BIS Help Guides

How to Organise the Images

Learn how to organise images.
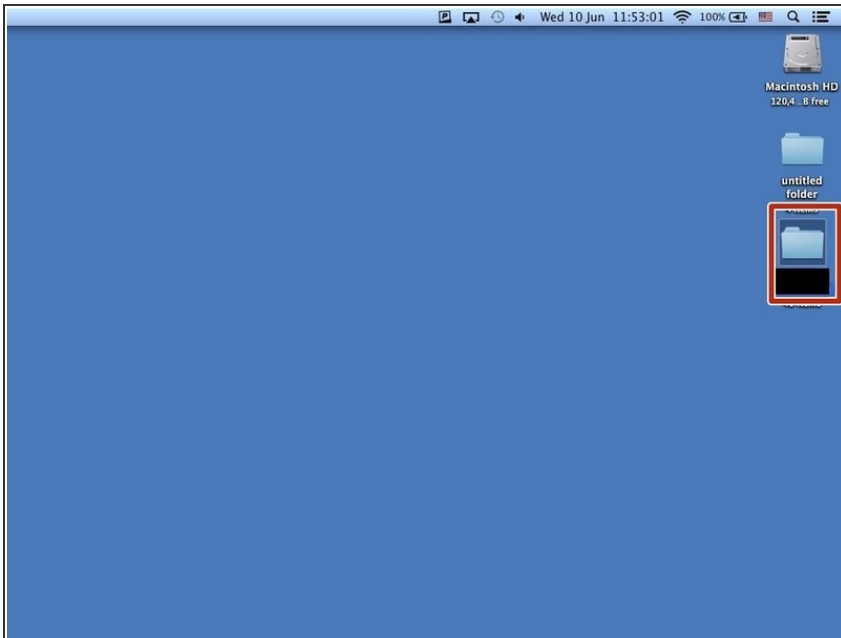
Written By: Mirai

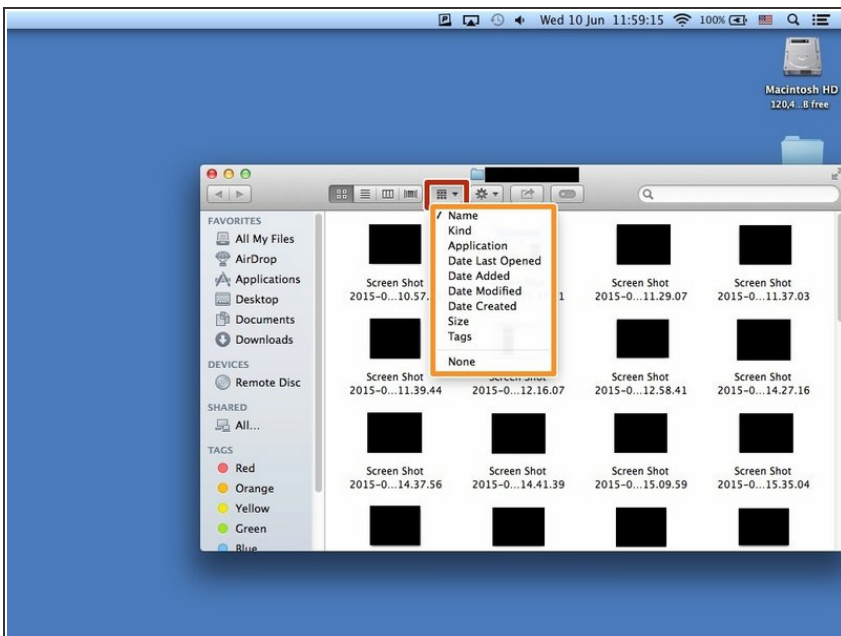This document was generated on 2022-01-22 02:07:13 AM (MST).

