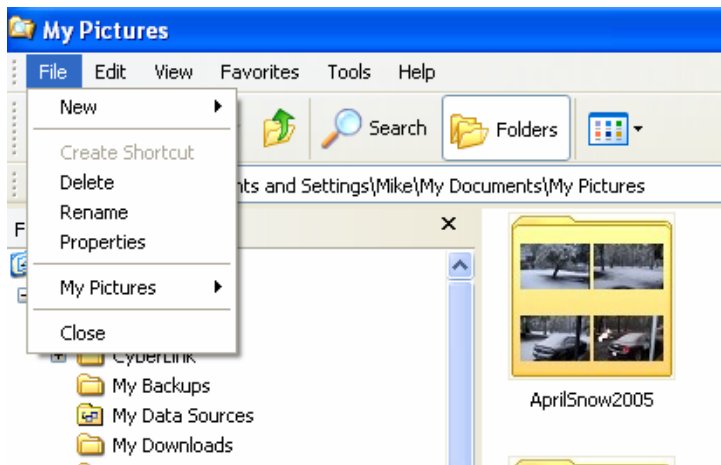
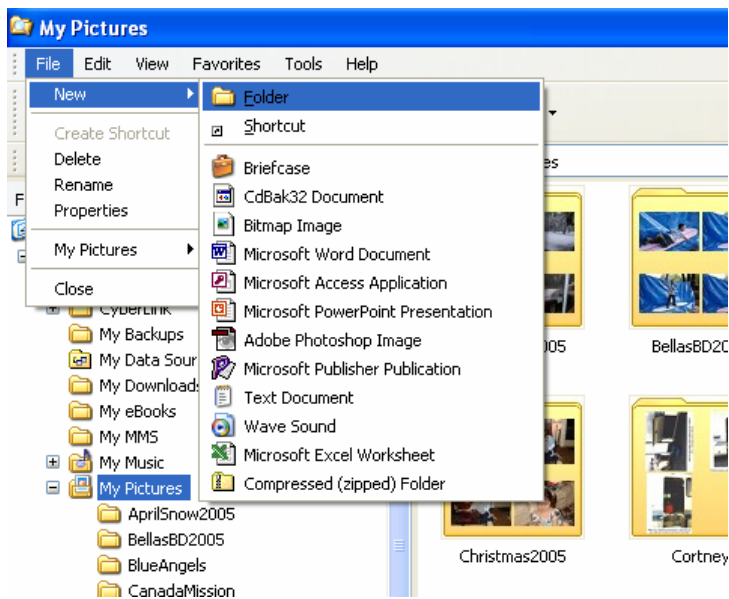


Creating a New Folder:

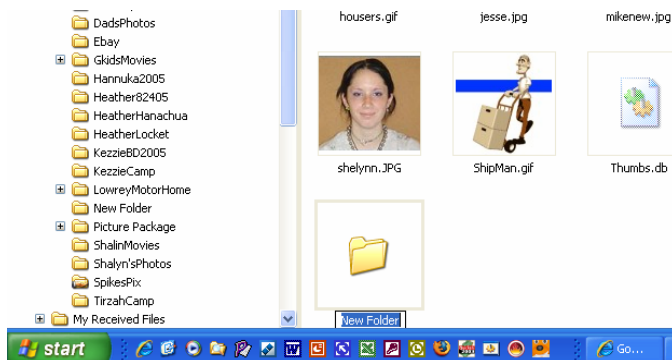
(This works when creating a sub-folder as well as a main folder.)



