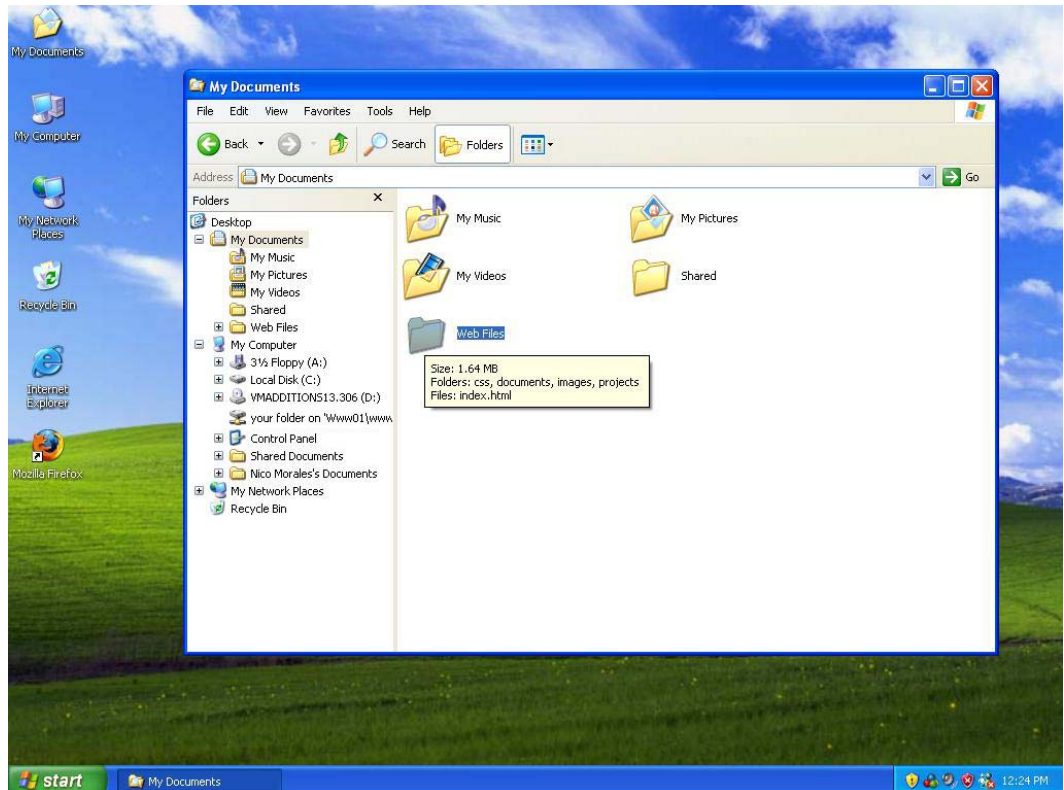
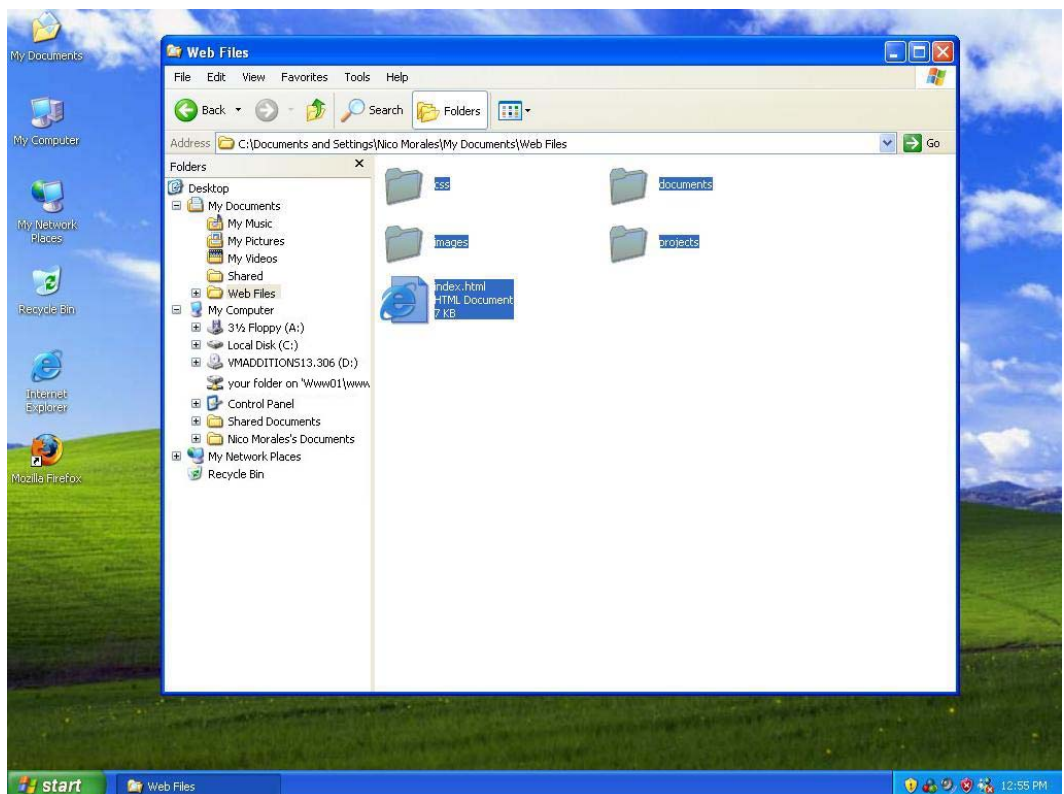


2. Find the folder that contains the files you want to copy to the network drive (web folder).

NOTE: Make sure the destination for the file or folder you want to move is visible. For example, if you are moving a file from the My Documents folder to a network drive, you might need to resize Windows Explore so the network drive is visible.



3. Select the all the files you want to copy to the network drive (web folder).



4. Drag the file or folder to the network drive.

NOTE: If you drag an item while pressing the right mouse button, you can move, copy, or create a shortcut to the file in its new location. To copy the item instead of moving it, press and hold down CTRL while dragging. If you drag an item to another disk, it is copied, not moved. To move the item, press and hold down SHIFT while dragging.

