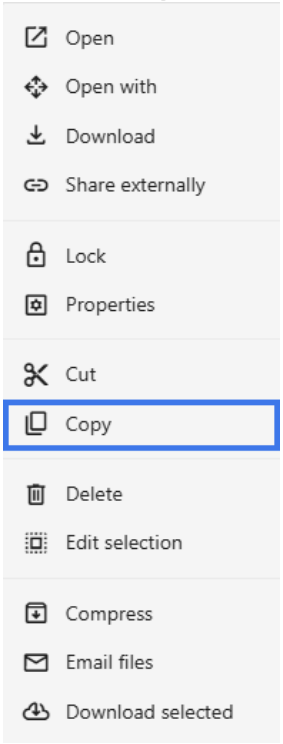
Copying Files

Create copies of files when you want to duplicate content while keeping the original file unchanged. Copying is useful for backups, templates, and alternate versions.

Copy and Paste

1. Right-click the file.
2. Select **Copy**.



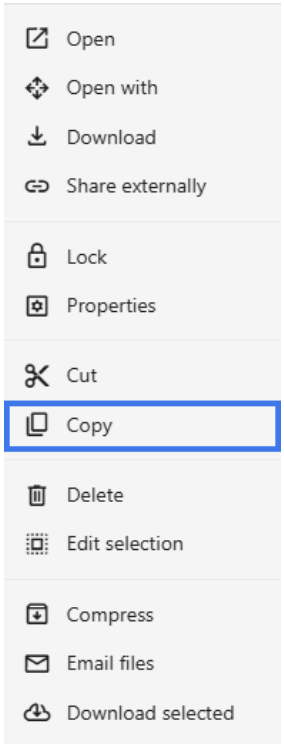
3. Navigate to the destination.
4. Right-click and select **Paste (Ctrl+V)**.

Keyboard Shortcuts

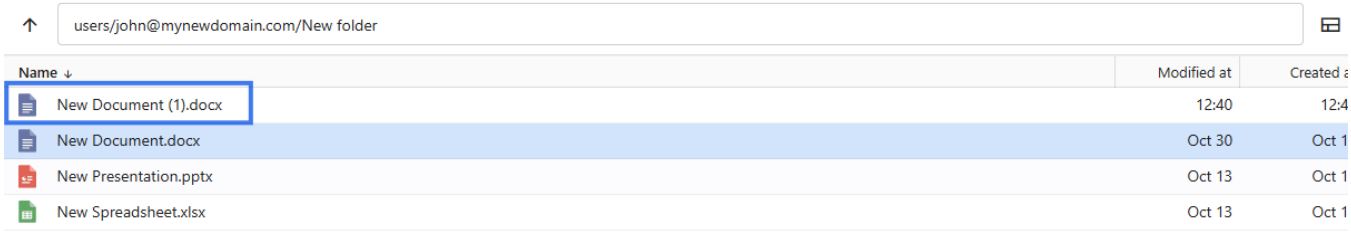
- **Ctrl+C** — Copy
- **Ctrl+V** — Paste

Duplicate in Same Folder

1. Right-click the file.
2. Select **Copy**.



3. A new file appears with **(1)** in the name.



4. Rename it if needed.

Copy vs. Move

Copy

- Creates a duplicate
- Original stays in place
- Results in two separate files

Move

- Relocates the original
- Original is removed from the old location
- Results in one file in a new location

What Gets Copied

- The file content is duplicated
- Formatting is preserved
- The copy becomes a new, separate file
- Version history starts fresh for the copy
- Sharing permissions are not copied

Copying Folders

When you copy a folder:

- The entire folder structure is duplicated
- All files inside are copied
- All subfolders are copied

Use Cases

- Creating a backup before major changes
- Using an existing document as a template
- Making different versions of the same file
- Sharing a copy instead of the original

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