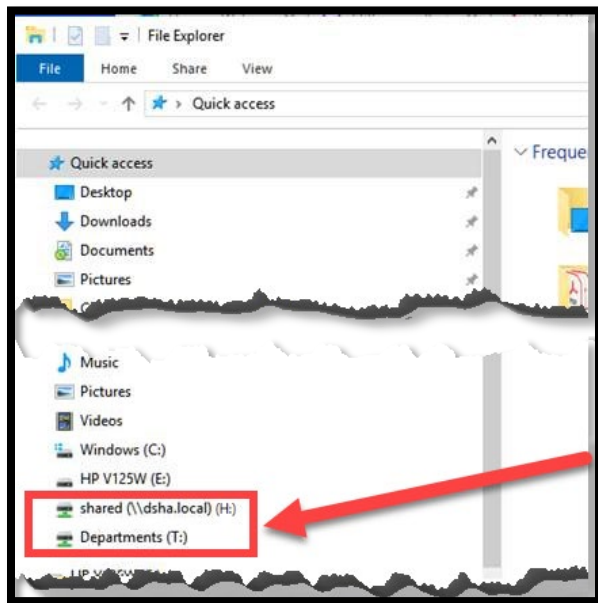


Moving document files (docs, images, scans, pictures, etc.).

1. Click on the **File Explorer icon** in the bottom tray of your computer/laptop to open and view all file Drives and Locations:



File Explorer will display as below, yours may look a little different.



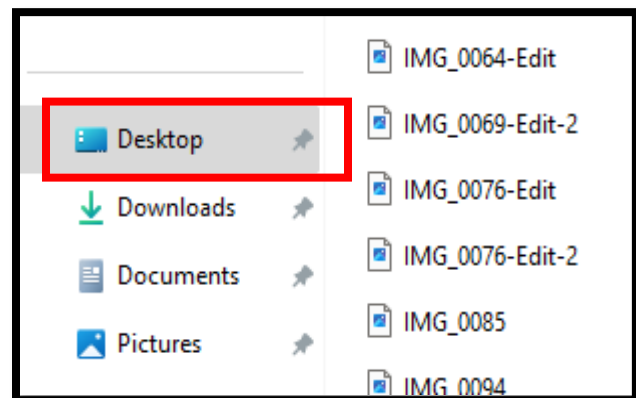
You will see both the **shared(\dsha.local) (H:)** and the **Departments (T:)** Drives.

These are the 2 locations where your document files (docs, images, scans, pictures, etc.) must be located to be transferred.

IMPORTANT: Documents saved to other locations (e.g., Desktop, USB, etc.) will need to be moved to either the (H:) or (T:) Drive. Otherwise, the files/folders will not be available on your new IT Laptops.

2. In File Explorer, click on the **Desktop** (or other location) that houses the files that need to be moved to the (H:) or (T:) Drive.

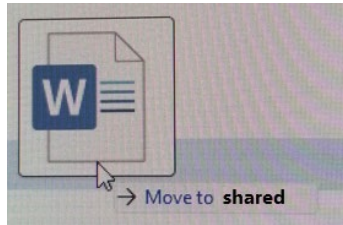
The document files will be displayed.



3. There are two options to move files from your Desktop (or other location) into the (H:) or (T:) Drive:

a) **DRAG & DROP:** Select and Hold the file/folder item and DRAG & DROP it into the appropriate (H:) or (T:) Drive.

As you are dragging the item, you will see a small dialog box display:



b) **Right-click** on the file/folder item, select **Show more options**, then select **Send to** and choose the (H:) or (T:) Drive

