

## MOVING OR COPYING A FILE QUICKLY

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It is possible to cut and paste files directly to another location using the Open or Save As dialog boxes. To complete this procedure:

- ✦ Activate the **Open**, **Save**, or **Save As** dialog box using the methods described in the links for saving or opening documents.
- ✦ Right-click the file that is to be moved or copied. If may be necessary to move to additional folders to locate the file that is to be copied.
- ✦ Click either **Cut** or **Copy** on the shortcut menu.
- ✦ Open the **folder** where the file is to be moved.
  - ✦ Click the arrow beside the **Look In** box in the **Open** dialog box.
  - ✦ Click the arrow beside the **Save In** box in the **Save As** dialog box.
- ✦ Click the folder into which the document is to be pasted.
- ✦ **Right-click** and choose **Paste** to **insert** the file into the folder.