Copy and Move Folders

To Copy a Folder

1. Open My Computer.
2. Navigate to the folder you want to copy.
3. **Left** click on the folder to select it – but do not open the folder.
4. Left click on the **Copy to** button on the Standard Toolbar
5. Navigate to the location where you want a copy of the folder to be placed.
6. Click on **OK**
To Move a Folder

1. Open **My Computer**.
2. Navigate to the folder you want to move.
3. **Left** click on the folder to select it – but do not open the folder.
4. Left click on the **Move to** button on the **Standard Toolbar**

![Browse For Folder](image)

5. Navigate to the location where you want the folder to be placed.
6. Click on **OK**