



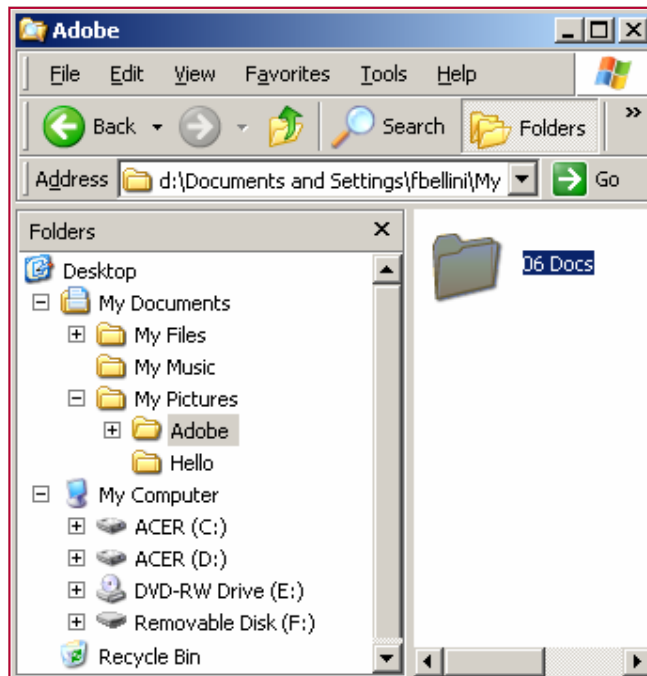
# Beginners: Copying, Moving & Deleting Files & Folders

The Windows Explorer (MS Windows own file management application) enables you to design and modify your own filing cabinet to suit your needs. You have total control over the way your files are organised. Files and Folders can be copied, moved or deleted.

## Copying Files or Folders

Copying a file or folder means to duplicate it and place the copy in a different location, i.e. a different folder or drive.

1. Open the **My Computer** window.
2. Click on the **Folders** icon on the standard toolbar.
3. On the left pane, click on the drive or folder you want to work with (if needed click on the plus sign (+) to view sub-folders or drives).
4. On the right pane, click on the file or folder you want to copy (this will select it—notice that it will become dark blue).
5. On the **Edit** menu, click on **Copy** to place a copy of the item in the computer's memory (Clipboard).
6. On the left pane, click on the folder or drive you want to copy the item to.
7. On the **Edit** menu, click on **Paste**.



## Moving Files or Folders

Moving a file or folder means to remove it from its current location and place it in a different one, i.e. a different folder or drive.

1. Open the **My Computer** window.
2. Click on the **Folders** icon on the standard toolbar.
3. On the left pane, click on the drive or folder you want to work with.
4. On the right pane, click on the file or folder you want to move.
5. On the **Edit** menu, click on **Cut**.
6. On the left pane, click on the folder or drive you want to move the item to.
7. On the **Edit** menu, click on **Paste**.

## Deleting Files or Folders

1. Open the **My Computer** window.
2. Click on the **Folders** icon on the standard toolbar.
3. On the left pane, click on the drive or folder you want to work with.
4. On the right pane, click on the file or folder you want to move.
5. On the **File** menu, click on **Delete**.

## Selecting Multiple Files or Folders

To select more than one file or folder to copy, move or delete:

- If they are next to each other (adjacent):
  - i. click on the first item.
  - ii. press and hold down the <SHIFT> key, and click the last item.
- If they are non-consecutive (non-adjacent):
  - i. press and hold down the <CTRL> key on the keyboard.
  - ii. click on each item (whilst holding down the <CTRL> key).