

To copy and move files using the Cut, Copy, and Paste commands:

1. Expand the folder containing the file to be copied.
2. In the Contents pane, select the file you want to copy or move.
3. From the Edit menu, choose Cut to move the file or choose Copy to copy the file.
4. Select the destination folder or drive.
5. From the Edit menu, choose Paste.

To use the Undo command:

1. From the Edit menu, choose Undo.

To find a file:

1. Right-click on the folder or drive, choose Find.
2. From the Find submenu, choose Files or Folders.
3. In the Find: All Files dialog box, select the tab for the type of information to search for.
4. Complete the fields for the search criteria.
5. Choose Find Now.
6. To find another file, choose New Search, choose OK, and then repeat steps 3 through 5.

To view a file using Quick View:

1. Right-click the file you want to view.
2. From the shortcut menu, choose Quick View.

To restore a file from the Recycle Bin:

1. Double-click the Recycle Bin icon.
2. Select the deleted item to recover.
3. From the File menu, choose Restore to restore the object to its previous location.
or
3. Drag the object to the desired location.

To delete some items from the Recycle Bin:

1. Select the items you want to delete.
2. Right-click over the selected items, choose Delete.
3. In the Confirm File Delete dialog box, choose Yes.
4. Repeat for additional files as needed.