

File Management with JAWS

Copying and Moving Files



The real power of file management comes in the ability to copy and move your files around. This enables you to create and manage a structured and logical filing system.

Note 1: These instructions are for copying and moving files. However, they can also be used to copy and move folders!

Copying Files

To copy a file and then paste it into another location, follow these suggested steps:

1. Open the folder which contains the file to be copied.
2. Select the file you want to copy and then press the keyboard shortcut **CTRL and C**. Upon doing this, the file will be copied to the Windows Clipboard. It will remain there until you copy something else!
3. Navigate to the folder you wish the file to be copied into and then press **ENTER**. Upon doing this, you'll be positioned inside the folder.
4. Finally, press the keyboard shortcut **CTRL and V**. Upon doing this, the file will be pasted into the current folder!

Remember, once you have copied your file/folder, press **BACKSPACE** to return to the previous folder!

Moving Files

To move a file (cut it) and then paste it into another location, follow these suggested steps:

1. Open the folder which contains the file to be moved.
2. Select the file you want to move and then press the keyboard shortcut **CTRL and X**. Upon doing this, the file will be cut to the Windows Clipboard. It will remain there until you copy or move something else!

Note 2: On screen, the file does not disappear. A perforated border is placed around the file/folder. This indicates visually that the file/folder has been cut!

3. Navigate to the folder you wish the file to be moved into and then press **ENTER**. Upon doing this, you'll be positioned inside the folder.

4. Finally, press the keyboard shortcut **CTRL and V**. Upon doing this, the file will be pasted into the new location! JAWS will announce the name of the file you just pasted, followed by its position in the list of files.

Remember, once you have moved your file/folder, press **BACKSPACE** to return to the previous folder!

That's it, it really is that easy to copy and move your files and folders around!