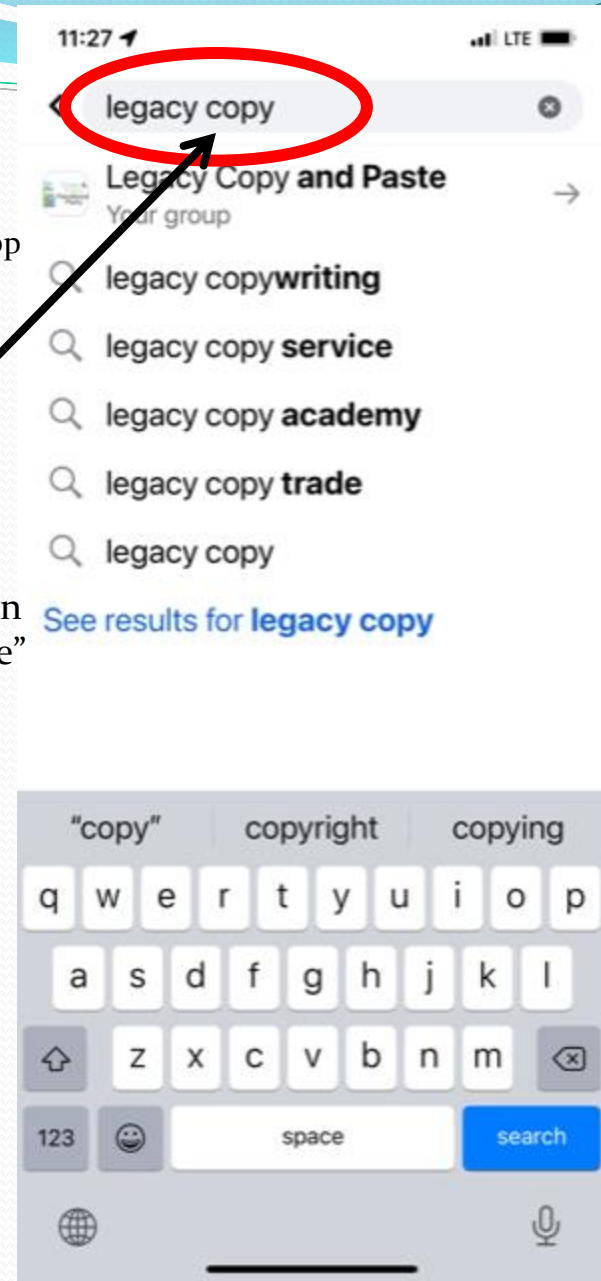


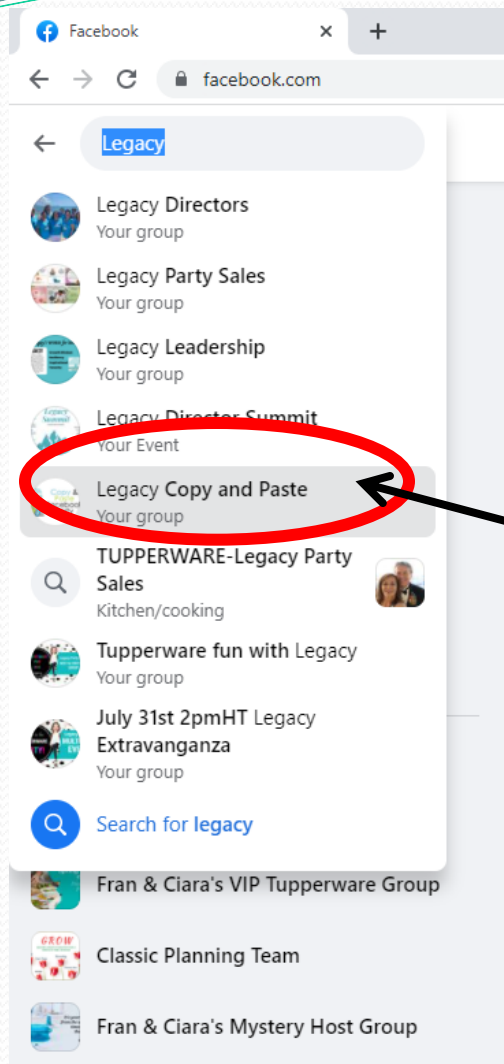
Hand-Held Devices



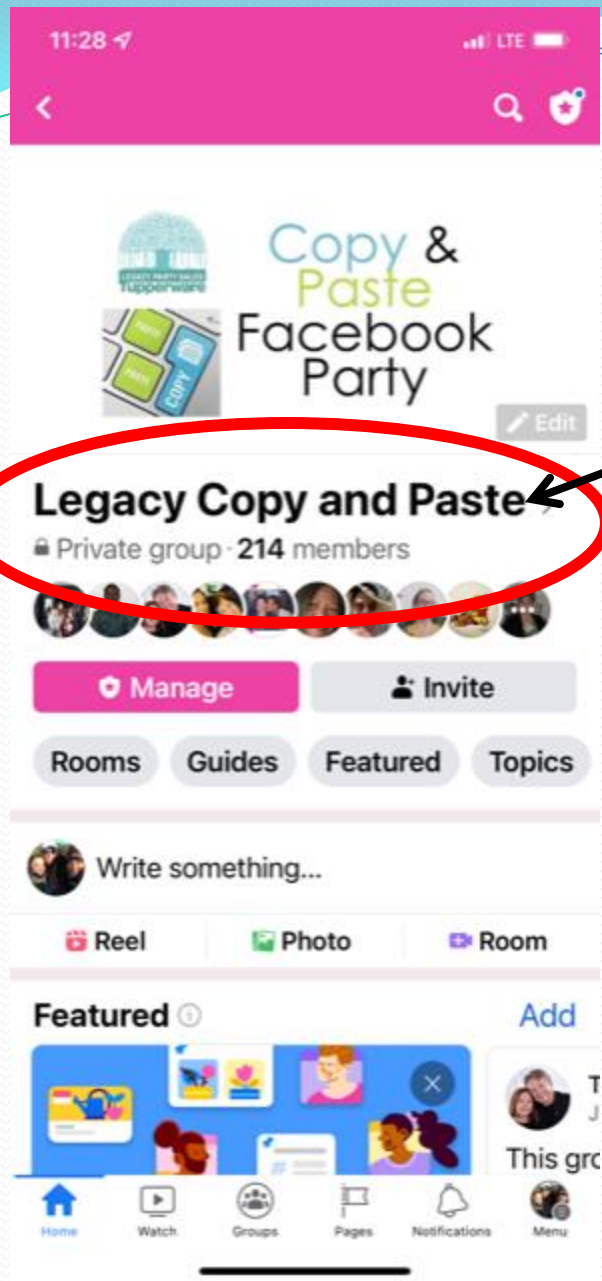
