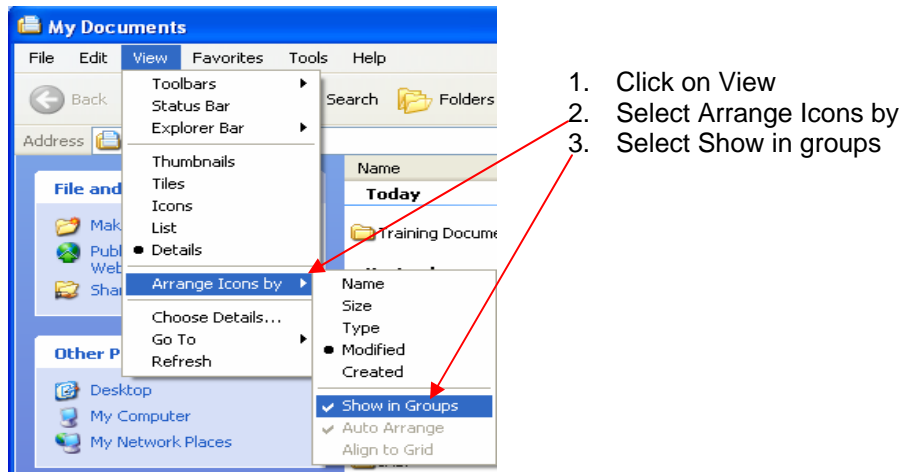


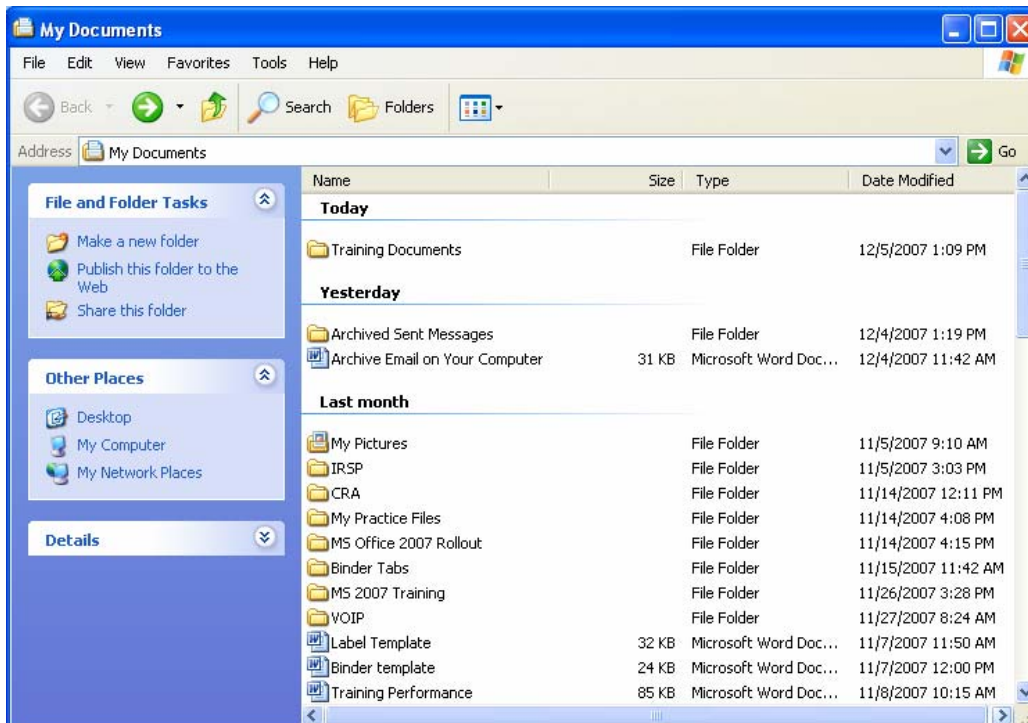
File Management

Sorting Files

Windows XP's **Show In Groups** option gives a quick snapshot of the contents of a folder and helps you sort out your documents.



For example, by choosing the **Details View** using **Arrange By Modified** and **Show In Groups**, you can quickly tell which files you've been working on recently and which have remained untouched for weeks, months or years.



Move Files or Folders

To move items using the Task Panes:

1. Select the files and folders you wish to move and click the Move task. A Move Items dialog appears.
2. Navigate through the folders until you find the destination folder, then click the Move button.

To move the items to a new folder:

1. Navigate to the folder within which you wish to place the new folder.
2. Click Make New Folder.
3. Type in a name for the folder and press Enter.
4. Click Move.

An alternative method to move files: If the destination is listed in the Other Places section of the Task Pane, simply drag-and-drop the files onto the appropriate Other Places link.

Copy Files or Folders

To copy items:

1. Select the files and folders you wish to copy.
2. Click the Copy task.
3. In the Copy Items dialog, navigate through the folders until you find the destination folder (or use Make New Folder to create a new destination), and click Copy.

Alternatively, if the destination is listed in Other Places, press and hold Ctrl while you drag and drop the files onto the appropriate other places link. When you release the mouse button, a pop-up menu will ask whether you wish to Copy the files or Cancel the action.

Rename Files or Folders

To rename an item:

1. Click the file or folder you wish to rename and click the Rename task. The item's name will be highlighted, ready for editing.
2. Type in the new name and press Enter