# Motivation for the Masters: Creating Your Daily Motivation Folder

## How to Create Your Daily Motivation Folder:

- 1. Right Click on an empty space on your Desktop
- 2. Hover your mouse over "NEW" then click on "Folder"



- 3. Hover your mouse over your folder then Right Click and click on "Rename"
- 4. Type in the name that you'd want the folder to be



5. You can place in a bunch of stuff in your folder such as:

- a. Videos
- b. Images / Paintings / Pictures
- c. Audio Files
- d. Quotations
- e. Other inspirational media

### **To Save Images:**

- 1. Go to your browser
  - a. Either you use Mozilla Firefox, Internet Explorer, Google Chrome, etc.
- 2. Type in the search bar what images / paintings you'd want
  - a. For this example we used "Rembrandt Paintings" as the search keyword



- 3. Click on an image you'd want to save on your computer
  - a. Particularly in your "Daily Motivation Folder"
  - b. Wait for the whole painting to load
    - i. You would realize this when you see a very dear image of the painting. Which would also depend on the quality of image you clicked on
- 4. After the painting has loaded
  - a. Right click on the image
  - b. Click on "Save Image As"



- 5. A box would appear which you could pick where to save it
  - a. Click the desktop icon (Since that is where we saved our daily motivation folder)

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- b. Find the "Daily Motivation" folder that you created
- c. OPTIONAL: change the file name if you'd want to
- d. Click on "Save" when finished

# To Save Video Clips:

- 1. Open your browser again and go to "YouTube"
- 2. Pick a video you'd want to save in your "Daily Motivation Folder"
  - a. Copy the video URL



- 3. Open your Microsoft Office Word Program
- 4. Paste in the URL that you copied in there
  - a. You can also make a note of where in the video you'd want it to start playing by simply leaving a note in together with the link that you copied

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# **To Save Quotations:**

- 1. You can either make or copy quotations off from the Internet by simply searching it
- 2. Type in the keywords:
  - a. Painting Quotations
  - b. Quotations on Painting
  - c. (Any keyword that you could think of to search painting quotations)
- 3. Copy and paste it in the Microsoft word file that you have or notepad

## To Save Audio:

- 1. In your browser type in:
  - a. www.vidtomp3.com
- 2. Paste the link of the video you'd want to get the audio from
  - a. For this example we used the same one from the example we had on YouTube earlier
  - b. Copy the URL from the video



#### 3. Paste it in the box in www.vidtomp3.com

a. Click on Download and follow the simple steps that appear thereafter