1 Open up your Facebook app

2 In the search bar type in
"Legacy Copy and Paste"



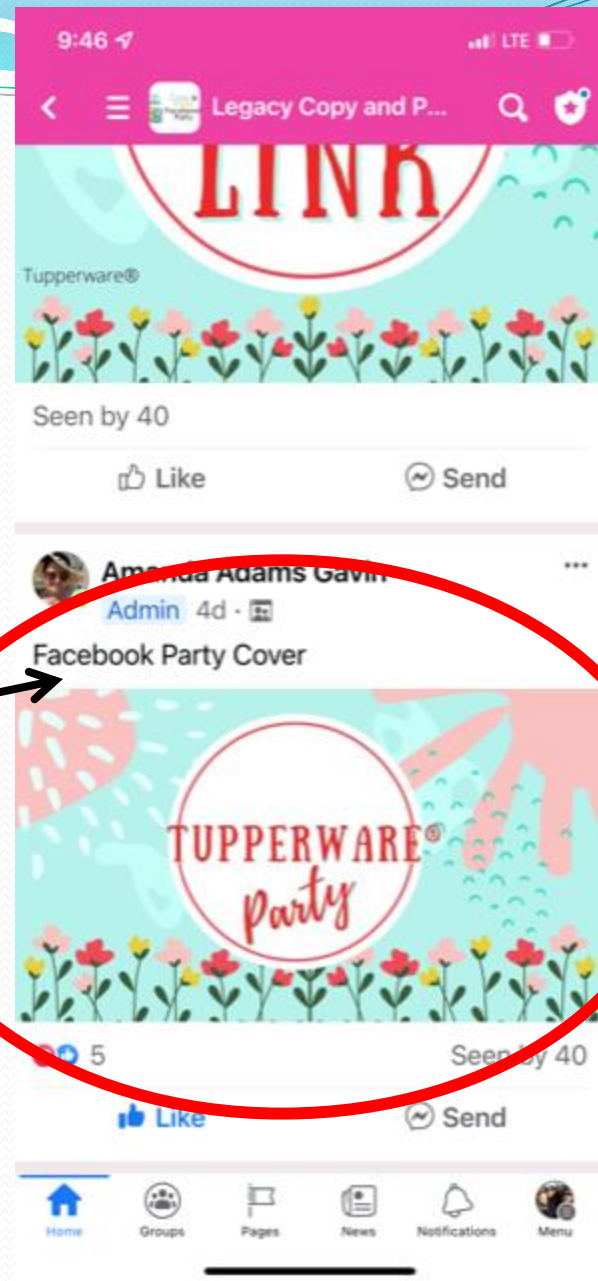


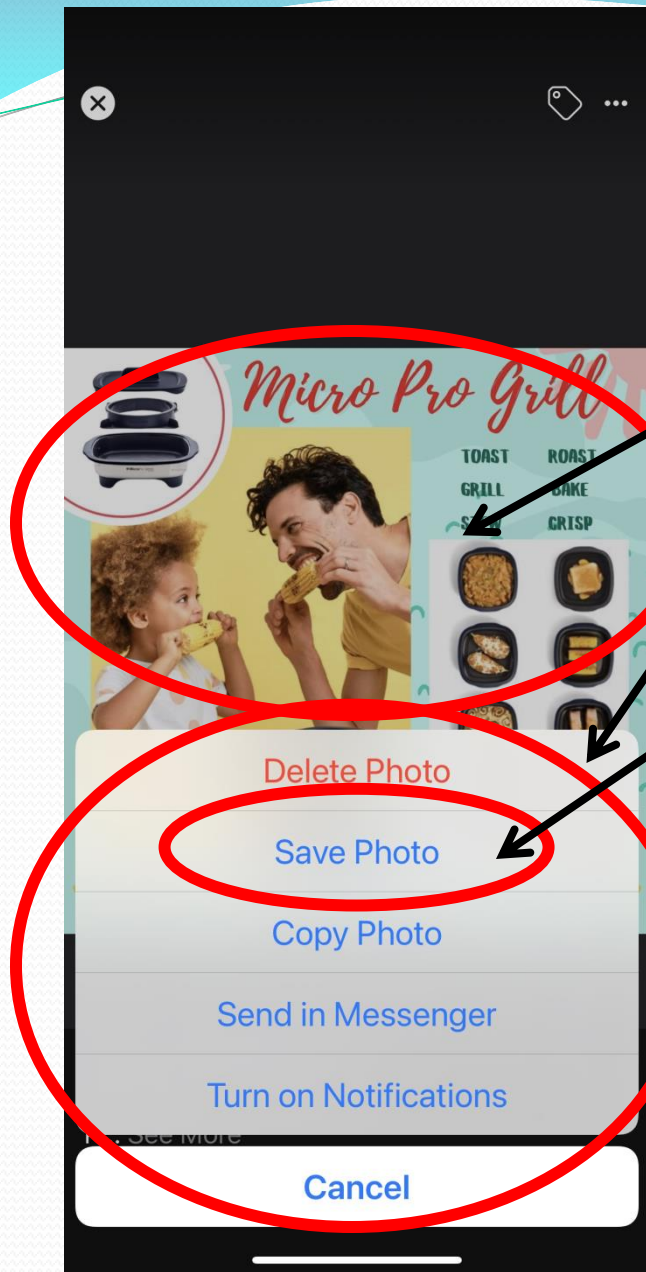
Select and open the group



Once in the group

Scroll all the way down until you get to the first post of the Monthly party posts





