

WINDOWS XP

VIEW FILES & FOLDERS SIDE-BY-SIDE



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Sometimes, you'll want to copy or to move large numbers of files from one folder to another. This can be expedited by using this system to view files and folders side-by-side. (In technobabble, we call that a "tree".)

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).

Here is how to change the view and to copy/move files. (I'll use the "My Documents" folder for this example.)

1. From the Desktop, select Start > My Documents.

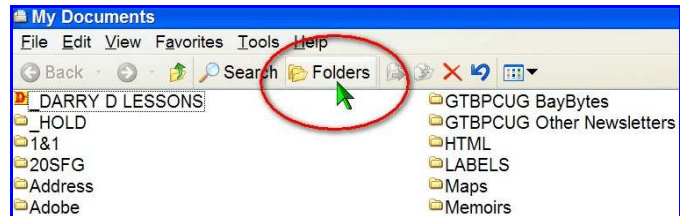


Figure 1

2. Click on the "Folders" icon (Figure 1).

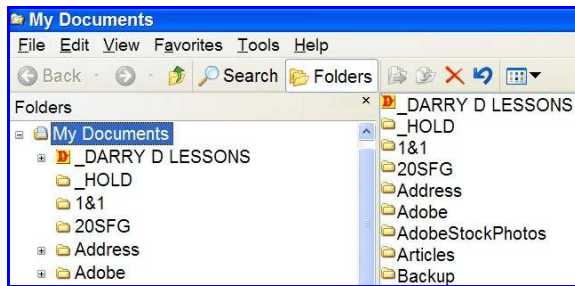


Figure 2

3. The view is now side-by-side (Figure 2).

4. Select the file or folder you want to copy or move.

5. RIGHT-click, hold and drag the file to the destination folder (Figure 3).

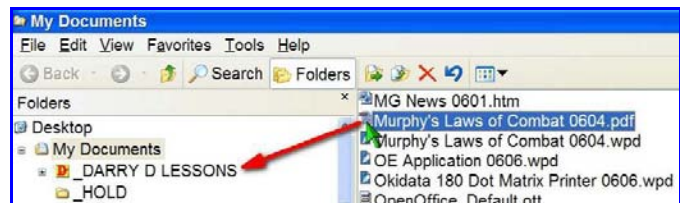


Figure 3

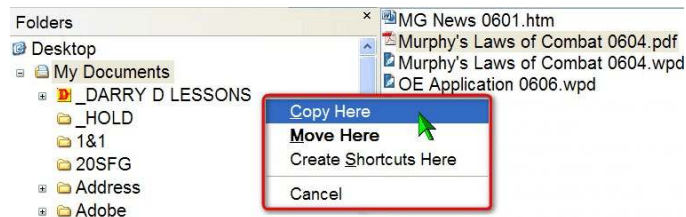


Figure 4

6. Click on the option you want (Figure 4).

You RIGHT-click and drag (instead of Left-click) is so you get this choice-of-options window.

If you left-click and drag, the default option of "move" is automatically the result.