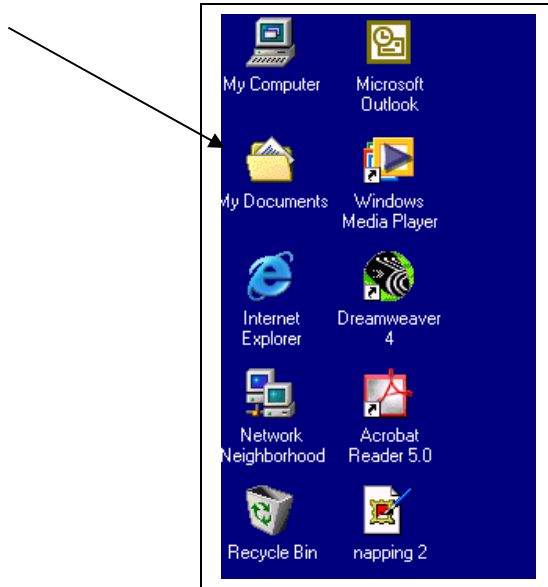
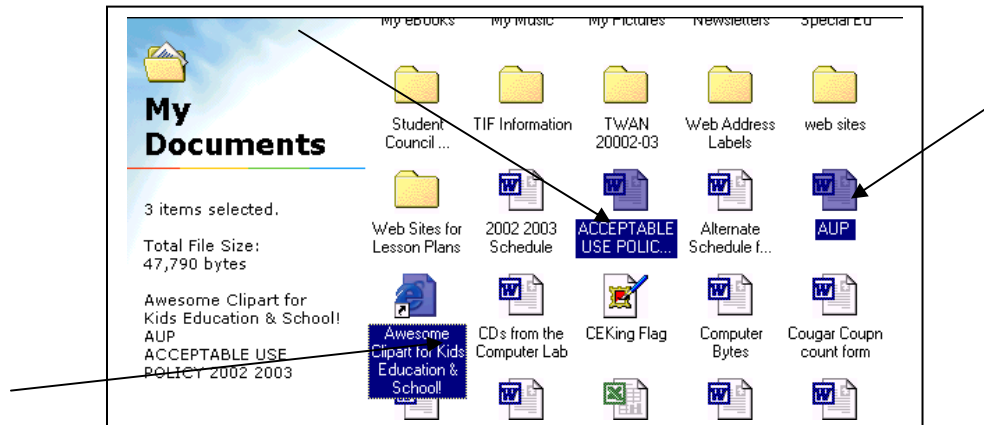


Tips for copying files to put in folders

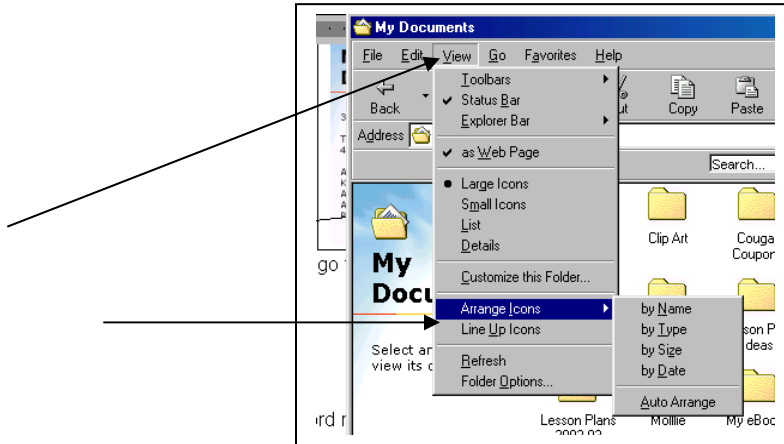
Click to open the **My Documents Folder**.



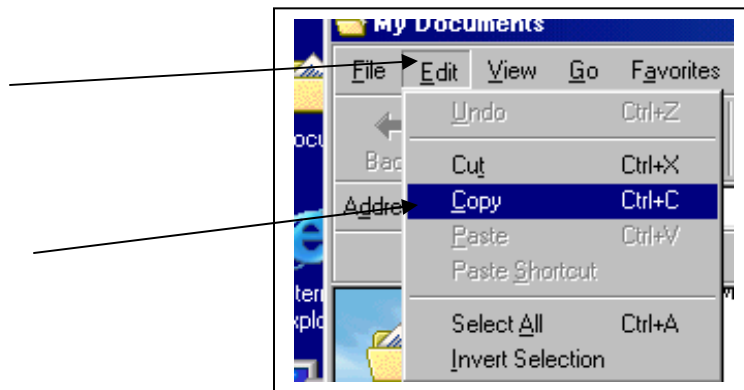
Select the documents that you want to copy.
Click one time on the document to highlight it. Hold down the ctrl button on the keyboard to select more than one document.



You can also go to the view menu and arrange icons by type to organize your documents.



From your word menu tool bar select Edit and Copy.



Open your folder on the file server and select Edit.
Paste to copy the files on the file server.