1 Select photo and
“long press” until
menu shows up

2 Select SAVE photo

3 Continue this process
until all photos have
been saved into your
albums



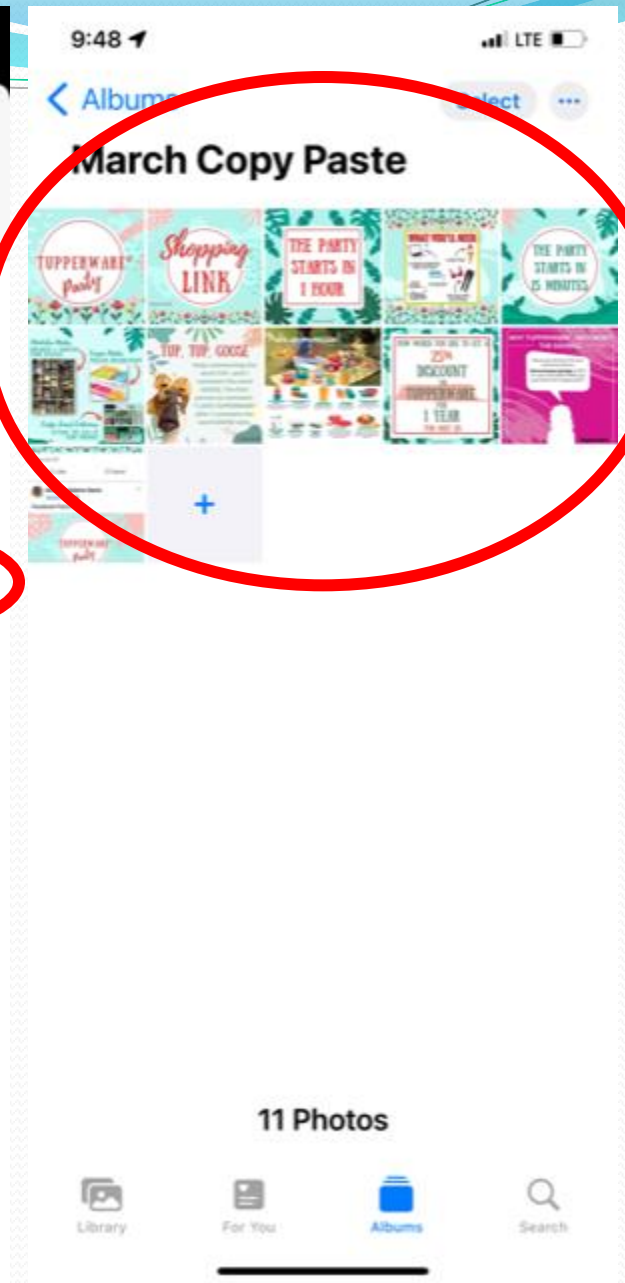
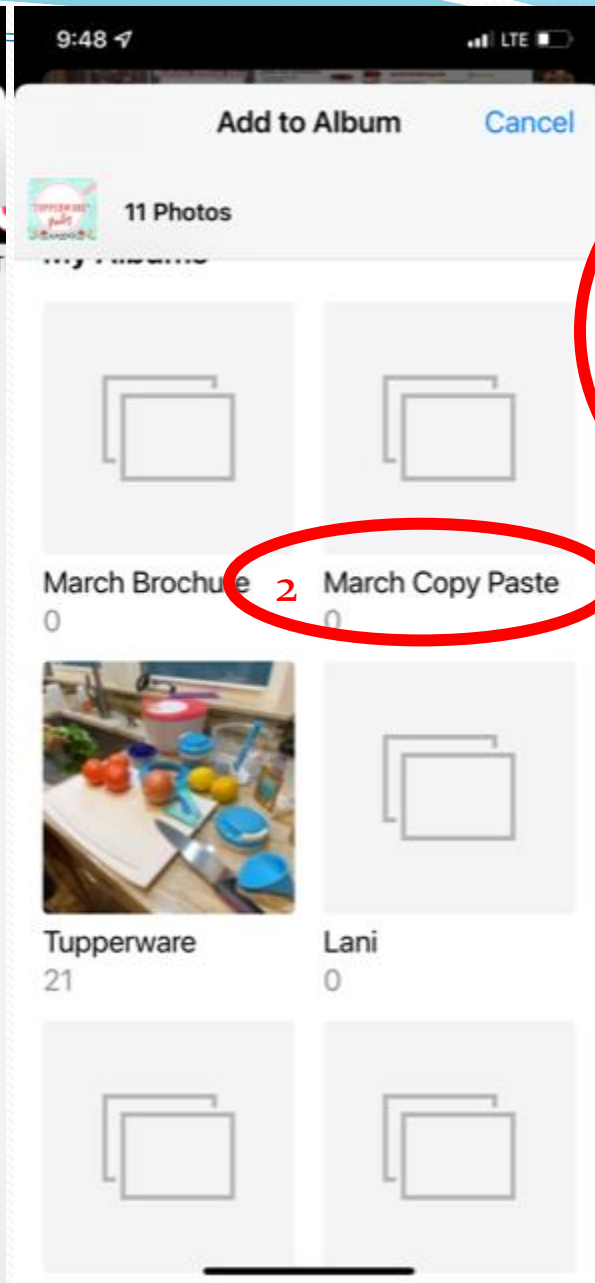
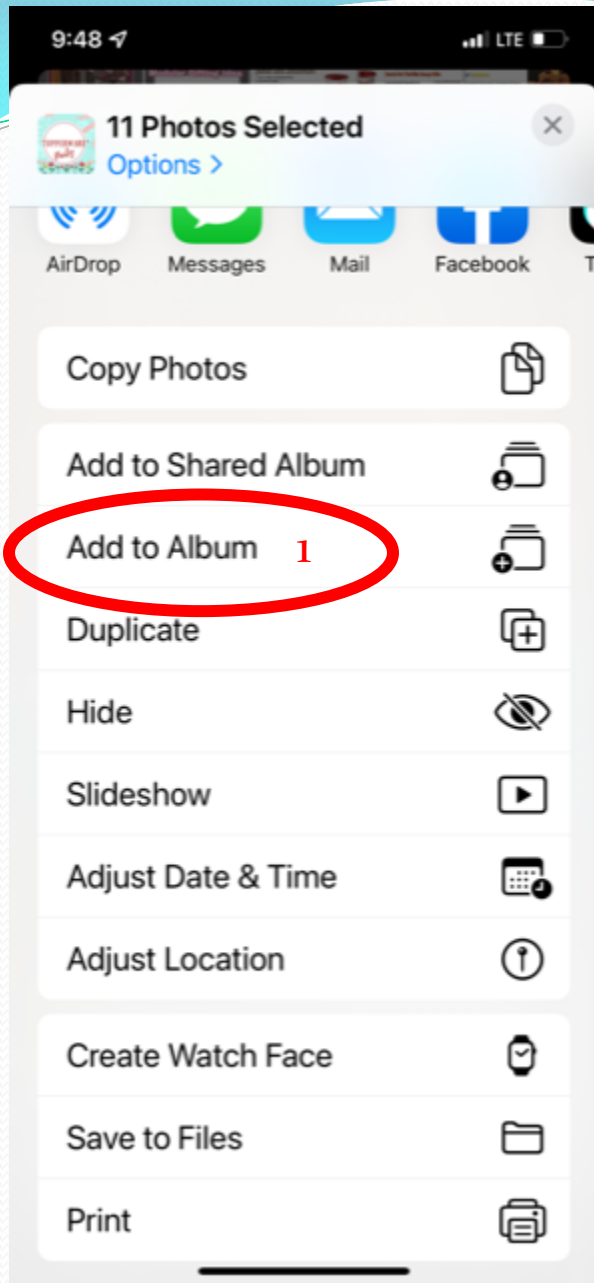


