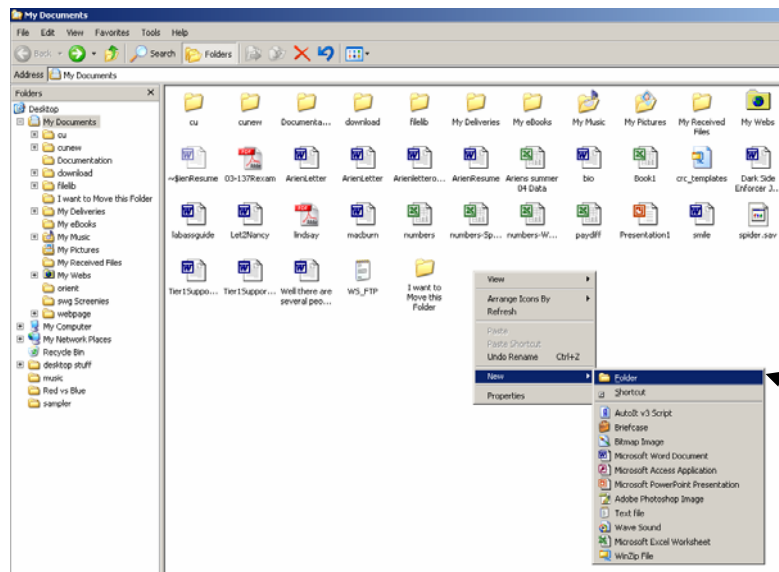


File Management Made Easy!

Making New Folders

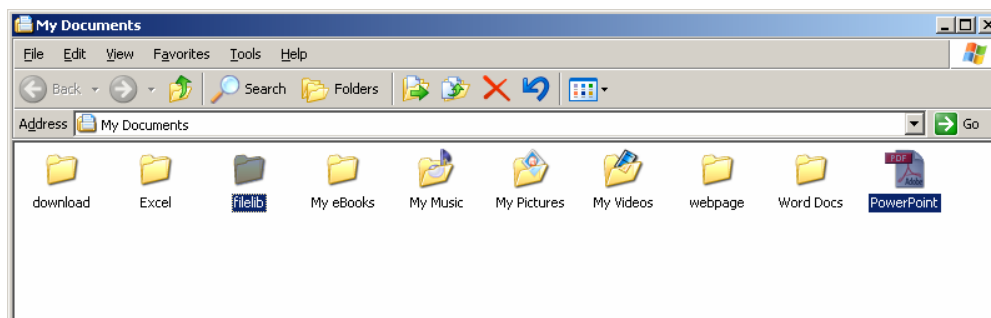
1. Navigate to the location where you wish to place the new folder. In this example it will be created in [My Documents](#).
2. **Right-Click** in a blank area in the right pane of the window and click on **New** then **Folder**.



3. Type in a name for the folder and press the **Enter** key on your keyboard.

How to Select Multiple Files or Folders

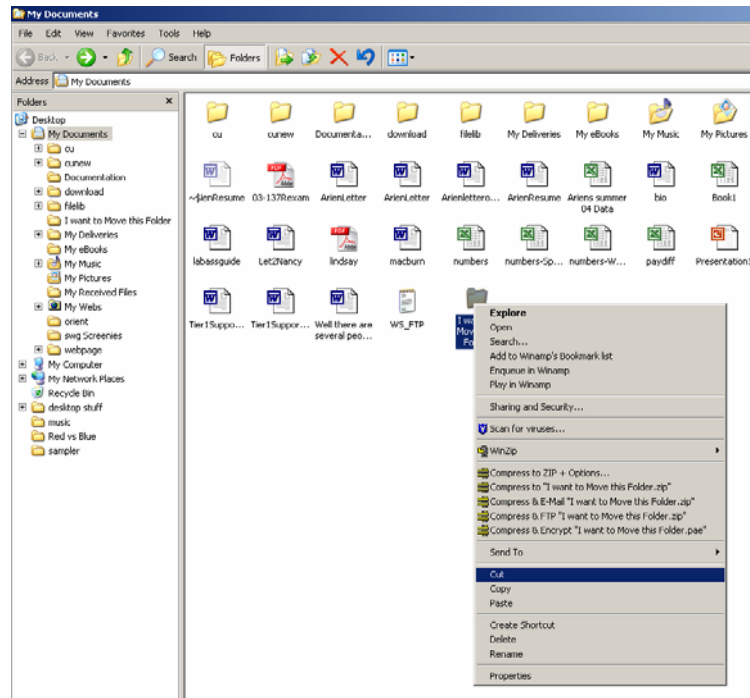
1. Navigate to the location where you wish to select multiple files or folders. In this example it will be done in [My Documents](#).
2. Press and hold the **Ctrl** key on the keyboard.
3. Using your **Mouse** click on each file you want selected. They will shade blue to indicate they are selected.



