

COPY OR MOVE FILES TO ANOTHER FOLDER



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This lesson outlines how to copy file from one location on your PC to another. These same techniques work on copying any files — data, music, photos, etc — from one folder to another or to another device, such as a CD/DVD.

1. From the Desktop, select Start > My Documents (Figure 1).

2. Left-click on “Folders” icon on the ToolBar (Figure 2).

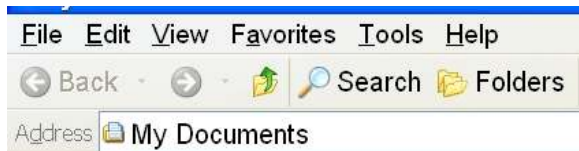


Figure 2

3. Ensure that you can see the *file to be moved* in the right column and the *destination folder* in the left column (Figure 3). In our example, we will be copying the file “Darry D Photo Gallery Photos.wpd” to the folder “20SFG”.



Figure 1

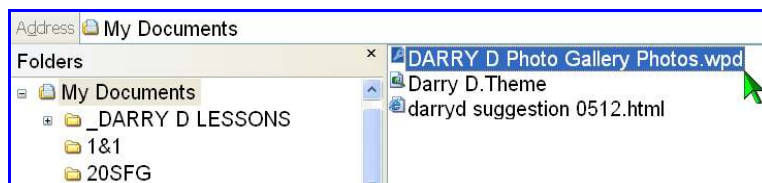


Figure 3

4. Select the files from the right column. To select files:

- ✧ To select *one file*, left-click on it.
- ✧ To select *all the files*, either use the Edit > Select > All (from the MenuBar) or use Ctrl+A (hold down the Ctrl key — lower-left on the keyboard — and touch the A key, releasing both immediately) to select all the text or drag your cursor to select a specific amount of text. All will be selected (highlighted).
- ✧ To select multiple files that are *contiguous* (one-after-the-other), click on the first one and use Shift+Click (hold down the Shift key and click — releasing both keys quickly) on the last one of the files you want. ALL the files between the first one clicked and the last one clicked are selected (highlighted).
- ✧ To select multiple files that are *non-contiguous*, single, left-click on the first file. Use Ctrl+Click (hold down the Ctrl key and click) on any other files you want included. All will be selected (highlighted).

5. Drag the file to its destination (**Figure 4**)

- ➊ RIGHT-click on any spot in the selected (highlighted) files in the right column,
- ➋ HOLD and DRAG to the destination folder or drive where you want them to end up.
- ➌ Release the mouse button when the targeted destination is highlighted.

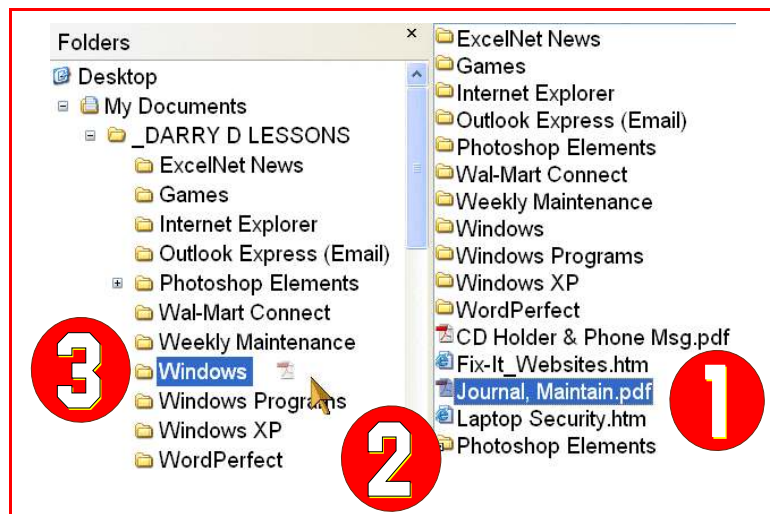


Figure 4

7. In the resulting pop-up menu, select “Copy Here” (Figure 5). If you wanted to move those files — remove them from the current location and have them reside *only* in the destination — you would click on “Move here”.

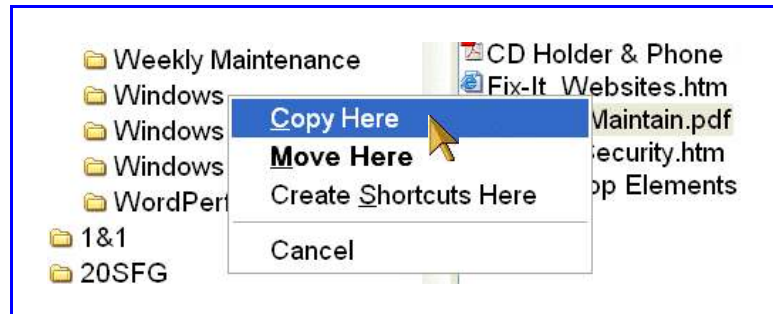


Figure 5

NOTE: You could move the file by selecting “Move Here” in Figure 5.