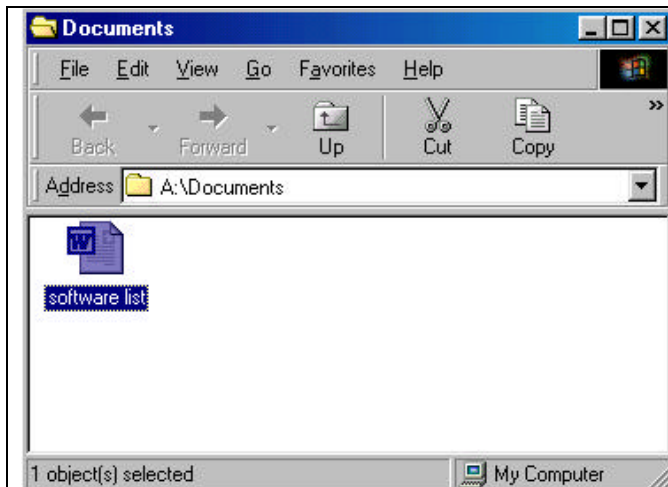
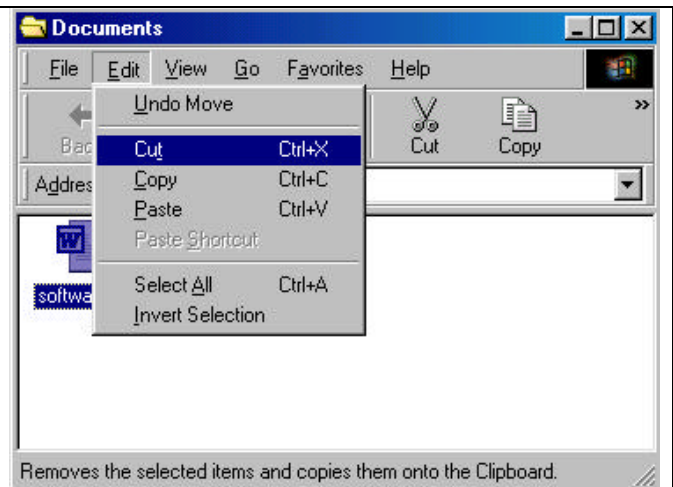


Files and Folders in Windows 95/98: Moving Files

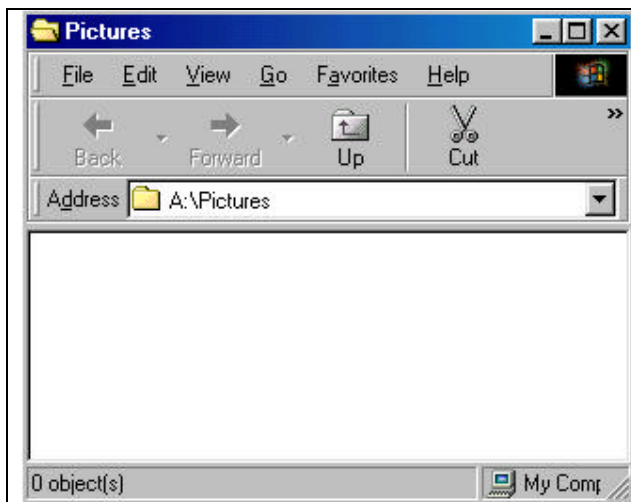
2. Moving Files using Cut and Paste



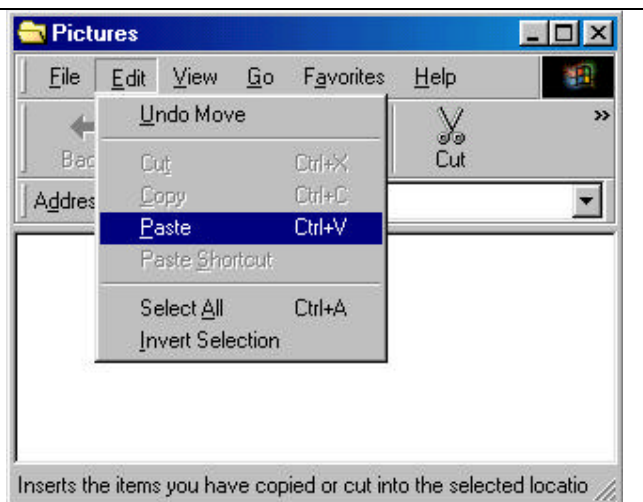
Select the file that you want to move by clicking on it once (only).



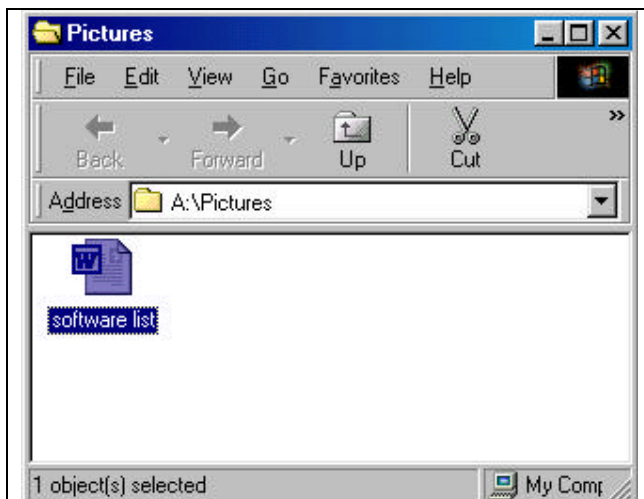
Go up to the menu bar at the top. Click on 'Edit' and then click on 'Cut' (if you just want to make a copy of the file somewhere else then click on 'Copy' instead)



Go to where you want to put the file.



Click on 'Edit' then click on 'Paste'.



The file will now appear in the new location.
[Note: You can also use the cut and paste icons on the toolbar]

