

4. How to delete copy and move files and folders

At the end of this lesson you will be able to use Windows Explorer to execute the procedure to delete, copy and move folders/files on your PC by using the menus available in Windows Explorer. This is an essential part of managing your folders and files. *It is necessary at this stage to have the folders created as outlined in Lesson 3.*

Deleting folders:

Step One:

You can delete old folders and files that you no longer need. Navigate to the [C:] folder and look for the folder you created with your name – “Siobhan” folder. Click on the PhotoSlideshow folder to view its contents on the right pane. Find your “**Audacity**” folder you recently created. Find “**subfolder2**” and right click on this folder and choose “**Delete**” from the menu that appears. You will be given the chance to change your mind before the file is actually deleted. See figure 4.1 below.

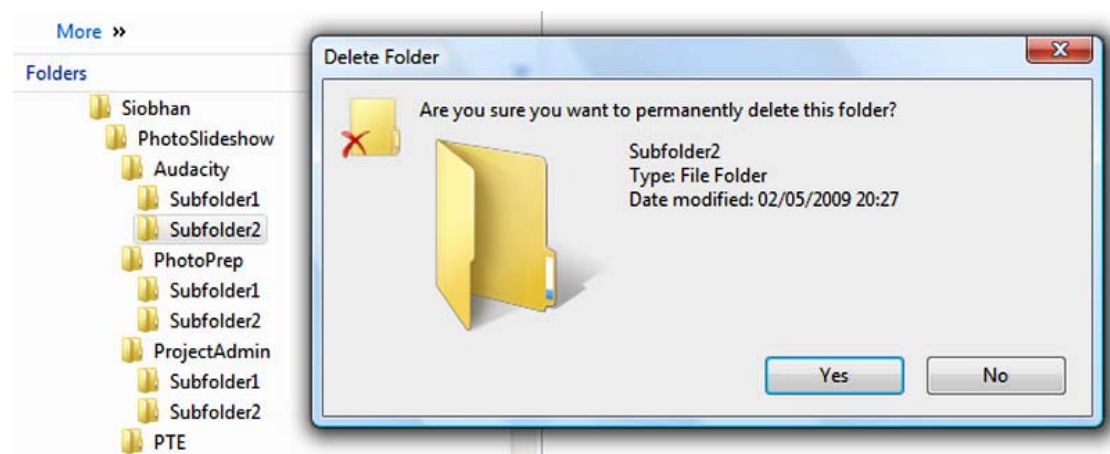


Figure 4.1 Delete folder confirmation dialog box.

Practice deleting “subfolder2” from your folder.

Copying files:

Step One:

When you copy a folder or file a second item is created in a different location. Navigate to the [C:] folder and look for the folder you created with your name – “Siobhan” folder. Click on the PhotoSlideshow folder to view its contents on the right pane.

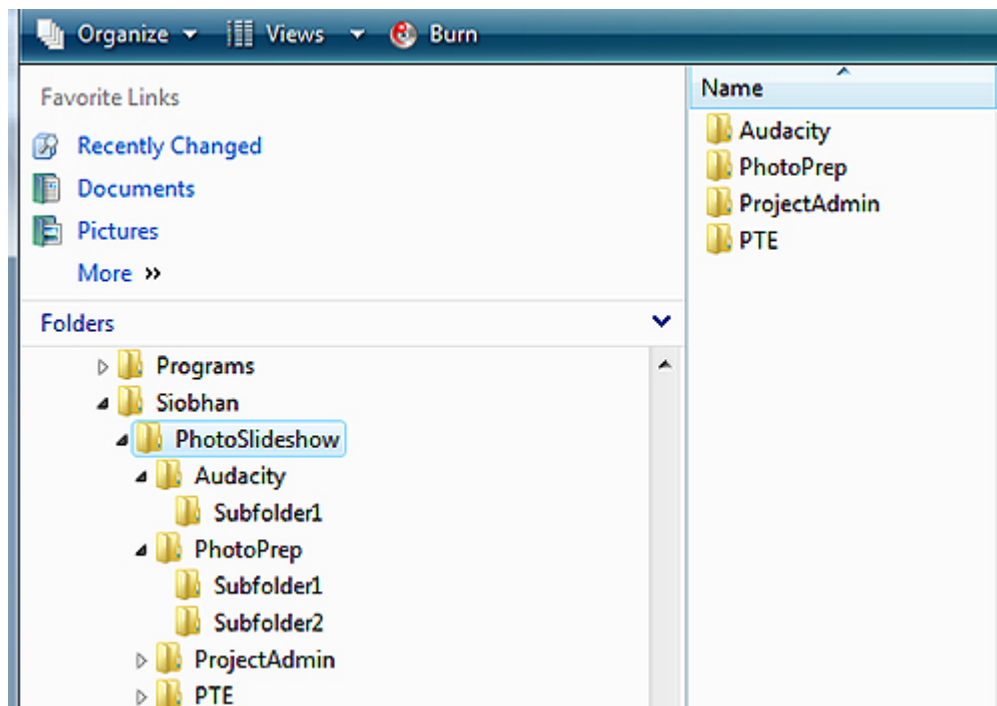


Figure 4.2 Screenshot showing the location of the folder called “Siobhan”.