Click "File"

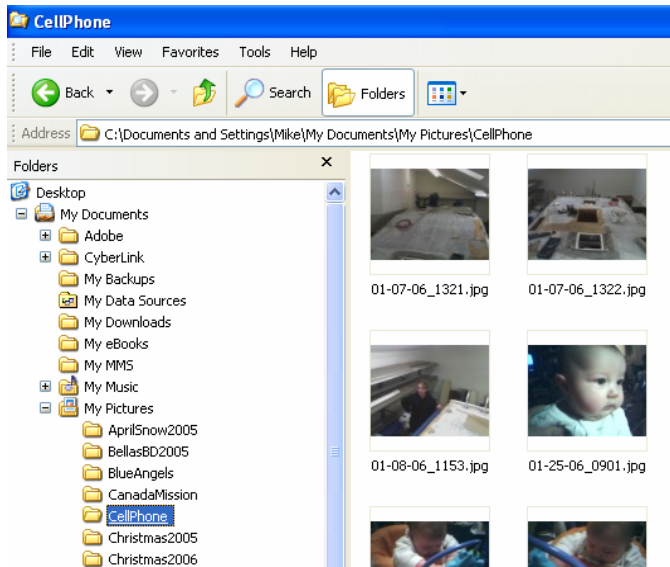


Click "New" then Click "Folder"

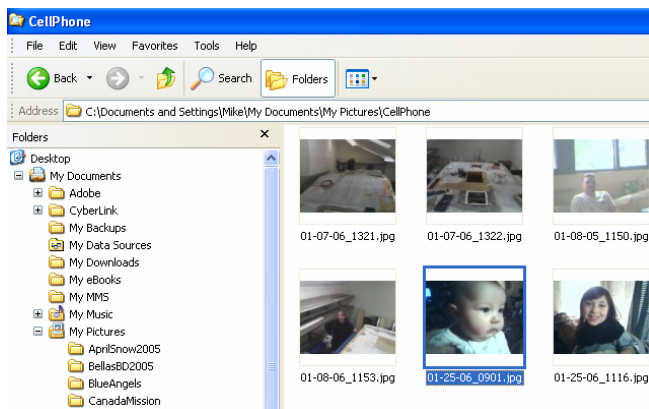


Type a new name for the folder and then click anywhere on the screen.
Your folder is now named.

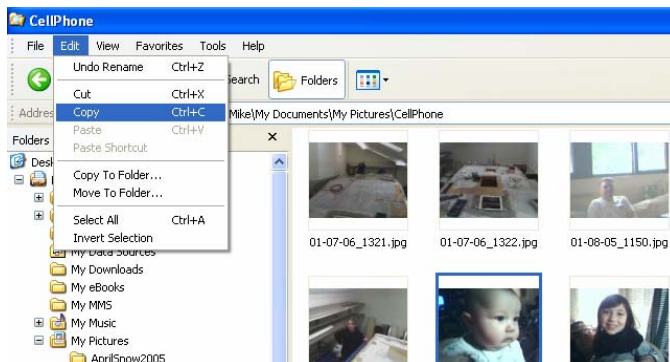
To Copy a file from one folder to another:



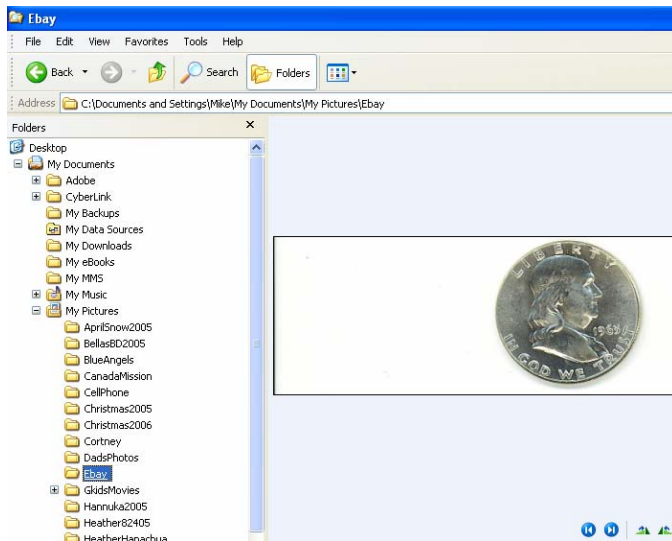
Choose the folder in the left window pane that contains the file you wish to copy



