

15 Minute Seminar

Windows Explorer - Copying and Cutting Files and Folders

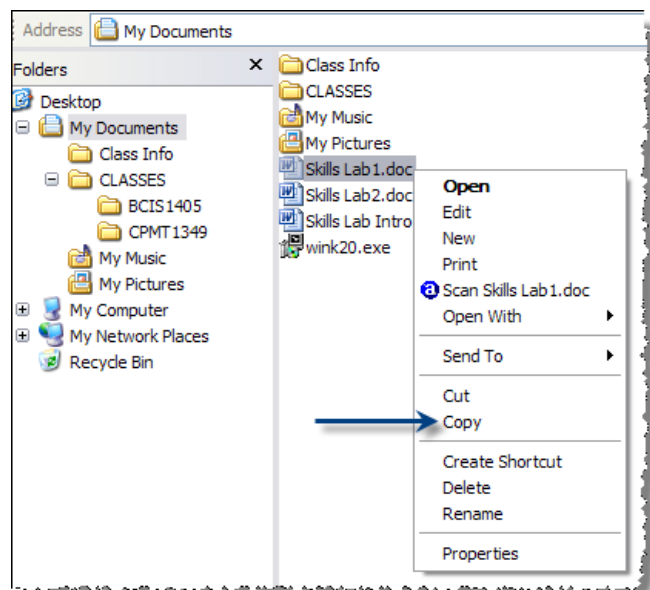
Before we look at how to copy and cut files let's discuss the difference between copying and cutting. Copying a file, simply places a copy of the original file in the folder you specify. Cutting (or moving) a file actually relocates the file from the folder it is in to the folder you want to move it to. No copy is made.

Now let's look at how to use Windows Explorer to copy and cut files. There are several ways to do these activities. I'm going to show you what I will call the "right-click" method. It is a fairly simple two step process.

Copying

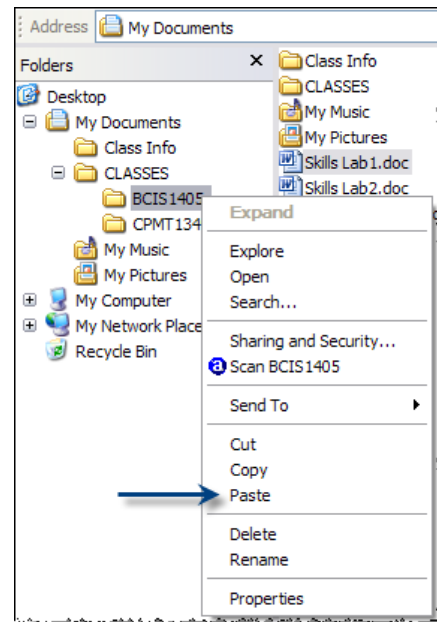
Let's use an example: Suppose I want to copy the file Skills Lab 1.doc from the My Documents folder to the BCIS1405 folder.

1. Use Windows Explorer to browse to the My Documents folder and **Right-click** on the Skills Lab1.doc file and select **Copy** from the menu.



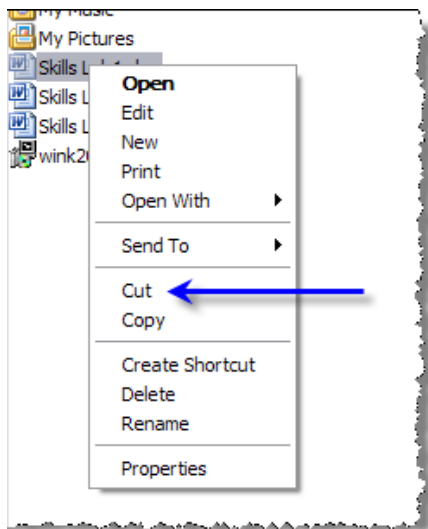
- Now **Right-click** on the **BCIS1405** folder (the folder you want to copy the file into) and select **Paste** from the menu.

You will now have a copy of the Skills Lab1.doc file in the BCIS1405 folder. No changes were made to the copy of the file under My Documents.



Cutting

Cutting or moving a file is exactly the same process as copying except you select **Cut** instead of copy in step 1 of the above procedure.



Remember that with cut you are moving the file from one folder location to the other not making a copy of the file.