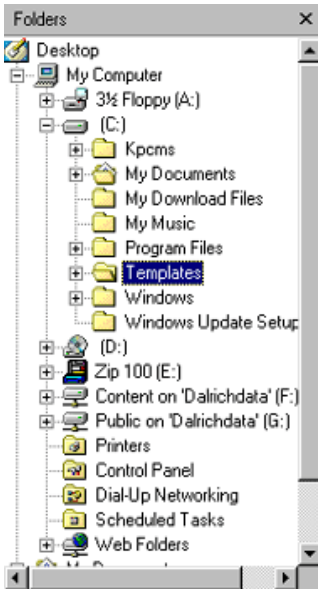




Copying and Moving in Explorer



Copying and moving files and folders in Windows Explorer is almost identical to copying or moving items between folder windows. In Explorer, however, you have the advantage of seeing the entire folder hierarchy, so it's easier to visualize where you're copying things from and to. To copy or move files, select the folder in the left pane that contains the items you want to manipulate.



In the right pane, select the items themselves. If you're using Web-page view, remember to point rather than click to select files;

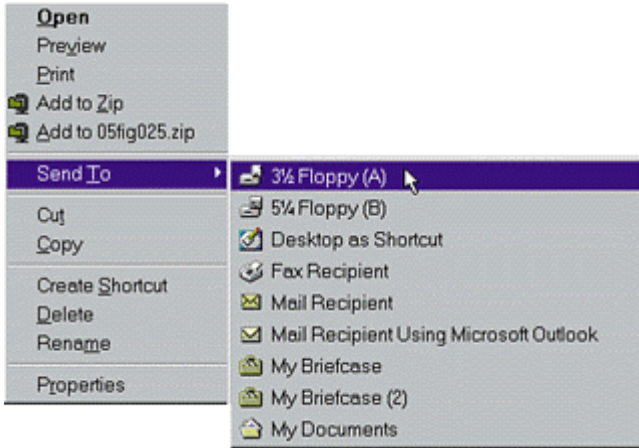


If you want to copy the selected items, issue the Edit, Copy command (or press its Ctrl+C accelerator key), or right-click one of the selected items and choose Copy from the context menu. If you want to move rather than copy the items, issue the Edit, Cut command (or press its Ctrl+X accelerator key), or right-click one of the selected items and choose Cut from the context menu. You can also click the Copy or Cut toolbar button to copy or cut the selected items.



Scroll the folder hierarchy in the left pane until you can see the folder into which you want to copy the files. (Expand any folders you need to.) Select the folder and then select Paste from the Edit menu (or press Ctrl+V), right-click that folder and select Paste, or press the Paste toolbar button.





To copy files from your hard drive to a floppy disk, just select icons for the files you want to copy. Then right-click any one of the selected icons and choose Send To. When Windows displays a menu of



you can also copy or move items using drag and drop. To do this, select the items you want to copy or move from the right pane. If necessary, scroll the folder hierarchy in the left pane until the folder into which you want to paste the items is visible. Then right-drag any one of the selected items from the right pane to the desired destination folder in the left pane. Release the mouse button and, when you see the context menu, specify whether you want to copy or move the items.