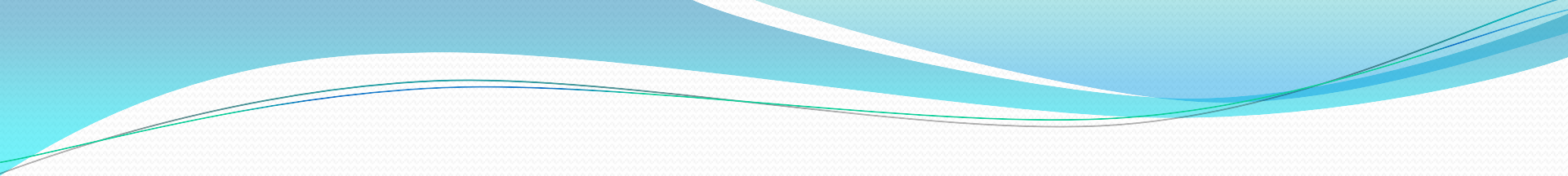
1 Once you have saved all photos, click SELECT to save them into your folder

2 Photos selected will have a check mark on them

3 Once all photos have been selected, click the UPLOAD icon







How to Save Post Verbiage



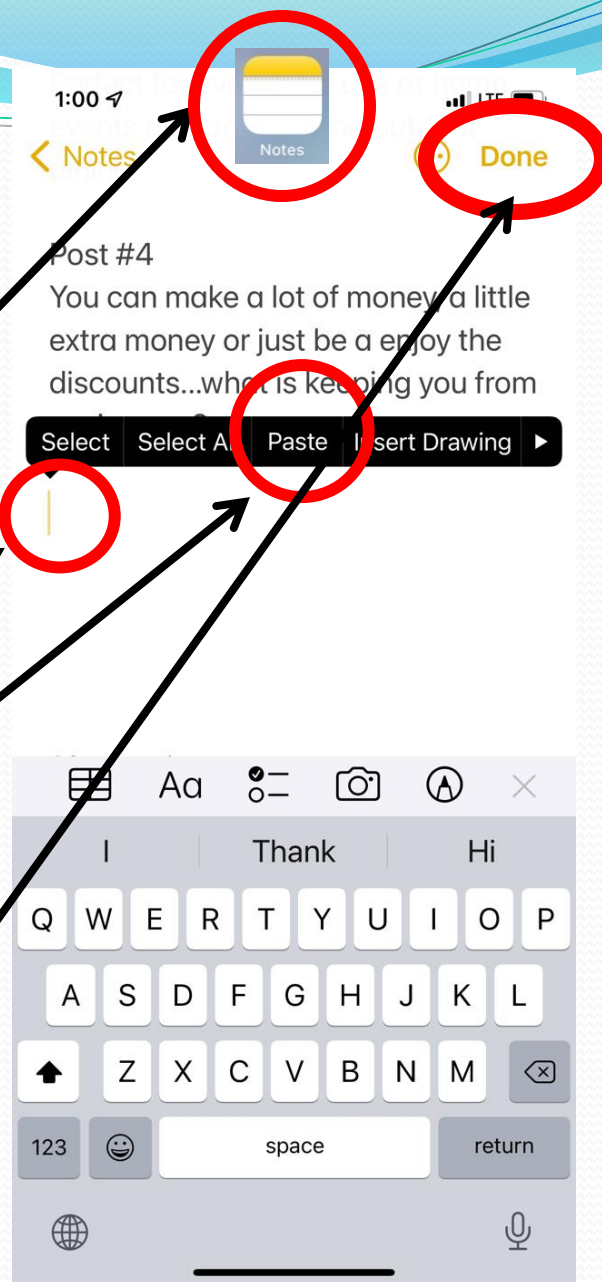
1 "Long Press" the text you want to copy until it highlights and the copy icon pops up.

2 Open up your notes app, click the area where you want to paste the wording.

3 Select PASTE to paste

4 Select DONE to save

5 Continue these steps until all post wording have been saved



9:47

LTE

< Notes



March copy paste

Shopping link:

You can shop from this link anytime throughout the part!

Party Post #1

I want to introduce you to our Modular Mates - because of ALL the products I have, THESE are something that I believe EVERY home needs. When I first became a consultant, I hadn't yet acquired a lot of Tupperware for storage. I have a moderately sized kitchen with a small closet as a pantry. Because they are stackable and modular, I am able to use every inch of space. When I put 5lbs of sugar on top of 5lbs of flour, I was hooked. These are doing their job 7 days a week, 24 hours a day!



Label your notes with a Heading so you know exactly what is in each note file.

← All notes saved →

1:00

LTE

< Notes



am able to use every inch of space. When I put 5lbs of sugar on top of 5lbs of flour, I was hooked. These are doing their job 7 days a week, 24 hours a day!

Party Post #2

Comment for 1 entry into the prize drawing. The winner gets 5 entries!

Party Post #3

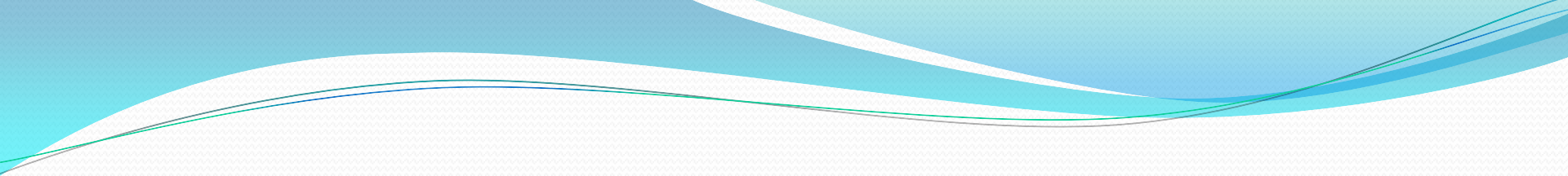
Our classic Impressions Collection and other popular Collections are now available in bright, beautiful new colors!

Perfect for every-day use at home, events and parties, and outdoor dining.

