

# Managing Files and Folders

Each time you create and save a document, you create a file. Your files are important. Learn how to manage these files by creating folders, moving, copying and renaming them.

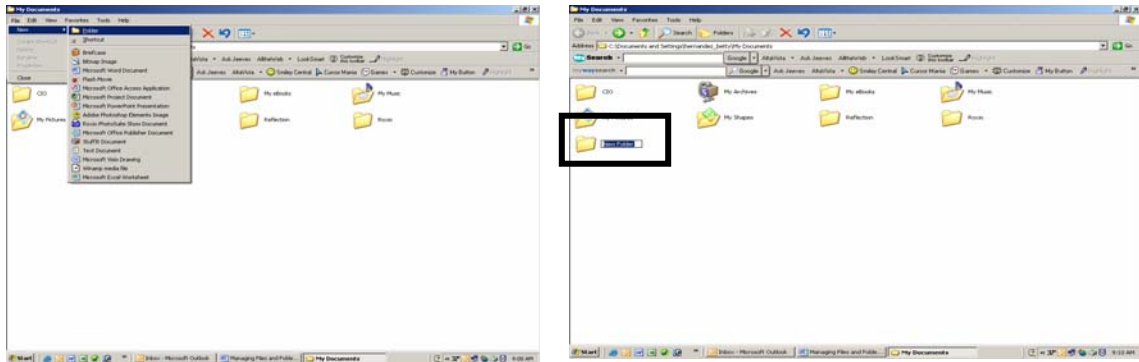
## I. Create a Folder

### PC Users:

1. Select the location that you wish to create your new folder.

**NOTE:** Each departments has setup their computers to store files and Folders in specific locations such as: My Documents – My Network Place (shared server) - My Computer.

2. Click on **File** on the menu bar, select **New** and select **Folder**.



The folder icon appears on your screen with its placeholder name selected or highlighted.

3. Type the new name for the folder and press **Enter**.

### Mac Users:

1. Select the location that you wish to create your new folder such as: Finder or the hard drive.
2. Click on **File** on the menu bar and select **New Folder**.
3. Type the new name for the folder and press **Return**.

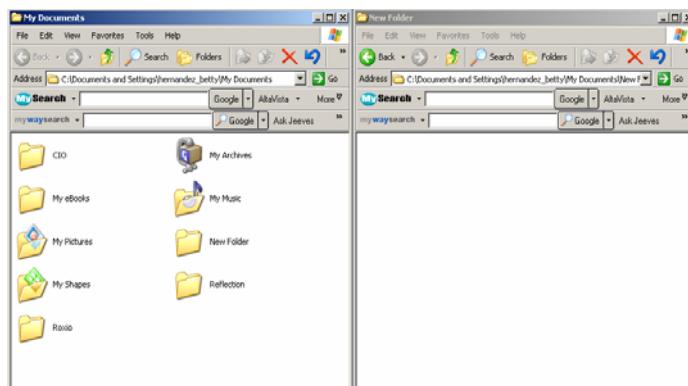


## II. Move Files or Folders


You can move files and folders from one folder to another, as well as to and from the desktop. When you move a file, you change the location of the file from one location to another.

### PC Users:

1. To start the process, open the folder or location that contains the file and/or folder to move.
2. Open the folder or location to where you want to move the file and/or folder. You want to be able to see both windows on your screen.



3. Select the file or folder to move.
4. There are a variety of ways to move an item:
  - Click **Edit** on the menu bar and select **Cut**.
  - Press **Ctrl + X**.
  - Right-click and select **Cut**.



*Tip*

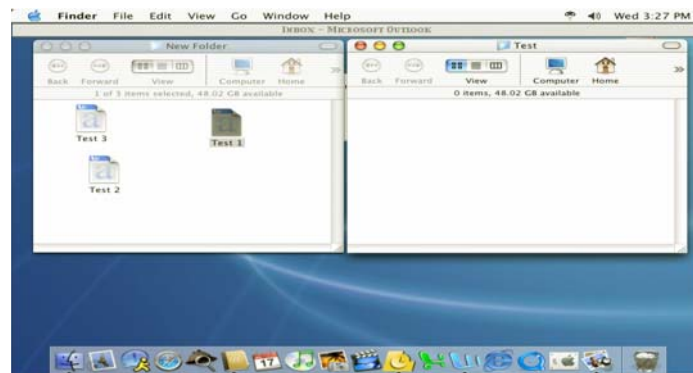
*If you need to move more than one item try the following:*

- *Select the first item, hold down the Ctrl key, select the next item(s) then release the Ctrl key. This allows you to select items that are not adjacent.*
- or -
- *Select the item, hold down the Shift key, select the last item in the row, and release the Shift Key. This selects all items between them.*


5. To move the item to the new location, activate that window by clicking your mouse.
6. There are a variety of ways to paste an item:
  - Click **Edit** and the menu bar and select **Paste**.
  - Press **Ctrl + V**.
  - Right-click and select **Paste**.The item should appear in the new location.

## Mac Users:

1. To start the process, open to the folder or location that contains the file and/or folder to move.
2. Open the folder or location to where you want to move the file or folder. You want to be able to see both windows on your screen.



