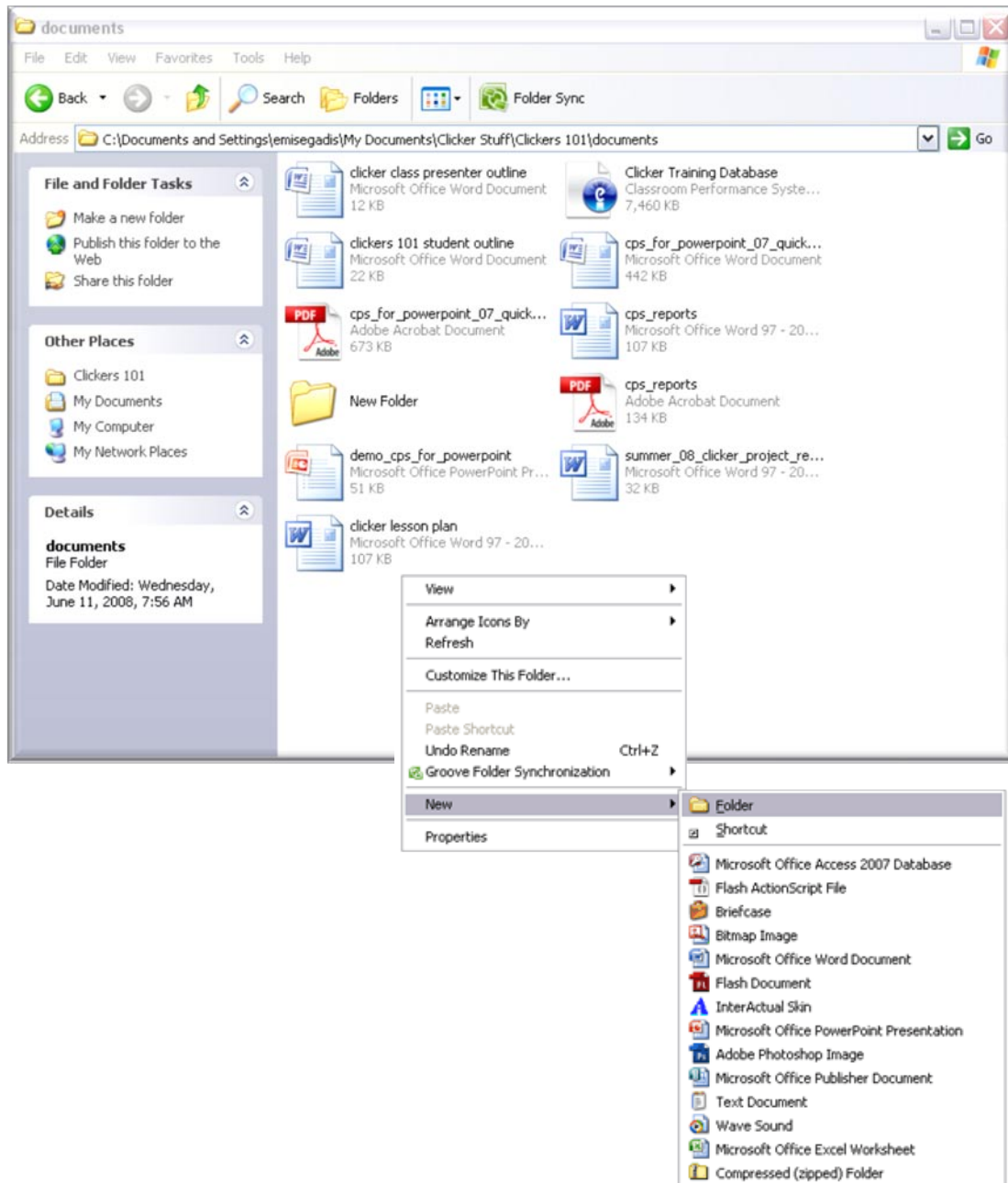


## Moving items to a folder for emailing

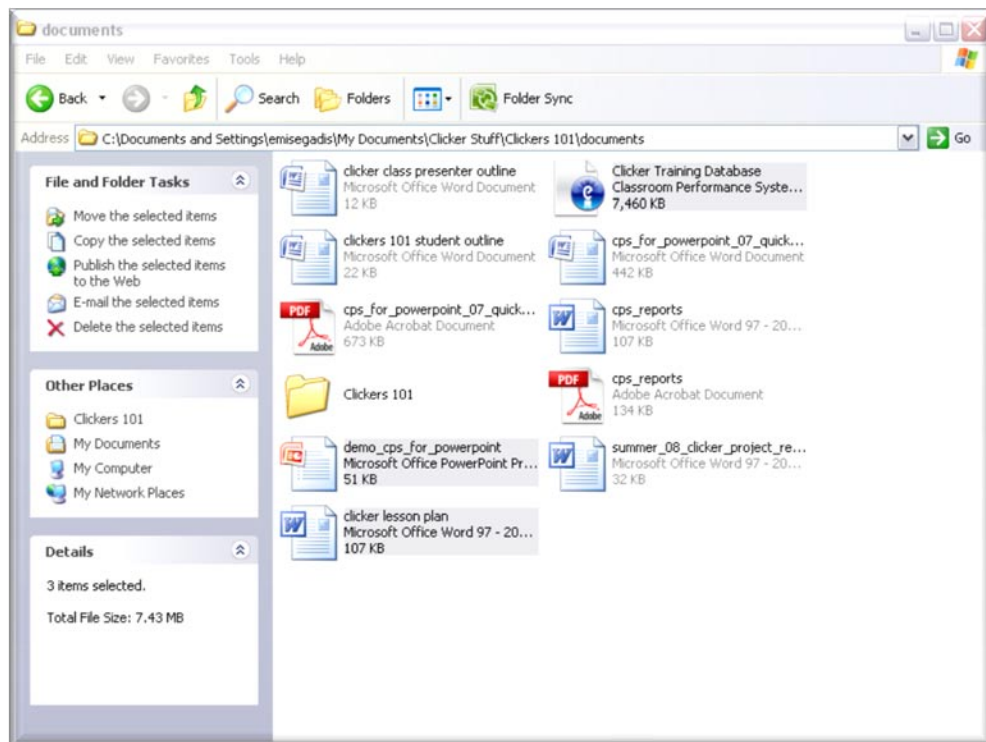
1. Create a folder for all of the items you wish to email.
  - a. You can do this by either right-clicking where you want the folder, going to “New” and “Folder” or within the window below, click “Make a new folder” in the left-hand column.



2. Name your folder something related to the items you are saving so that you will be able to easily identify them later.



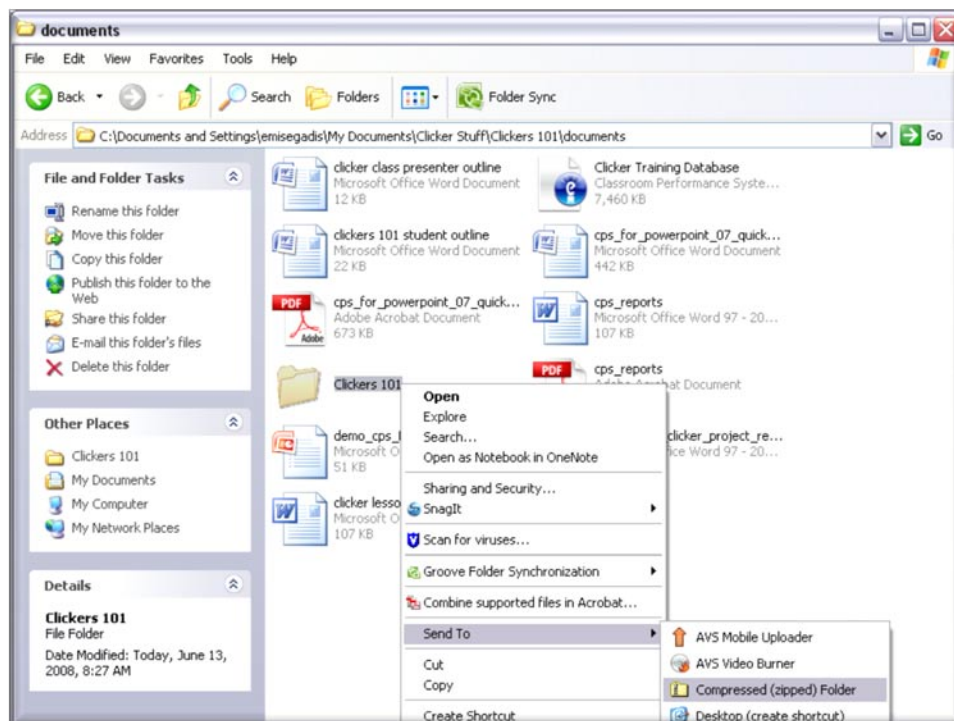
3. Find the items you wish so move to the new folder. If they are all in the same location you can move them all at once by holding down the “Control” key and single-clicking each item you wish to move. (The items will be highlighted if you have selected them properly-see below.)



- Now click “Move the selected items” on the left or “Move to Folder” under “Edit” in the toolbar and browse to the new folder you just created and click “Move.” Remember, if you are moving image files, you may need to re-link these images in your documents before going to Step 5.



- Now you need to “zip” the folder by right-clicking on the folder, going to “Send to” and “Compressed (zipped) Folder.”



- You can now email this “zipped” folder to the intended recipient.