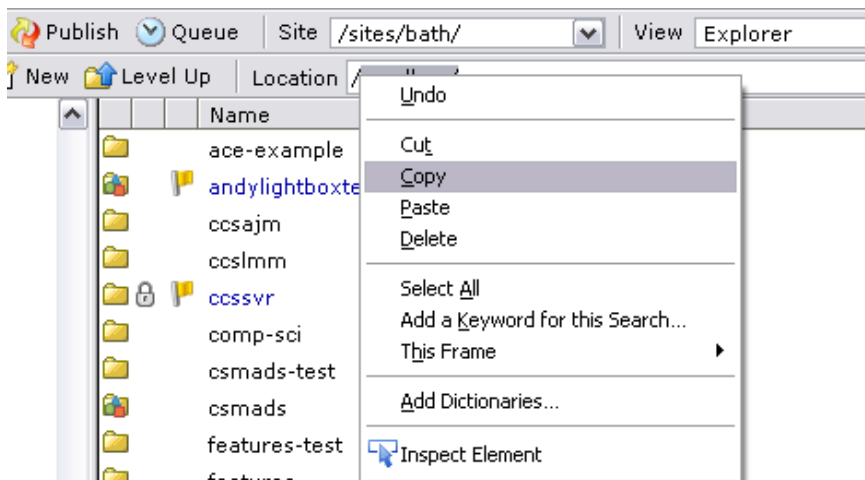


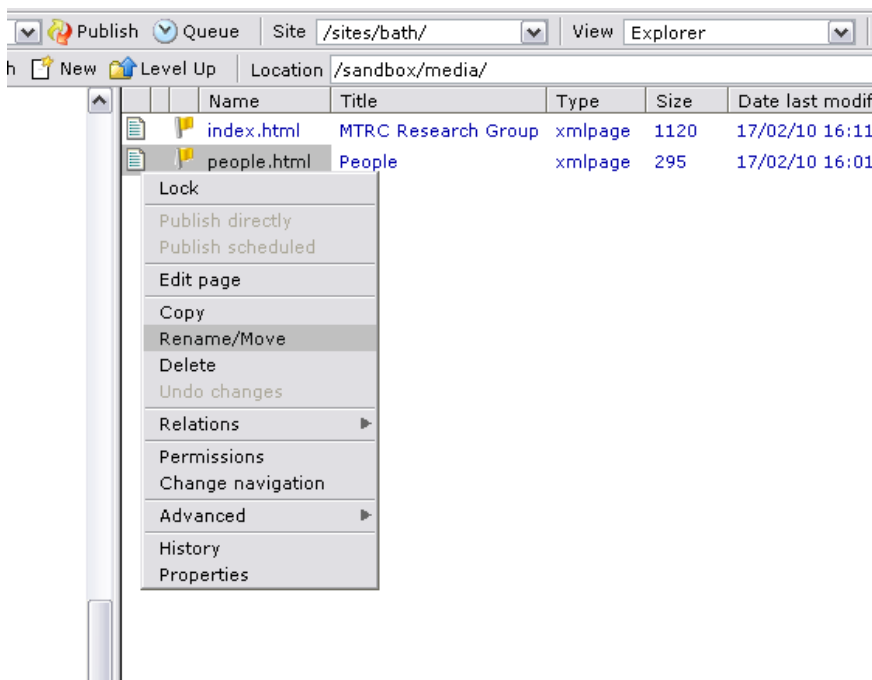
Moving folders and files

To move a single file or folder

Step 1. Copy the path to the folder to which you want to move the file or folder.



Step 2. Browse to the file or folder you wish to move. Right-click on it. Select Rename /Move.



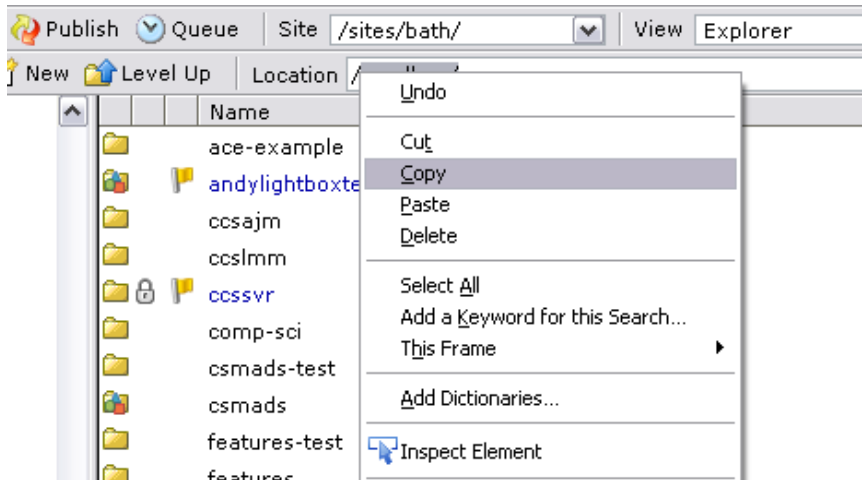
Step 3. In the dialogue box, paste in the path that you copied in step 1. (place the cursor before the filename and press Ctrl V on the keyboard).



Click OK.

To move more than one file in a single folder:

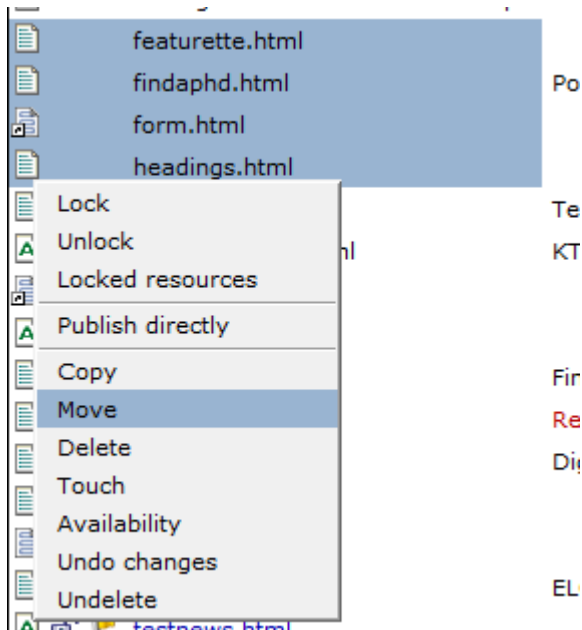
Step 1. Copy the path to the folder to which you want to move the file or folder.



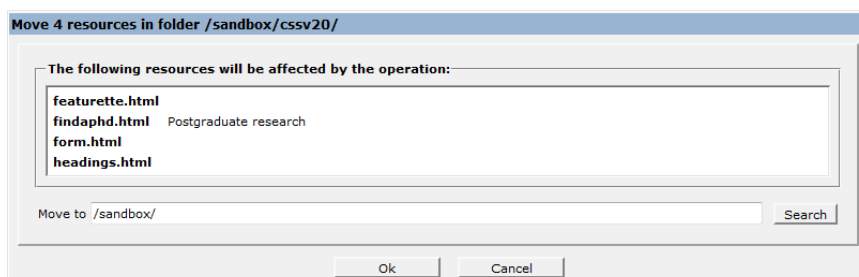
Step 2. Browse to the folder containing the files you wish to move.

Step 3. Click on the icon of the first file you want to move, hold down shift and click on the last file. It should highlight all of the files in between.

Step 4. Right click anywhere on the selected files and select "Move".



Step 5. In the dialogue box, paste in the path that you copied in step 1. (press Ctrl V on the keyboard).



Click OK.