

LESSON 93

USE WINFILE TO DRAG & DROP FILES TO OTHER DISKS

Windows has a file that makes copying files and folders easy. It's called WINFILE.EXE and here's how to use it.

Click on Start and then on Run. In the Open: box type "WINFILE" (without the quotes) and click OK or press Enter. Windows will now display the contents of your hard drive, drive C: Folders appear on the left and folder content appears on the right.

On the Tool bar at the top of your screen click on Window. Click on New Window to open a 2nd window. The new window will appear on top of the 1st window. Click on the drive icon for the drive you want to open in the 2nd window. If your Zip drive, for example, is drive D: click on the D: drive icon to open that drive.

Click on Window again and select Tile Vertically. Windows will now display drive C: on the left and drive D: on the right. To copy from one drive to the other, click on the file or folder to be copied. Now hold down the left mouse button and drag the folder or file to be copied to its new destination. When you drop the file, Windows will ask you if you want to copy that file or folder to that destination. Answer Yes and your folder or file will be copied.

You can copy several files by highlighting the first file and then holding down the Shift key as you highlight other files in order. If you want to select only certain files that are not in order, one below the other, highlight the first file and while holding down the CTL key, click on any other files you want to drag/drop copy.

