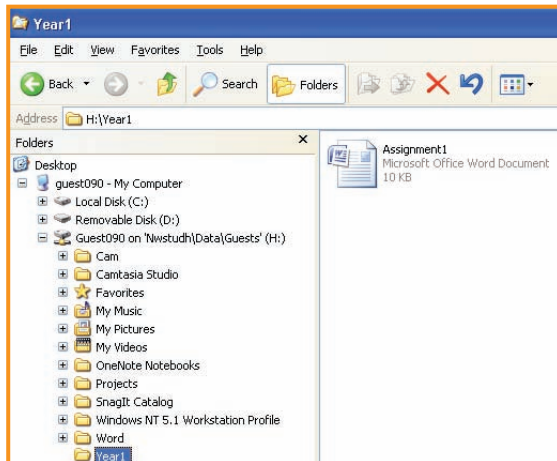


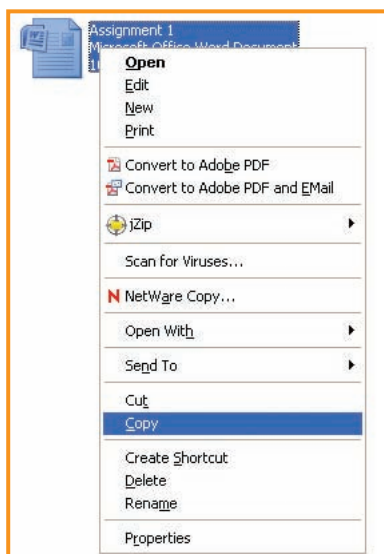
Learning Centre **Short Guide** to Moving or Copying a Document

Microsoft Windows 2



There are several ways to move or copy a document

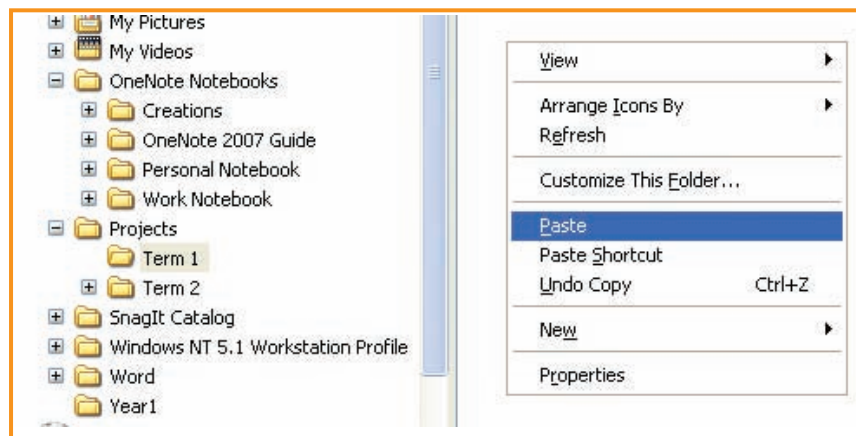
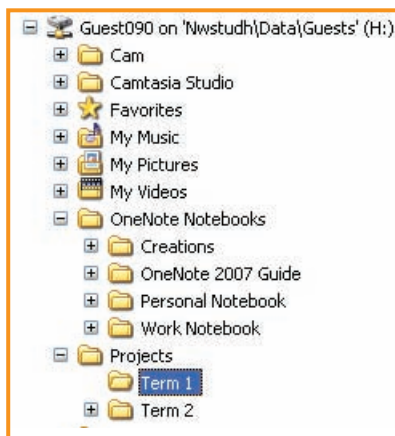
First locate the file you wish to copy



Click on the file with the right mouse button. A menu will be displayed.

Select Copy. This places the file on the Clipboard

Next locate and open the folder in which you wish to place it. Right click in an empty space in the folder content view (right hand side) and click Paste



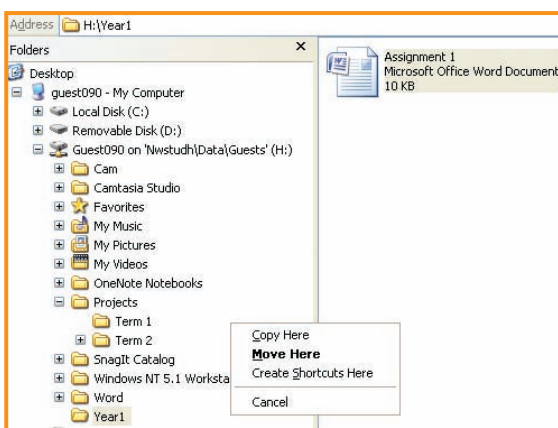
You can also copy or move files by the drag and drop method

Simply left click on the file, hold the mouse button down and drag it to the new location in the Folder view (left hand side). Hover over the folder, and when it is highlighted, release the mouse button. This will **MOVE** the file.

To **COPY** a file by this method, hold the right mouse button down and drag the file to its new location. Make sure the new location is highlighted before releasing the mouse button.

You will be given a choice of whether to move or copy the file

You can move or copy more than one file at a time. Select them first



You can **SELECT** or **HIGHLIGHT** files in several ways

- Hold the Ctrl key and click the left mouse button on each file
- Hold the shift key and click the first and last file
- Click outside the first file and drag the mouse to draw a box round the files
- To select all files, click on one file and then press Ctrl key + A on the keyboard

Files can also be moved or copied using the keyboard

Ctrl + C = Copy
Ctrl + X = Cut
Ctrl + V = Paste

You can also copy a file to another location by opening it, clicking Save As, and selecting the new location

Don't forget to ask one of the staff for help if you need it!

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