Post #4

You can make a lot of money, a little extra money or just be a enjoy the discounts...what is keeping you from

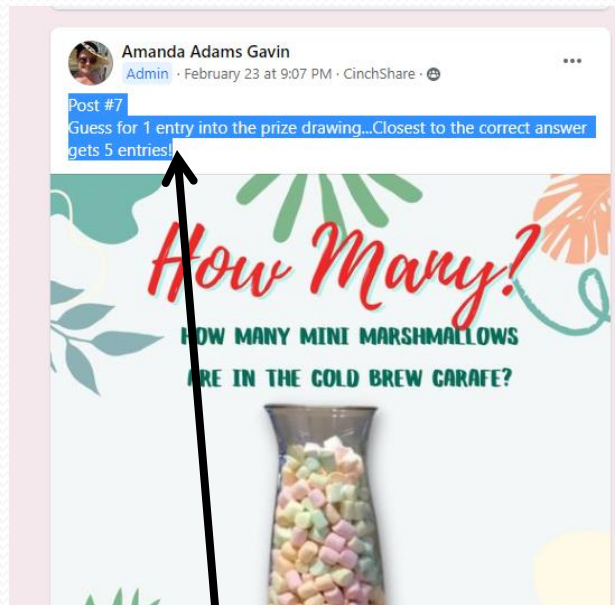




Desktop, Laptop or Mac

Use either Microsoft Word or another similar software to copy and paste verbiage

Save file in coordinating folder



- 1 Highlight verbiage and use CTRL C to copy.
- 2 Open up your Word doc and use CTRL V to paste.

Party Post #1

I want to introduce you to our Modular Mates - because of ALL the products I have, THESE are something that I believe EVERY home needs. When I first became a consultant, I hadn't yet acquired a lot of Tupperware for storage. I have a moderately sized kitchen with a small closet as a pantry. Because they are stackable and modular, I am able to use every inch of space. When I put 5lbs of sugar on top of 5lbs of flour, I was hooked. These are doing their job 7 days a week, 24 hours a day!

2/28/2022 Party Post #2

Comment for 1 entry into the prize drawing. The winner gets 5 entries!

Party Post #3

Our classic Impressions Collection and other popular Collections are now available in bright, beautiful new colors!

Perfect for every-day use at home, events and parties, and outdoor dining.

Post #4

You can make a lot of money, a little extra money or just be a enjoy the discounts...what is keeping you from saying yes?

Party Post #5

One of the ways that we waste money is unplanned eating out/carry out. Our Micro Pro Grill is such a time saver! It's awesome for sandwiches, pizza, grilling meats and veggies, cakes, quiche, casseroles and desserts!

Party Post #6

Ask me ANY question about my JOB...not about the product, but about my job! For each question you ask, you'll get 1 entry in the prize drawing!

