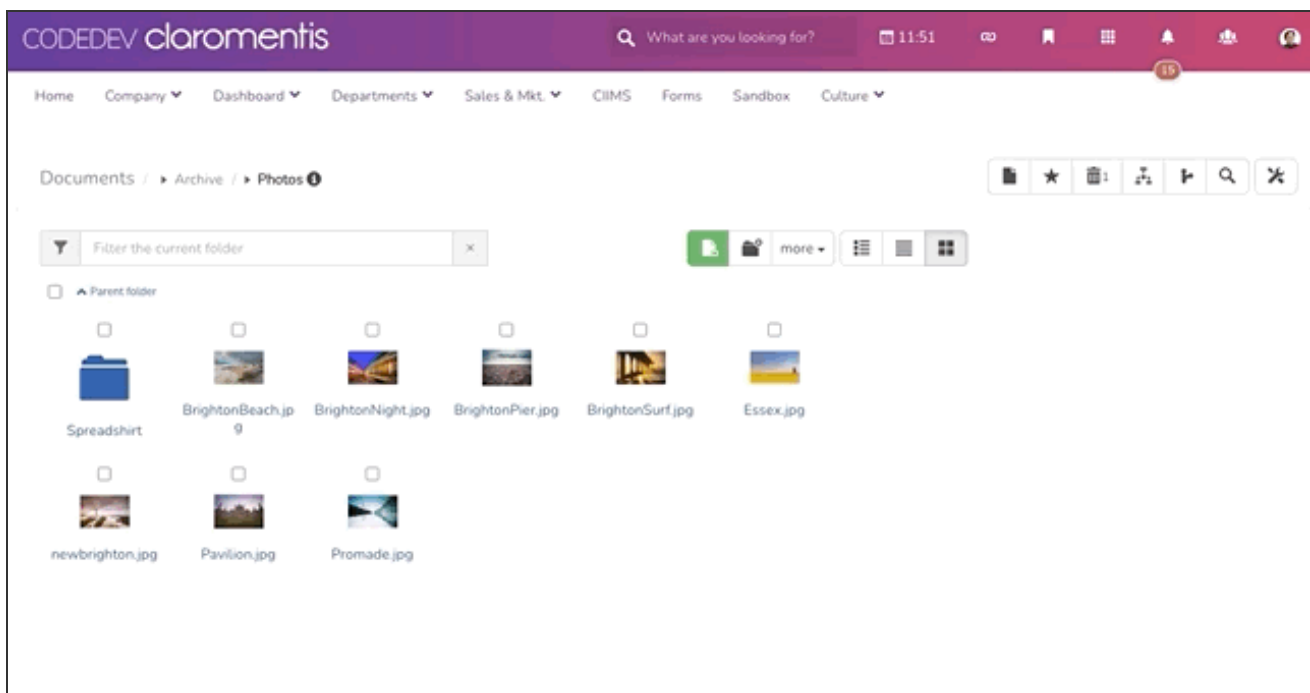
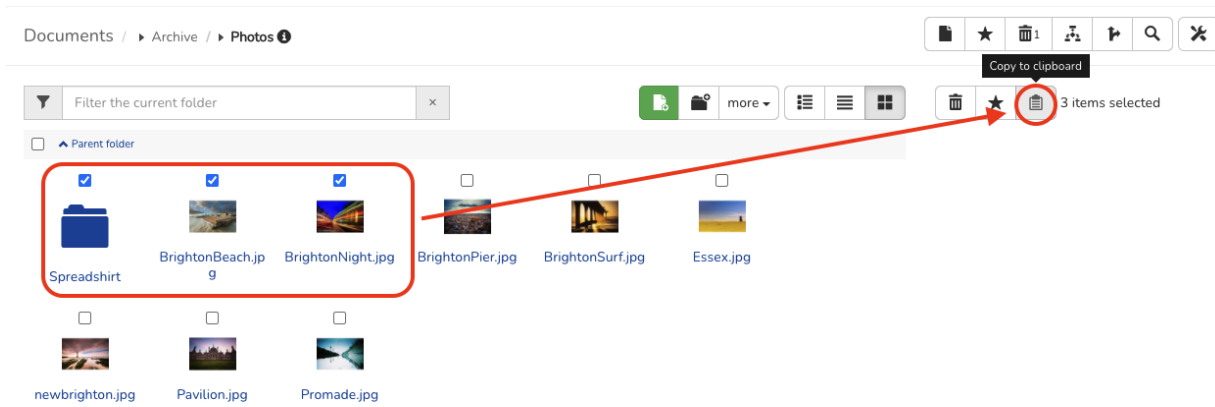


## How to move or copy files and folders in Documents

Archived

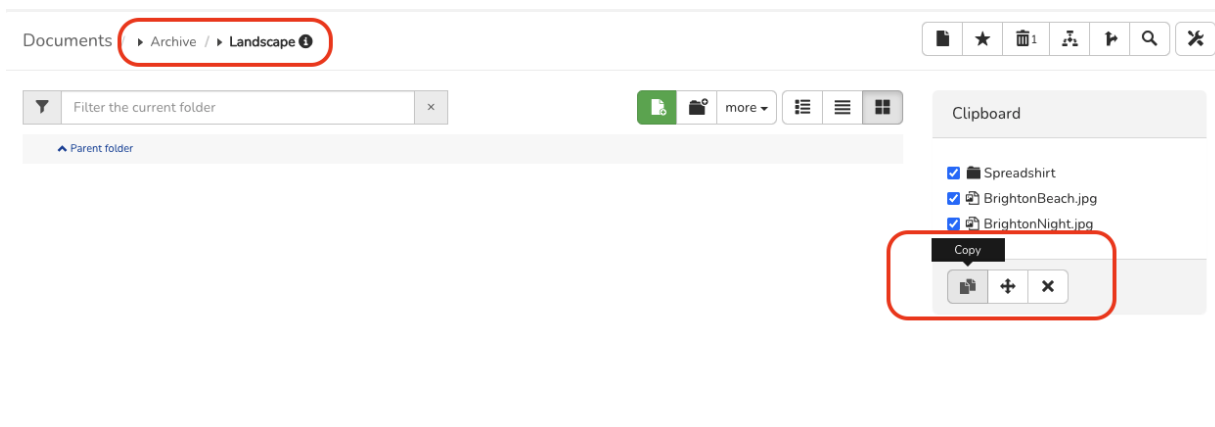


1. Select files and folder you wish to move



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