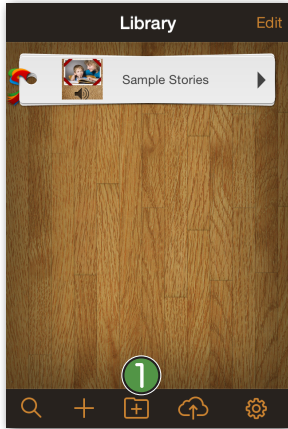




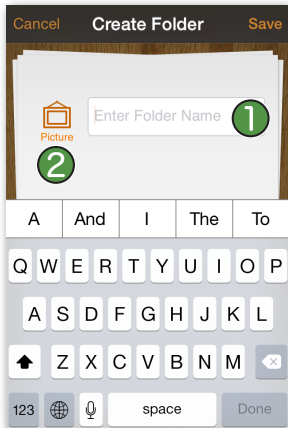
Organizing Stories

Pictello (iPad, iPhone and iPod touch). In this tutorial you will learn how to keep the library organized using folders and the copy, paste and move features.

Creating a Folder



A folder can contain stories and other folders. To create a new folder, tap the *Add Folder* button. ①



Type the name of your folder in the text box. ① To add a picture to your folder, tap the picture frame. ② You'll be given choices for where to get a picture. The choices depend on the presence of a camera in your device.

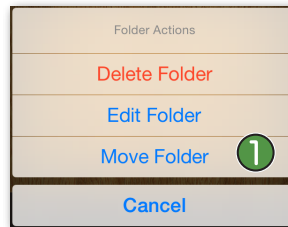


Tap *Save* ① to create your folder, or *Cancel* ② to return to the previous screen without creating a folder.

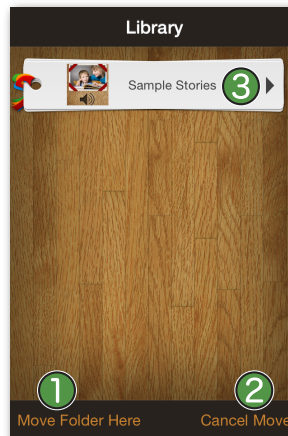
Moving a Folder



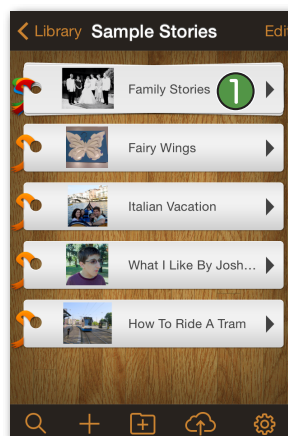
Tap the *Edit* button, ① and then tap the folder you want to move. ②



Select *Move Folder* ① from the list of choices that appears.



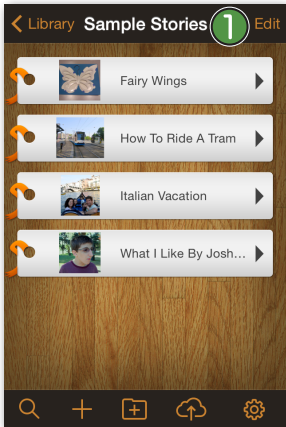
The folder you are moving disappears, and *Move Folder* ① and *Cancel Move* ② buttons appear on the bottom of the page. Navigate to the folder where you want to move the folder (for example, the Sample Stories folder). Tap the *Move Folder Here* button. ③



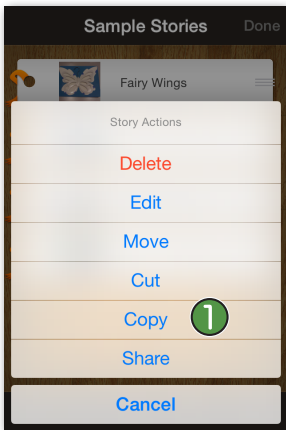
The folder will be moved to the folder you've navigated to. ①



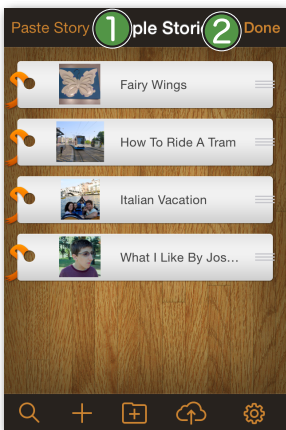
Copying and Pasting Stories



Pictello stories can be copied, cut, and pasted between and within folders. To use copy and paste to duplicate a story, tap the *Edit* button, ① and then tap the story you want to copy.

