

Lesson 22


MOVE IT!

Moving a File to Another Folder


In Windows Explorer, you can reorganize your files by placing them in other folders. Moving files is similar to rearranging documents in a filing cabinet to make them easier to find.

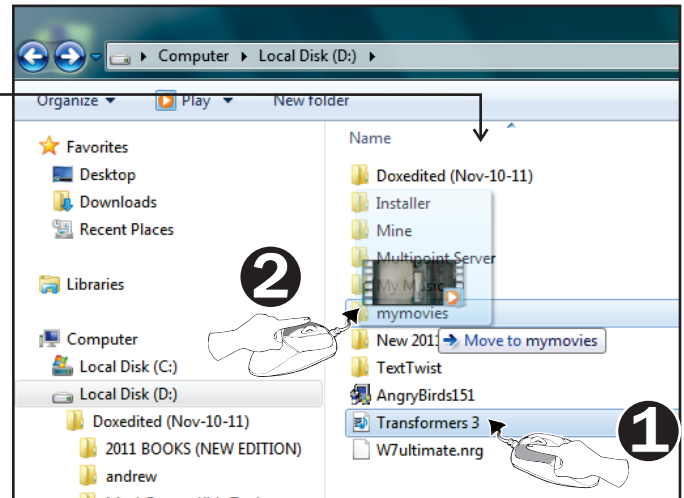
FOR WINDOWS 7 USERS:

Moving a File to Another Folder

1. Move the mouse  over to the file you want to move.

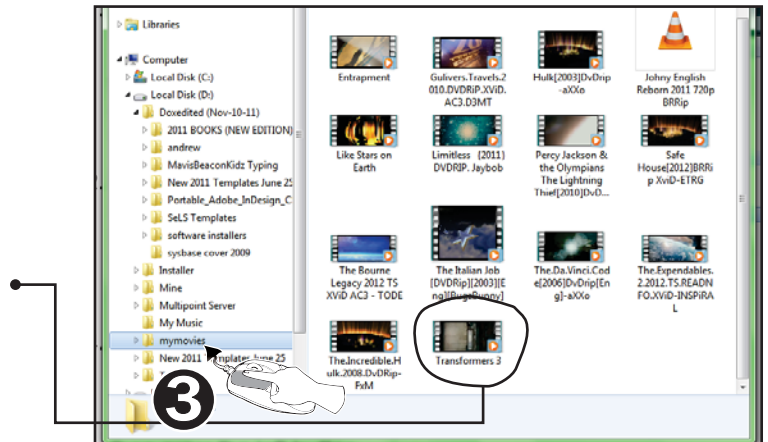
This area displays the contents of the item that you have selected.

2. Press and hold down the left button as you drag the mouse  to where you want to place the file, then release the button.



3. To view the file that you have moved, position the mouse over the folder that now contains the file and then press the left button twice / double click.

The contents of the folder appear, displaying the file you have moved.

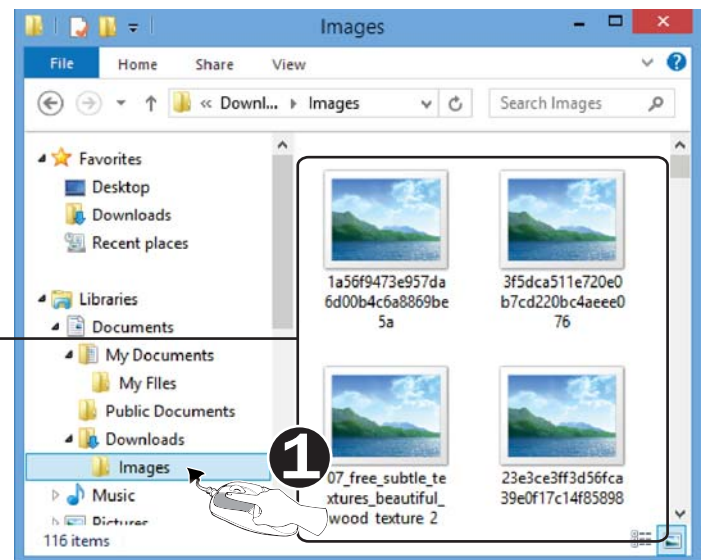



FOR WINDOWS 8 USERS:


Moving a File to Another Folder


1. Move the mouse over the item that contains the file you want to move and then press the left button.

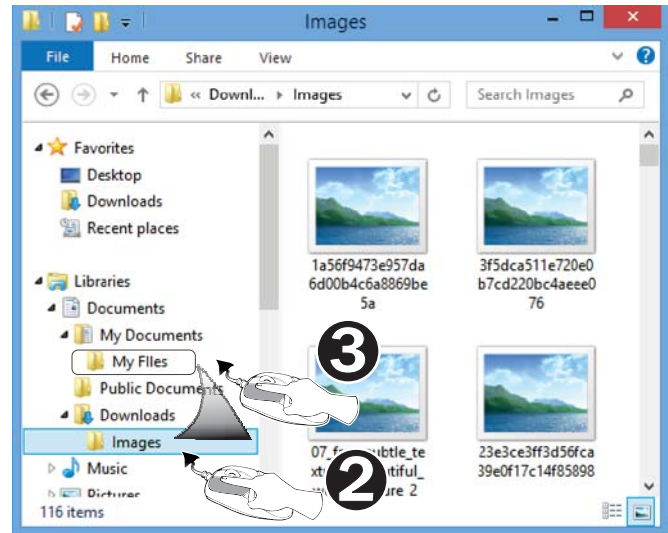
This area displays the contents of the item that you have selected.




2. Position the mouse  over the file that you want to move.

To move more than one file, select all the files that you want to move. Position then the mouse  over one of the files.

3. Press and hold down the left button as you drag the mouse  to where you want to place the file. Release the button then.



4. To view the file that you have moved, position the mouse  over the folder that now contains the file and then press the left button.

The contents of the folder appear, displaying the file you have moved.

