

Moving Files in Windows 7

Moving files by click and drag method:

Figure 1

Figure 1 shows that the **root** of the flash drive contains 1 folder and 3 files. These are the steps to move a file from the root to the folder named Practice.

1. If the Practice folder is not visible in the navigation pane, expand the flash drive(KINGSTON (I:)) menu by clicking on the chevron to the left of the flash drive icon.
2. Single click on the file that you want to move and hold down the left mouse button.
3. Drag the file into the Navigation Pane.
4. There will be screen tips that appear over each storage location.
5. When the screen tip lists the location that you want to move your file into (see Fig. 2), release the mouse button.
6. The file, color.docx, is now no longer visible in the flash drive window as it is no longer on the **root** of the flash drive. (see Fig. 3)

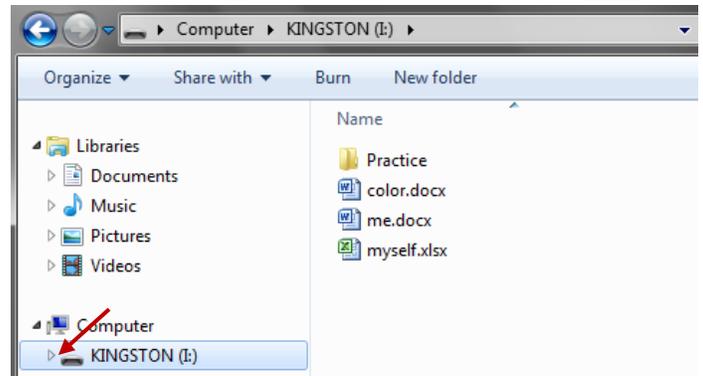


Figure 2

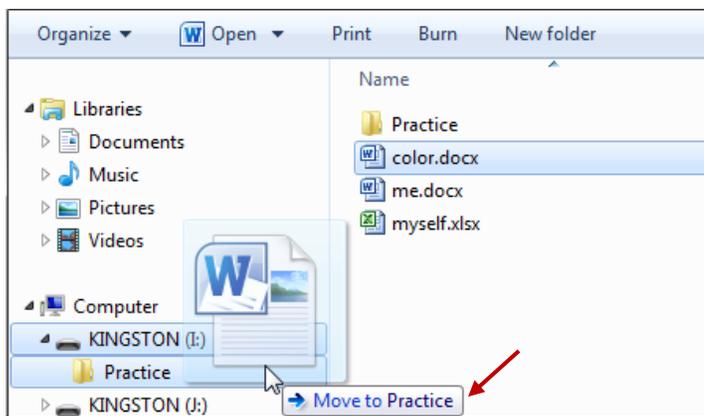
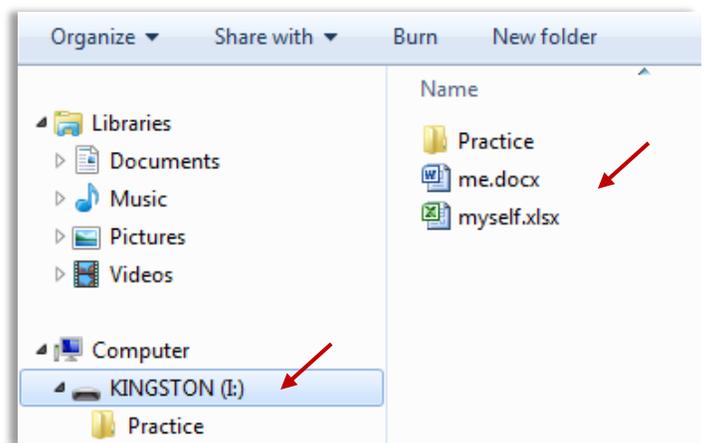


Figure 3



7. To see the file, color.docx, open the Practice folder by single clicking on its icon in the navigation pane. Notice that the path in the address field (see Fig. 4) now shows the Practice folder.

Figure 4