Step Two:

Navigate to the folder called "**PhotoPrep**". Right click on "**Subfolder2**" and choose "**Copy**" from the expanded menu.

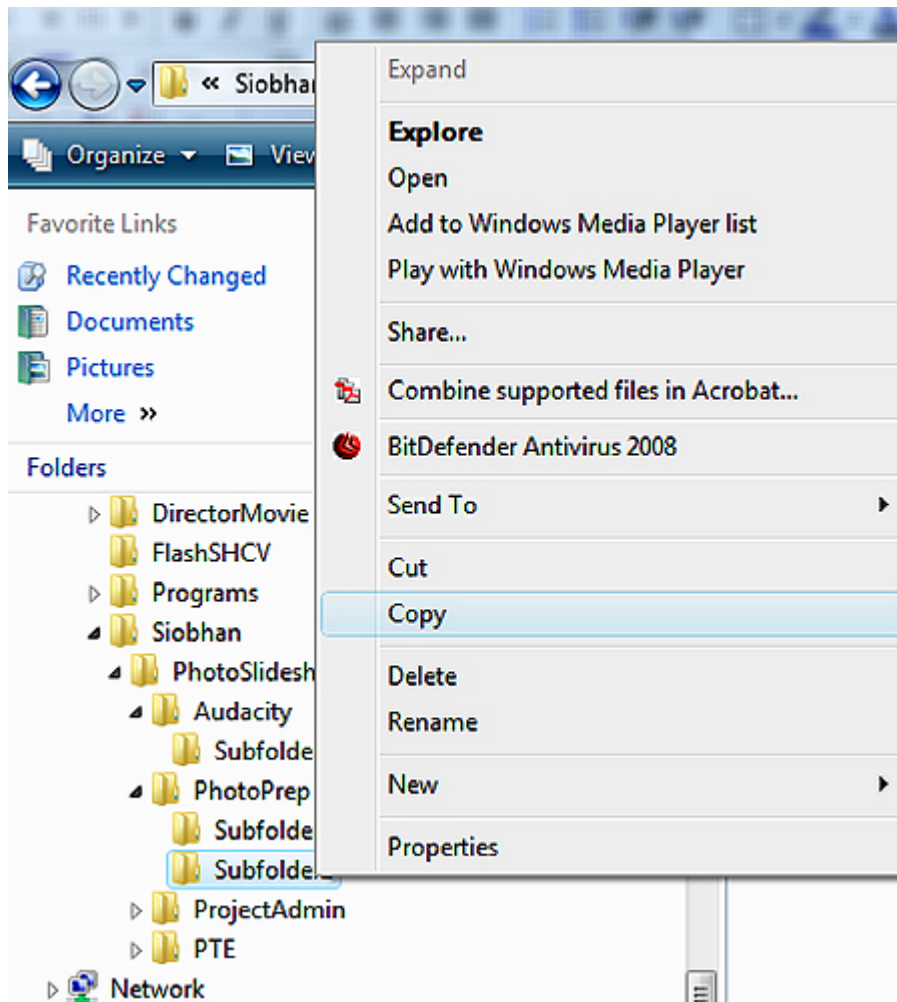


Figure 4.3 showing options available from the mouse right click.

Step Three:

Navigate back to the "**Audacity**" folder, right click on this folder and select "**Paste**" from the expanded menu. A copy of the file now appears in the "ProjectAdmin" folder.

Note: There are keyboard shortcuts that can also be used to copy and paste, **Ctrl C** for copy and **Ctrl V** for paste, but that's for another lesson.

Moving files:

When you move a folder or file, the item does not remain in the original location. The process of moving files from one location to another is essentially the same as copying. Choose "**Cut**" instead of "**Copy**" from the list of options.

1. Select a file
2. Right click with mouse and choose "**Cut**"
3. Go to the new location, right click with mouse and choose "**Paste**"

Practice moving files from one location to another.

In the next lesson we will be connecting the digital camera to the PC using a USB cable.