

## **Windows Folder Management**

### **Rule 1**

You should always save to the Dunn Server.

### **Rule 2**

Follow Rule 1.

The server is backed up. Your computer is not automatically backed up. If your computer or thumb drive becomes corrupted, you may not be able to retrieve your files.

- To copy and paste files, you simply select the folder or file.
- Then, you can right click and copy, type CTRL and C or go to Edit then Copy.
- Choose your destination and create folders to organize your documents.
- To create a new folder go to File then New then Folder. Or right click and choose New then Folder.
- Once you have named your folder, double click it and then Paste your files or folders into it. You can Paste by right clicking then select Paste, or CTRL and V, or go to Edit then Paste.

When you are in Windows Explorer, you can click on Folders at the top to see your folders on the left side. This is an easier way to navigate around your files and folders.

### **Moving files, Copying files and Creating Shortcuts.**

Moving files moves the file without leaving a copy in the original folder. You can do this by dragging the files from one folder to another. The files will be copied if you are moving files from one computer to another. For example, moving files from your hard drive to the server. (or from a thumb drive to a computer)

Copying files will leave the original files in the folder.

A shortcut does not hold files or folders. It is just a link to a folder, file, website or program. Be careful not to copy a shortcut and think you actually copied the folder.