

To Create, To Move, & To Copy a File or Folder in XP

To create a new folder

1. Open My Documents.
 2. Under **File and Folder Tasks**, click **Make a new folder**. A new folder is displayed with the default name, **New Folder**, selected.
 3. Type a name for the new folder, and then press ENTER.
- To open My Documents, click **Start**, and then click **My Documents**.
 - You can also create a new folder by right-clicking a blank area in a folder window or on the desktop, pointing to **New**, and then clicking **Folder**.

To move a file or folder

1. Open **MY DOCUMENTS**. (If the file or folder you want to move is not located in My Documents or its subfolders, use Search to find it. To open Search, click **Start**, and then click **Search**.)
 2. Click the file or folder you want to move.
 3. Under **File and Folder Tasks**, click **Move this file** or **Move this folder**.
 4. In **Move Items**, click the new location for the file or folder, and then click **Move**.
- To open My Documents, click **Start**, and then click **My Documents**.
 - To select a consecutive group of files, click the first file, press and hold down SHIFT, and then click the last file. To select files or folders in nonconsecutive order, press and hold down CTRL, and then click the items you want.
 - You can also move a file or folder by dragging it to the desired location.

To select consecutive files or folders, click the first item, press and hold down **SHIFT**, and then click the last item.

To select nonconsecutive files or folders, press and hold down **CTRL**, and then click each item.

To copy a file or folder

1. Open My Documents. (If the file or folder you want to copy is not located in My Documents or its subfolders, use Search to find it. To open Search, click **Start**, and then click **Search**.)
 2. Click the file or folder you want to copy.
 3. Under **File and Folder Tasks**, click **Copy this file** or **Copy this folder**.
 4. In **Copy Items**, select the drive or folder you want to copy to, and then click **Copy**.
- To open My Documents, click **Start**, and then click **My Documents**.
 - You can copy more than one file or folder at a time.
 - To select consecutive files or folders, click the first item, press and hold down SHIFT, and then click the last item. To select nonconsecutive files or folders, press and hold down CTRL, and then click each item.

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