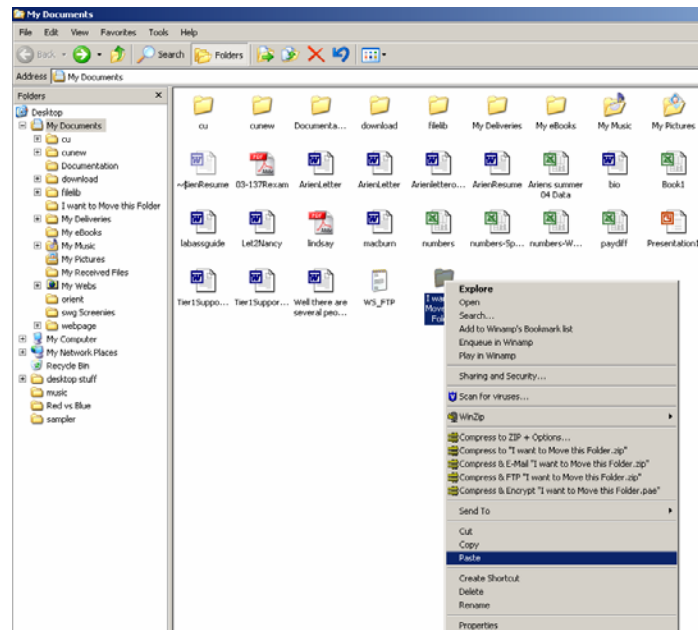
To Move or Copy Files or Folders

To move items in this example, using [Windows Explorer](#):

1. Select the files and folders you wish to move and [right-click](#) on them.
2. Choose [Cut](#) or [Copy](#).

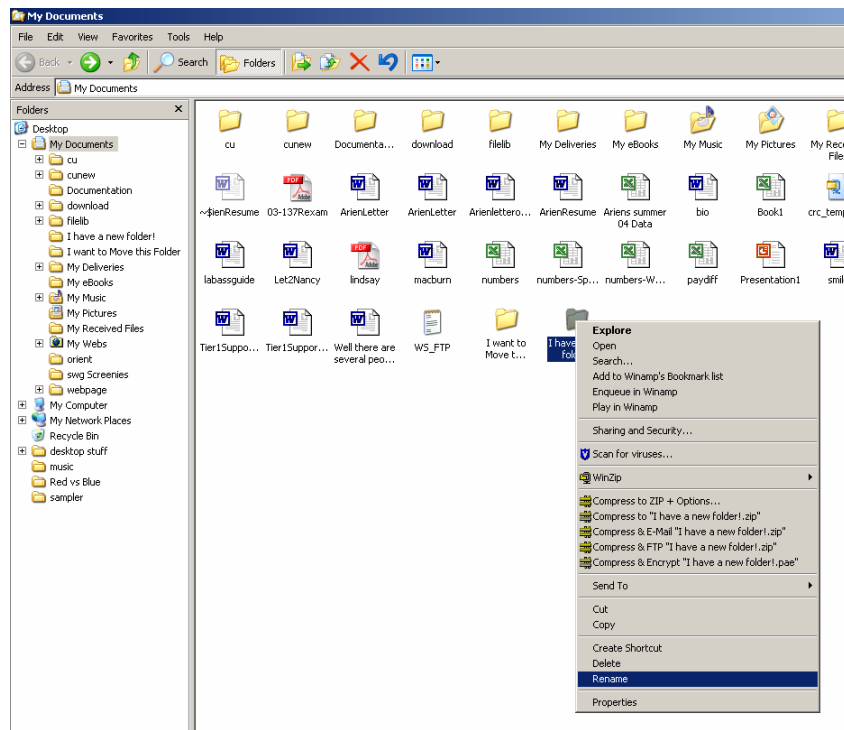


3. Navigate through the folders until you find the destination folder, then [Right click](#) and choose [Paste](#). The file(s)/folder(s) have now been moved to the new location!



Rename Files or Folders

1. **Right click** the file or folder you wish to rename and select **Rename**. The item's name will be highlighted, ready for editing.



2. Type in the new name and press the **Enter** key.

Delete Files or Folders

Deleting files or folders couldn't be simpler, but please remember to use caution when deleting!

1. Click the items you wish to delete.
2. Press the **Delete** key on your keyboard.
3. A window will pop-up asking you if you're sure you want to send the files to the **Recycle Bin**. Select the appropriate answer.