Moving Files and Folders

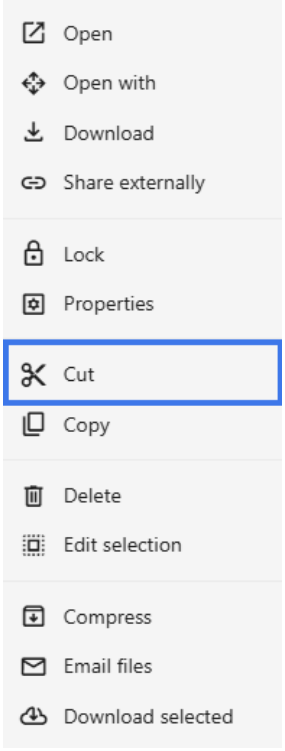
Reorganize your documents by moving them between folders. Moving items helps you keep your file structure clean and organized.

Drag and Drop

1. Click and hold the file or folder.
2. Drag it to the destination folder.
3. Drop it to complete the move.

Cut and Paste

1. Right-click the file or folder.
2. Select **Cut**.



3. Navigate to the destination folder.
4. Compose **Ctrl+V** — Paste

Keyboard Shortcuts

- **Ctrl+X** — Cut
- **Ctrl+V** — Paste

Moving Multiple Files

1. Select multiple files:
   - **Ctrl+Click** for individual selection

    - **Shift+Click** for range selection
2. Use any move method.
3. All selected items move together.

What Happens When You Move

- The file appears in the new location
- It is removed from the old location
- Sharing permissions may change depending on the destination folder
- Version history is preserved

Moving Shared Files

When moving files that are already shared:

- Internal sharing may be affected by the destination folder’s permissions
- External share links can continue working, depending on how the file was shared
- File owner permissions remain in place

Moving Folders

Moving a folder also moves everything inside it:

- All files inside move with it
- All subfolders move with it
- The folder structure stays intact

Undo a Move

If you moved something by mistake:

- Use **Ctrl+Z** right away if the action can still be undone
- Or manually move the item back to its original location

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