3. Select the file or folder to move.
4. There are a variety of ways to move an item:
  - Click **Edit** on the menu bar and select **Cut**.
  - Press **⌘+ X**.
  - Press **Ctrl** key and click your mouse then select **Cut**.



*Tip*  
If you need to move more than one item:

- Select the first item, hold down the Shift key or **⌘** key, select the next item(s) then release the key.

5. To move the item in the new location, activate that window by clicking your mouse.
6. There are a variety of ways to paste an item:
  - Click **Edit** and the menu bar and select **Paste**.
  - Press **⌘+ V**.
  - Press **Ctrl** key and click your mouse then select **Paste**.
7. The item should appear in the new location.

### Undo Move

To undo a move:

1. Click **Edit** on the menu bar and select **Undo Cut**.

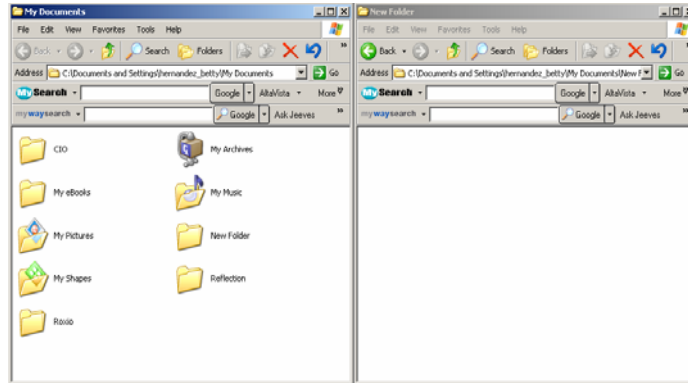
## **III. Copy Files or Folders**

You can copy files and folders from one folder to another, as well as to and from the desktop. When you copy a file or folder, you are making an exact duplicate of the item.

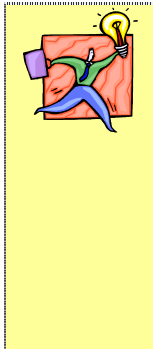
## PC Users:

1. To start the process, open to the folder or location that contains the file and/or folder to copy.

2. Open the folder or location to where you want to place a copy of the file and/or folder. You want to be able to see both windows on your screen.



3. Select the file or folder to copy.
4. There are a variety of ways to copy an item:
  - Click **Edit** on the menu bar and select **Copy**.
  - Press **Ctrl + C**.
  - Right-click and select **Copy**.



#### *Tip*

*If you need to copy more than one item try the following:*

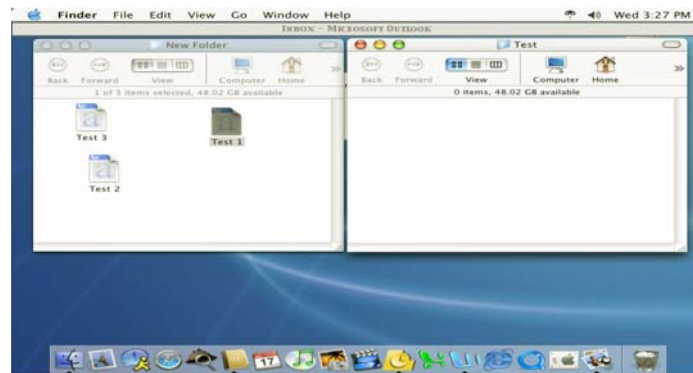
- *Select the first item, hold down the Ctrl key, select the next item(s) then release the Ctrl key. This allows you to select items that are not adjacent.*
- or -
- *Select the item, hold down the Shift key, select the last item in the row, and release the Shift Key. This selects all items between them.*

5. To place a copy of the item in the new location, activate that window by clicking your mouse.
6. There are a variety of ways to paste an item:
  - Click **Edit** and the menu bar and select **Paste**.
  - Press **Ctrl + V**.
  - Right-click and select **Paste**.The item should appear in the new location.


#### Mac Users:

1. To start the process, open to the folder or location that contains the file and/or folder to copy.

2. Open the folder or location to where you want to place a copy of the file or folder. You want to be able to see both windows on your screen.



3. Select the file and/or folder to copy.
4. There are a variety of ways to copy an item:
  - Click **Edit** on the menu bar and select **Copy**.
  - Press **⌘+ C**.
  - Press **Ctrl** key and click your mouse then select **Copy**.

	<p><i>Tip</i></p> <p>If you need to copy more than one item:</p> <ul style="list-style-type: none"><li>• Select the first item, hold down the Shift key or <b>⌘</b> key, select the next item(s) then release the key.</li></ul>
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5. To place a copy of the item in the new location, activate that window by clicking your mouse.
7. There are a variety of ways to paste an item:
  - Click **Edit** and the menu bar and select **Paste**.
  - Press **⌘+ V**.
  - Press **Ctrl** key and click your mouse then select **Paste**.
6. The item should appear in the new location.

#### Undo Copy

To undo a copy:

1. Click **Edit** on the menu bar and select **Undo Copy**.

## IV. Renaming Files or Folders

### PC Users:

1. Select the file or folder.
2. Right-click and select **Rename**.
3. Type the name and press **Enter**.

### Mac Users:

1. Select the file or folder and press **Return**.
2. Type the name and press **Return**.