



## *Moving and Copying Files*

1. Click on **My Computer**, insert a 3½-inch floppy disk, and then click on **3 ½ Floppy (A:)**.
2. Point and click on **File**.
3. Point to **New** in the pop-up menu, then click **Folder**.
3. Type **Temp**, then press [Enter].
4. Point to **New** in the pop-up menu, then click **Folder**.
5. Type **New**, then press [Enter].
6. In the **My Computer** window, left click and hold to select the **New** folder, then drag the folder on top of the **Temp** folder icon in the **My Computer** window and release the mouse button.
7. Click the **Close**  buttons in all open windows.
  - Holding down [Shift] while clicking the **close**  button will close all windows that are open and active.