

# WINDOWS - Copying/Moving in the Explorer View of the My Computer Program

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To **Copy** a file or folder:

## Toolbar Method

1. Select the file(s) or folder to be copied
2. Click on the **Copy** tool button (*in the toolbar*)
3. Click on the drive or folder icon (*into which the copy is to be placed*)
4. Click on the **Paste** tool button (*in the toolbar*)
5. Click on **OK**



## Menu Method

1. Select the file(s) or folder(s) to be copied
2. Click on **Edit** (*on the menu bar*)
3. Click on **Copy** (*the copies are now on the invisible clipboard*)
4. Select the drive and folder into which the copy will be placed
5. Click on **Edit** (*on the menu bar*)
6. Click on **Paste** (*on the menu bar*)

## Shortcut Menu Method

1. Select the file(s) or folder(s) to be copied
2. **Right click** on the darkened block of already selected file(s) and/or folder(s)
3. (*With your cursor arrow still pointing into the block of selected files or folders*), click on **Copy** (*from the shortcut menu*) [*the copies are now on the invisible clipboard*]
4. **Point to and Right-click** the folder or drive (*into which the copy is to be placed*)
5. Click on **Paste** (*from the shortcut menu*)

## Keyboard Method

1. Select the file(s) or folder(s) to be copied
2. Press **Ctrl + C** (*on the keyboard*) to copy (*this copies the selected folder(s) or file(s) to the invisible clipboard*)
3. Select the folder or drive (*into which the copy is to be placed*)
4. Press **Ctrl + V** (*on the keyboard*) to paste

## Click & Drag Method

1. Select the file(s) or folder(s) to be copied
2. Hold down the **Ctrl key** (*on the keyboard*) With your cursor arrow still pointing into the block of selected file(s) or folder(s), hold down your left mouse button and drag the file(s) or folder(s) over into the intended destination drive or folder and release the mouse button. (*This sill both copy the previously selected files to the clipboard and drop them into the intended destination drive or folder.*)

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To **Move** a file or folder:

## Toolbar Method

1. Select the file(s) or folder to be moved
2. Click on the **Cut** tool button (*in the toolbar*)
3. Click on the drive or folder icon (*into which the file(s) or folder(s) copy is to be placed*)
4. Click on the **Paste** button (*in the toolbar*)
5. Click on **OK**



### **Menu Method**

1. Select the file(s) or folder(s) to be moved
2. Click on **Edit** (*on the menu bar*)
3. Click on **Cut** (*the copies are now marked (faded) to be removed from their present location and placed on the invisible clipboard*)
4. Select the drive and folder into which the file(s) or folders(s) will be placed
5. Click on **Edit** (*on the menu bar*)
6. Click on **Paste** (*on the menu bar*)

### **Shortcut Menu Method**

1. Select the file(s) or folder(s) to be moved
2. **Right click** on the darkened block of already selected file(s) and/or folder(s)
3. (*With your cursor arrow still pointing into the block of selected files or folders*), click on **Cut** (*from the shortcut menu*) [*this cuts the selected items to the invisible clipboard*]
4. **Point to and Right-click** the folder or drive (*into which the file(s) and/or folder(s) will be placed*)
5. Click on **Paste** (*from the shortcut menu*)

### **Keyboard Method**

1. Select the folder(s) and/or file(s) to be moved
2. **Press Ctrl + X** (*on your keyboard*). [*This cuts the selected file(s) or folder(s) from their present location to the clipboard.*]
3. Click on the drive or folder (*into which you want to move the folder(s) and/or file(s)*).
4. **Press Ctrl + V** (*on your keyboard*). [*This will paste the cut files from the clipboard to that new destination.*]

### **Click & Drag Method**

1. Select the file(s) or folder(s) to be moved.
2. Hold down the **Shift key** (*on the keyboard*) With your cursor arrow still pointing into the block of selected file(s) or folder(s), hold down your left mouse button and drag the file(s) or folder(s) over into the intended destination drive or folder and release the mouse button. (*This will both copy the previously selected files to the clipboard and drop them into the intended destination drive or folder.*)

#### **Note:**

When you **click and drag something to another location** on the **same disk drive**, [*even without holding down the Shift key on your keyboard*] it is a **MOVE**.

When you **click and drag from one disk to a different disk**, [*even without holding down the Ctrl key on your keyboard*] it is a **COPY**.

As a good habit, then,:

- To guarantee a click and drag is a copy, *always* hold down the Ctrl key on your keyboard.
- To guarantee a click and drag is a move, *always* hold down the Shift key on your keyboard.