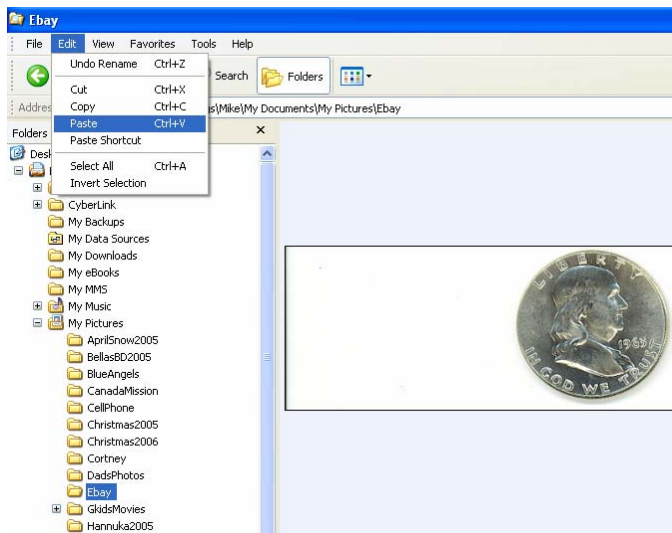
Click the file in the right window pane that you wish to copy – Do Not Double Click



Click "Edit", then click "Copy"

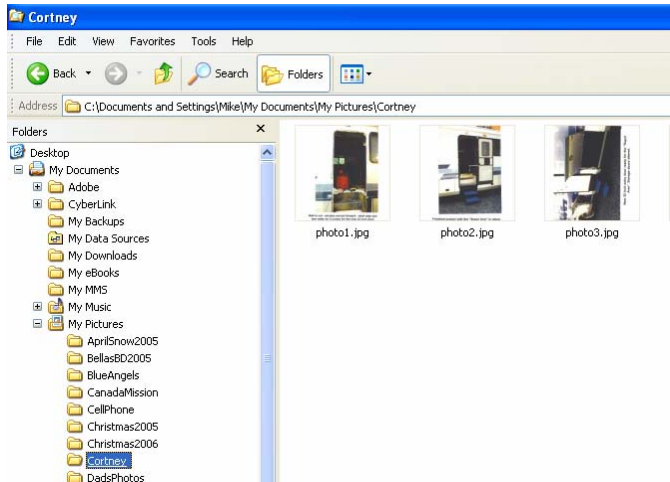


Choose the folder in the left window pane where you wish to copy the file to.

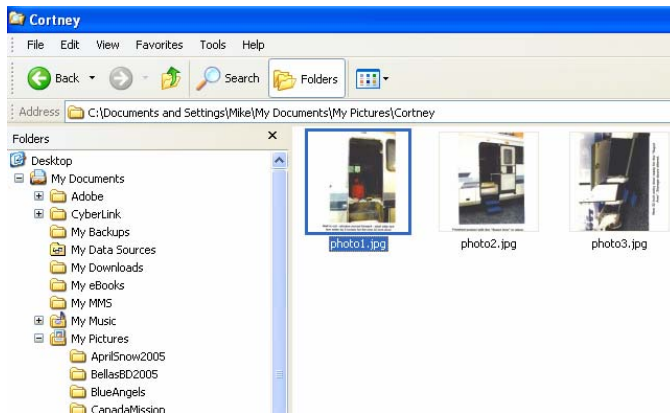


Click “Edit”, then click “Paste”

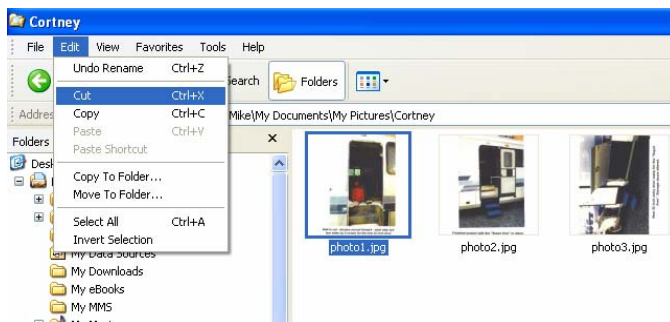
To Move a file from one folder to another:



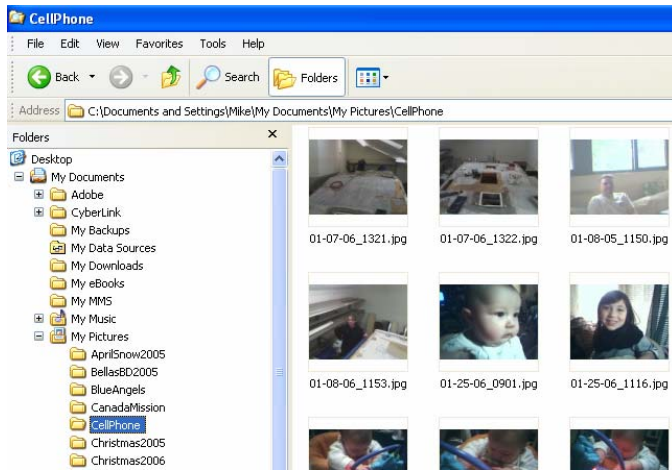
Choose the folder in the left window pane that contains the file you wish to move



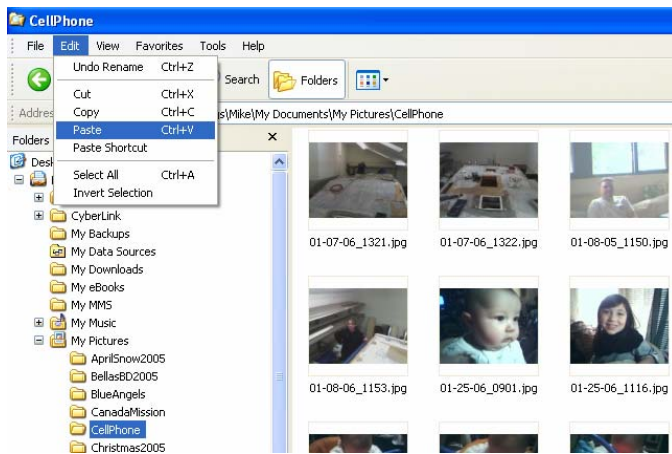
Click the file in the right window pane that you wish to move – Do Not Double Click



Click “Edit”, then click “Cut”

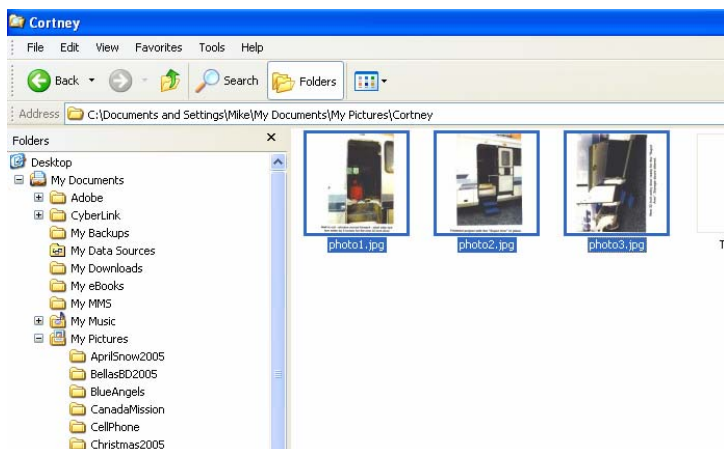


Choose the folder in the left window pane where you wish to move the file to.



Click "Edit", then click "Paste"

Selecting Multiple Files To Work With



To select Multiple files to copy or move, hold the control key down (CTRL) and then click the files you wish to copy or move.