Drag and drop a copy of a file without removing it from its original location
(From Computer to Flash Drive, Network Drive, or External Hard Drive)

Brought to you by
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SITUATION:

You have a file on your computer or on a network drive. You wish to drag it and drop to another folder without moving it from its original location.

SOLUTION:

1. Locate the file you wish to copy.
   - Open Windows Explorer (The yellow folder icon next to the Windows Start button.)
   - Navigate to the file (example: The file I wish to drag and copy is under the My Documents location, click on My Documents).
2. Right-click on the yellow folder icon next to the Windows Start button, a list of options to select what you want will appear, then left-click Windows Explorer.
3. Determine where you would like to store the copy of the file (for example, I want to store a copy on my thumb drive, click on Computer, then in that window select your thumb drive).
   - Make sure you can easily move between both windows so you can drag and drop easily.
4. Press and hold the CONTROL (Ctrl) key.
5. Left-click the file you want to copy and drag it to the desired location in the other window, then release the mouse button and the CTRL key.
6. That's it. The copy of the file is now in the location you chose and the original is still in its original location.

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