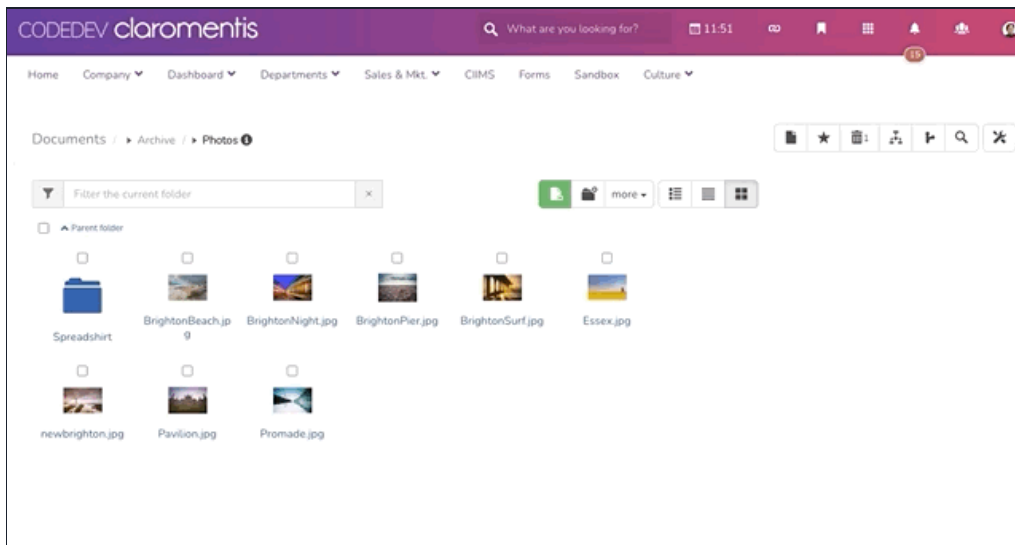


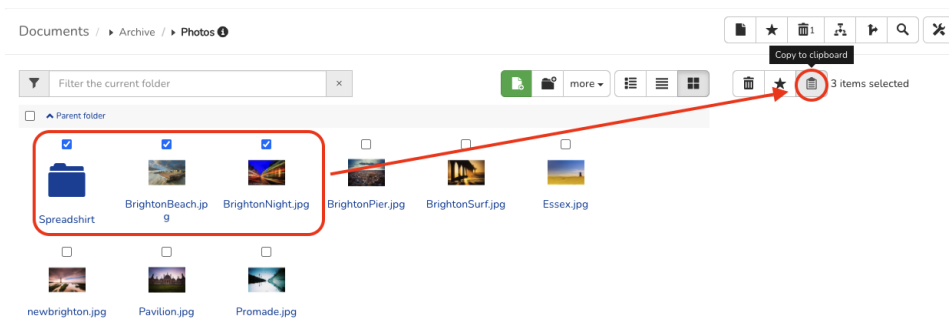


How to move or copy files and folders in Documents

Archived

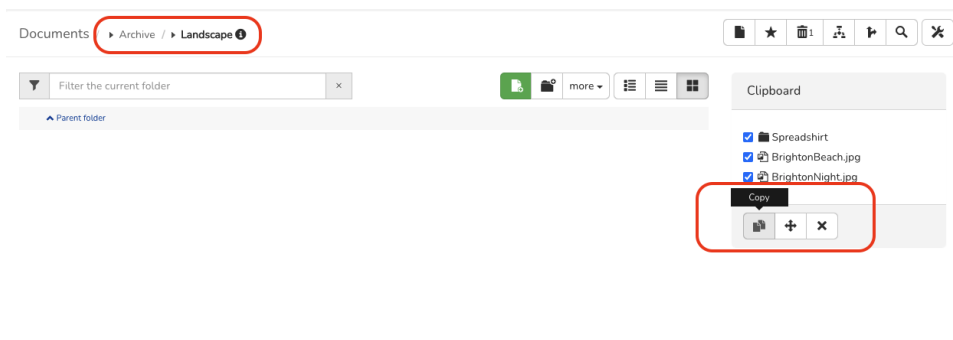


1. Select files and folder you wish to move



2. Add it to the **clipboard**

3. Navigate to the desired folder



4. Select to **"move"** or **"copy"**

Last modified on 16 September 2022 by [Hannah Door](#)

Created on 9 March 2021 by [Michael Christian](#)