

## **DRAG AND DROP**

Windows 95/98/XP Rightclick START...EXPLORE to go to Windows Explorer

1. Click the file you wish to move, hold down the mouse button and drag the file over to the left column on top of the folder to which you wish to add it.
2. When the recipient folder turns blue, let go the mouse button. The file will be dropped into that folder.

If you should drop it some place else and don't know where, rightclick START...FIND/SEARCH box to find it again. Pick it up from where it's landed and drag it to its correct folder.

Another way to drag and drop:

1. Rightclick the file you wish to move, holding down the right mouse button, drag the file to the folder to which you wish it to go. Let go the mouse button when that folder turns blue(highlights).
2. Select MOVE or COPY from the menu that drops down.

IF your right button isn't working, hold down the CTRL and the SHIFT keys and click with the left button to drag and drop.

If you want the file to be copied or moved to a floppy disk or blank CD disk , rightclick the file and select SEND TO: and select FLOPPY A: or CD-Writer (if using XP and you have a cd-writer)from the menu that drops down.

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