MOVING FILES

Q. How can I move files from the MY DOCUMENTS folder to a new folder I create called MY SPECIAL DOCUMENTS folder?

1. Rightclick START...click Explore.
2. Doubleclick MY DOCUMENTS to show all it's files on the right side of the screen.
Locate the particular document you wish to move to your MY SPECIAL DOCUMENTS folder.
3. Rightclick the file and select COPY from the drop down menu.
4. On the left column, scroll down to the MY SPECIAL DOCUMENTS folder and rightclick it.
Select PASTE from the drop down menu.

 The file will be copied there. Doubleclick the MY SPECIAL DOCUMENTS folder to be sure the file is there, then go back to the MY DOCUMENTS folder, rightclick the file and select DELETE.

You can actually hold down the shift key and select a number of consecutive files, or hold down the ctrl key to select a number of non-consecutive files, then rightclick in the blue area and select COPY. Now, rightclick the MY SPECIAL DOCUMENTS folder and select Paste. All the files will be pasted at one time.

You can also click on one file in the MY DOCUMENTS folder, hold down the mouse button and drag it over to the MY SPECIAL DOCUMENTS folder but I don't recommend that new users do the dragging as you can lose a file in any folder you pass if you let go the mouse button while dragging across.

As you've heard me say often: There's more than one way to skin a cat or move a file.

Revised 6/3/2009 JMM