

Type the path to the folder where the picture you want to import is stored. The folders you have imported pictures from recently are stored in the drop-down list box.

Displays the folders and pictures in the current folder that you can use. Double-click on a folder to make it the current folder. Select the picture you want to import.

Click on this to move up one level in the path displayed in the **Name** box.

If you are at C:\GREENSTREET\DOCUMENTS\BLANK PAGES you will go to C:\GREENSTREET\DOCUMENTS.

Click on this to return to the default folder.

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer.

Select the type of file that you want to open. Files of this type are displayed in the preview area.

Select the resolution that you want to import the selected picture as.

Help is available for each item in the group box. Click on ? at the top of the dialog box, then click on the specific item you want help about.