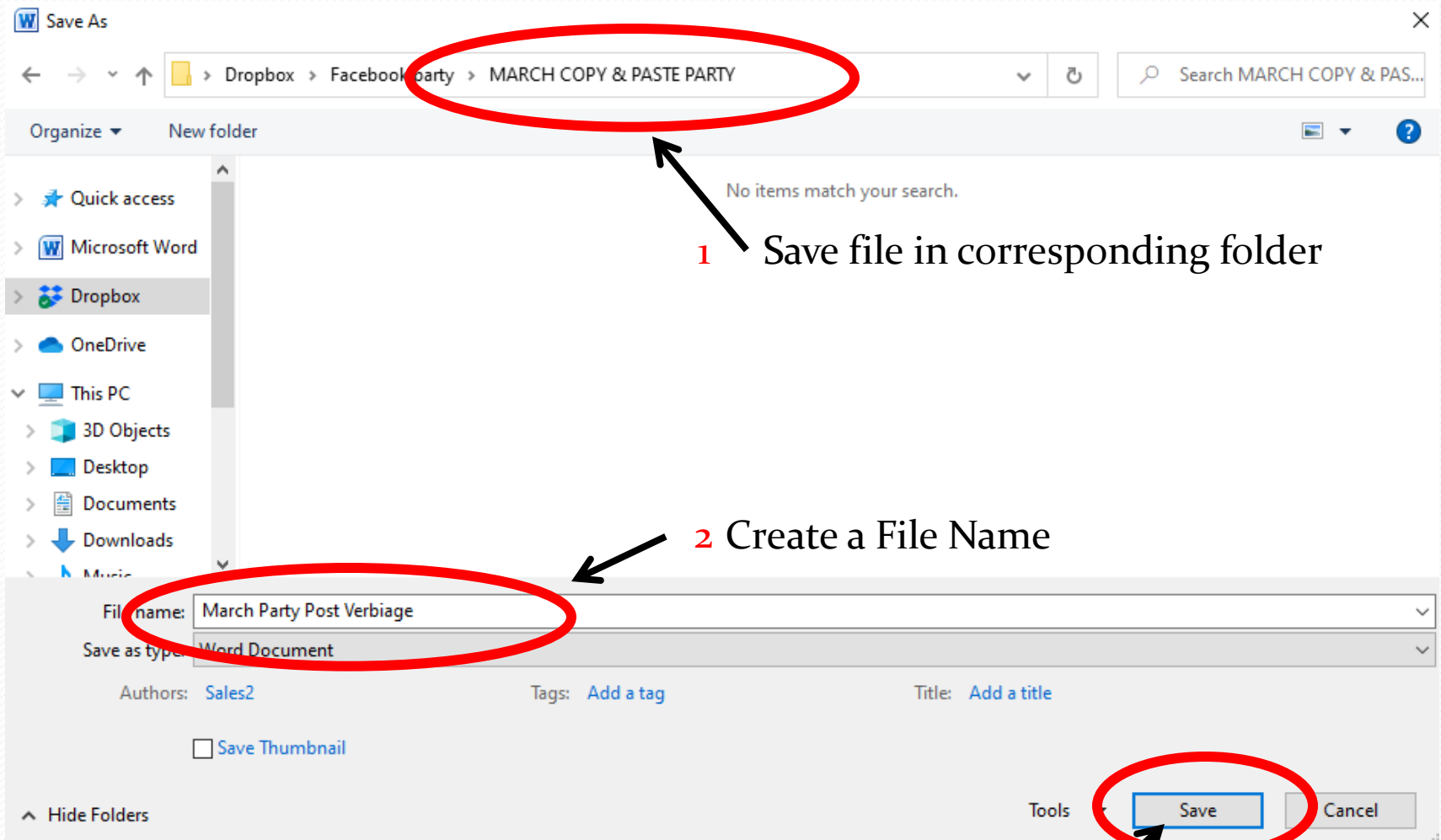
Post #7

Guess for 1 entry into the prize drawing...Closest to the correct answer gets 5 entries!

Mac users:

Command-C to copy

Command-V to paste



Hold down the CONTROL KEY For Windows and...

InstruPix.com

	→ Copy
	→ Paste
	→ Cut
	→ Select ALL
	→ Refresh Page
	→ Highlight URL
	→ Find
	→ Save
	→ Print
	→ New Tab
	→ Close Tab
	→ Undo

Cut, copy, paste, and other common shortcuts for MAC

Command-X: Cut the selected item and copy it to the Clipboard.

Command-C: Copy the selected item to the Clipboard. This also works for files in the Finder.

Command-V: Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder.

Command-Z: Undo the previous command. You can then press Shift-Command-Z to Redo, reversing the undo command. In some apps, you can undo and redo multiple commands.

Command-A: Select All items.

Command-F: Find items in a document or open a Find window.

Command-G: Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press Shift-Command-G.

Command-H: Hide the windows of the front app. To view the front app but hide all other apps, press Option-Command-H.

Command-M: Minimize the front window to the Dock. To minimize all windows of the front app, press Option-Command-M.

Command-O: Open the selected item, or open a dialog to select a file to open.

Command-P: Print the current document.

Command-S: Save the current document.

Command-T: Open a new tab.

Command-W: Close the front window. To close all windows of the app, press Option-Command-W.

Option-Command-Esc: [Force quit](#) an app.

Command-Space bar: Show or hide the [Spotlight](#) search field. To perform a Spotlight search from a Finder window, press Command-Option-Space bar. (If you [use multiple input sources](#) to type in different languages, these shortcuts change input sources instead of showing Spotlight. Learn how to [change a conflicting keyboard shortcut](#).)

Control-Command-Space bar: Show the Character Viewer, from which you can choose [emoji and other symbols](#).

Control-Command-F: Use the app in full screen, if supported by the app.

Space bar: Use [Quick Look](#) to preview the selected item.

Command-Tab: Switch to the next most recently used app among your open apps.

Shift-Command-5: In [macOS Mojave or later](#), take a screenshot or make a screen recording. Or use Shift-Command-3 or Shift-Command-4 for screenshots. [Learn more about screenshots](#).

Shift-Command-N: Create a new folder in the Finder.

Command-Comma (,): Open preferences for the front app.

Disclaimer

Please keep in mind that there are many different versions of devices therefore instructions may differ a little.

Google is always a great tool to search for more or updated instructions and/or videos on “how to do”...really anything.