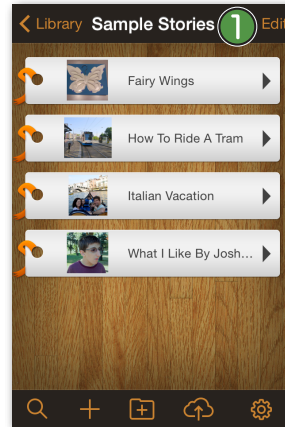


A list of actions will appear. Select *Copy*. ①

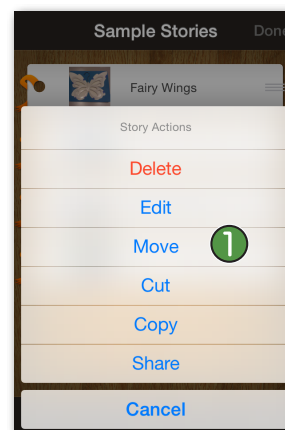


A *Paste Story* ① button will appear. Tap the *Paste Story* button, and a copy of the story will appear in the folder. Tap the *Done* button ② when finished.

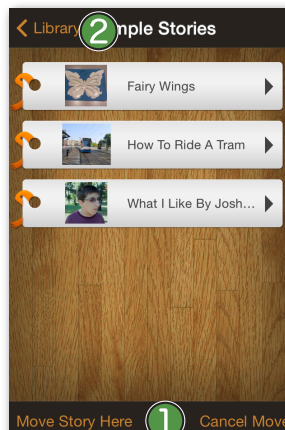
Moving Stories Between Folders



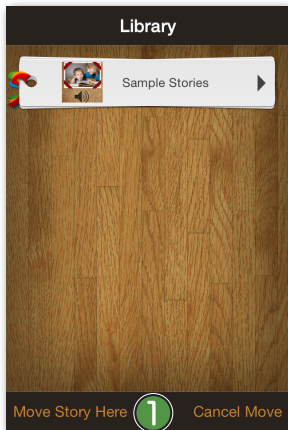
To move a story between folders, press the *Edit* button, ① and then tap the story you want to move.



A list of actions will appear. Select *Move*. ①



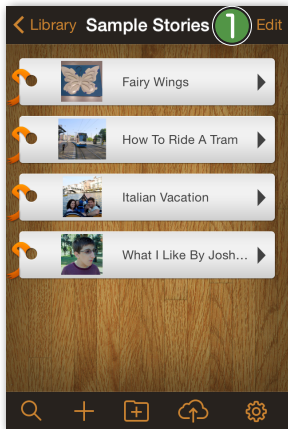
The story will disappear, and you will automatically be taken out of edit mode. The buttons on the toolbar at the bottom of the screen ① will change to *Move Story Here* and *Cancel Move*. Navigate to the location where you want to move the story. In this case we navigated to the main Library folder by the *Library* button. ②



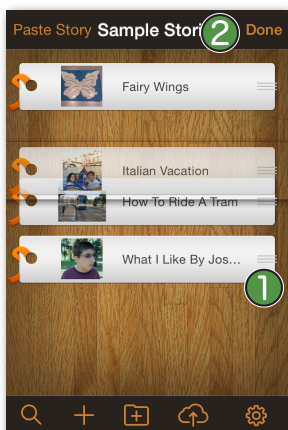
When you locate the folder where you want to move the story to, tap the *Move Story Here* button. ①

The story will now appear in its new folder.

Moving Stories Within a Folder

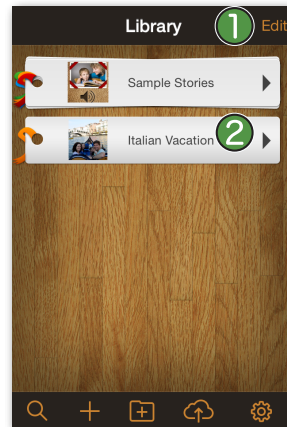


Tap the *Edit* button. ①

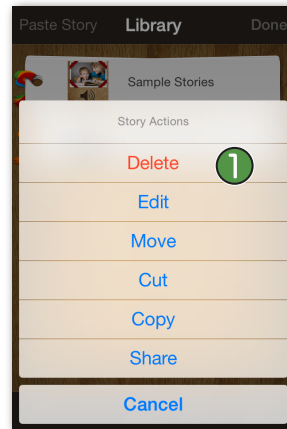


Gray lines will appear at the right end of the rows. ① Drag the stories you want to move using the gray lines. You can also move folders this way. Folders and stories are always in separate sections of the screen - folders on top, stories below the folders. Tap the *Done* button ② when you are finished moving stories.

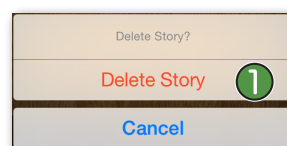
Deleting a Story



To delete a story, tap the *Edit* button, ① and then select a story. ②



A list of actions will appear. Select *Delete*. ①



To confirm deleting the story, tap *Delete Story*. ①