

FOLDERS SPLIT-SCREEN VIEW

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

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QUESTION: I created files in one folder, but I need to have a copy of that same file in another folder. (One is for one church committee and the other copy for another church committee.) Is there a way to see the folders on the left and the files on the right like I can see in Windows Explorer?

ANSWER: Yes, and here's how:

1. After you have saved the file, from the MenuBar in the main screen, Left-click on the “Folders” icon (**Figure 1**).

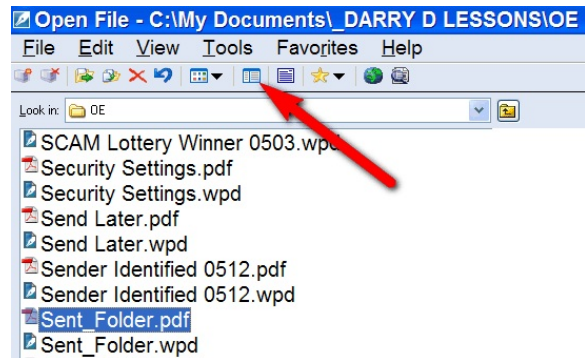


Figure 1

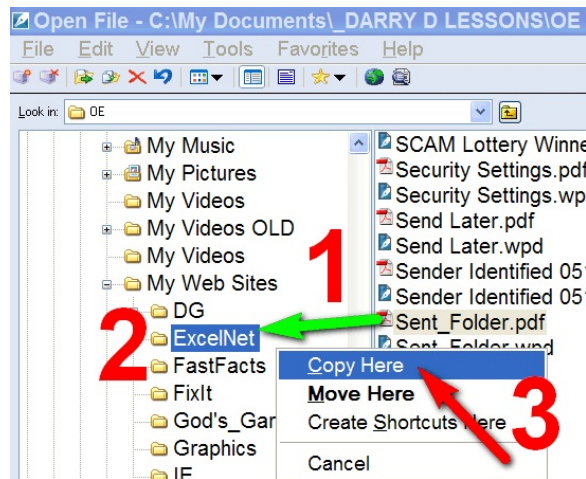


Figure 2

2. To copy or to move the file to the target folder (**Figure 2**):

- ❶ **RIGHT-click** on the file, **hold and drag** it to the destination folder
- ❷ When the destination folder is highlighted, release the mouse button.
- ❸ Left-click on “Copy Here” option.

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3. If the file has been copied to the destination before, you'll get the "Confirm File Replace" window (**Figure 3**).

You must decide whether or not to replace it.

I look at the first version's listed date and time. IF the second version has a newer date, I replace it.



Figure 3

4. To return to the "normal" view of your files, Left-click on the same icon you clicked on in Step 1.

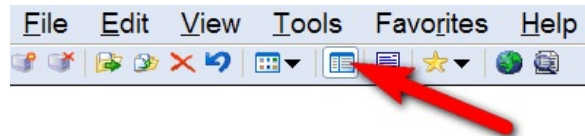


Figure 4