

Moving Files

1. Please log into the computer with the Vol State user account provided by the Information Technology Department.
2. Locate the file that you want to move.
3. Locate the area that you want to move the file to.
4. Arrange the windows so that they are side-by-side for easy viewing.
5. Using the left mouse button, click on the file that needs to be moved. Hold down the left mouse button and drag the file to the new destination.