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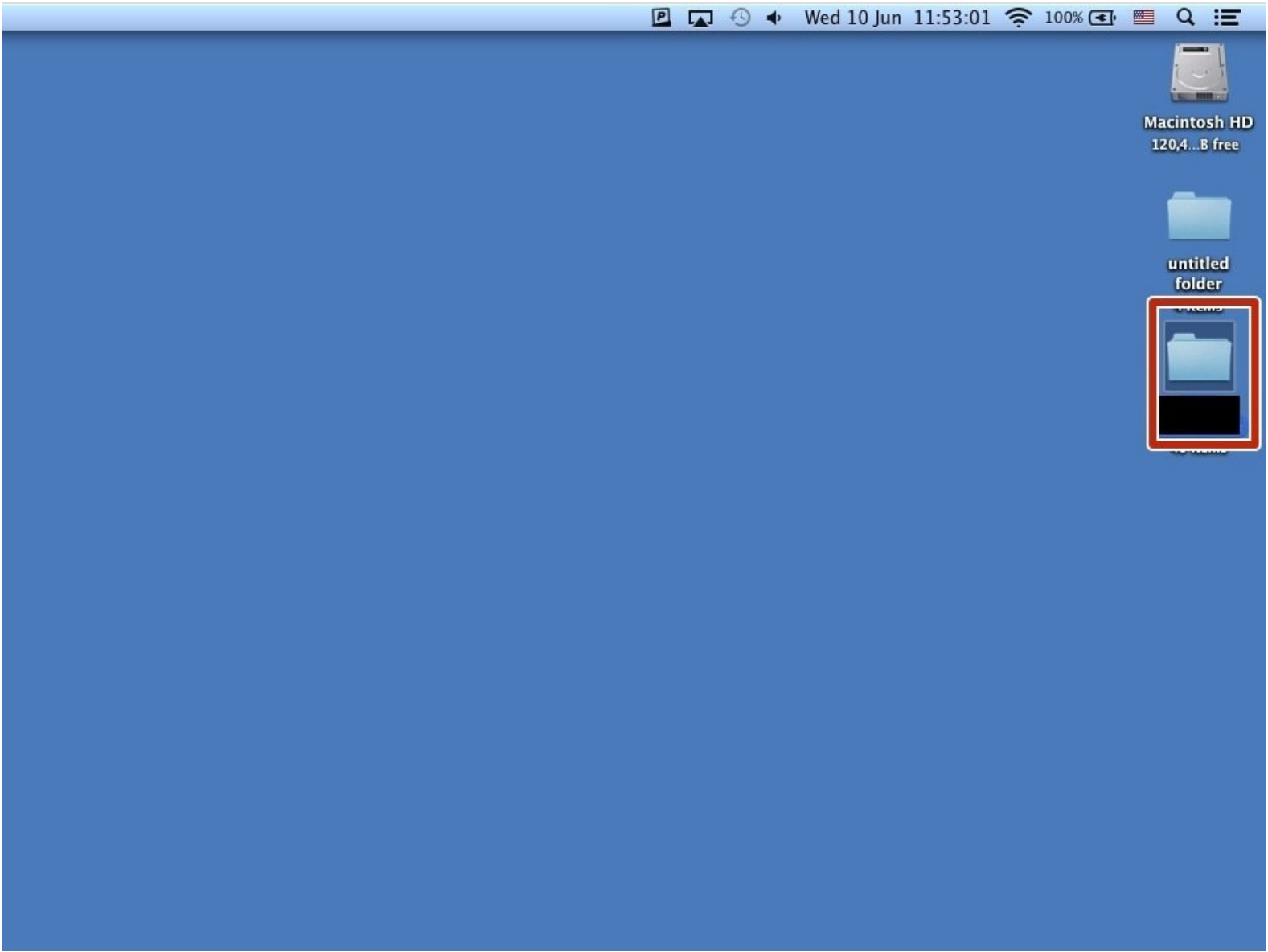
INTRODUCTION

Learn how to organise images.

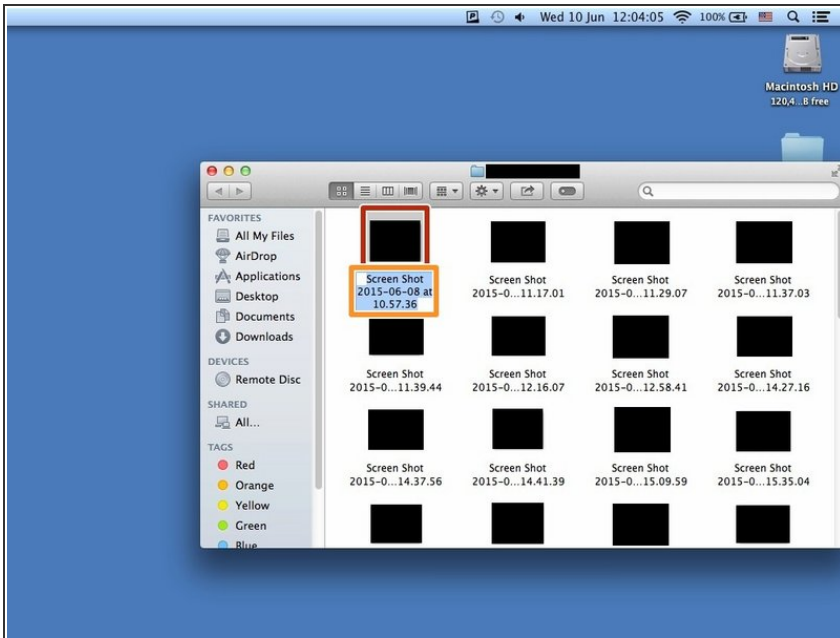This document was generated on 2022-01-22 02:07:13 AM (MST).

Step 1 — Opening Folder

- Double click a folder to open it

Step 2 — Reordering the Files

- Click the symbol.

- Click one of them to reorder in that category

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Step 3 — Changing the Name

- Click the item

- Press Enter key(↵) then rename the item. If you finished press Enter key again.

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