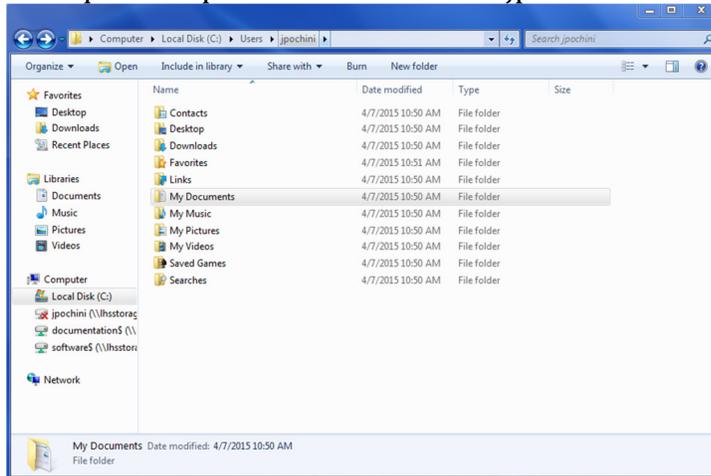


How to Copy to P Folder/Drive

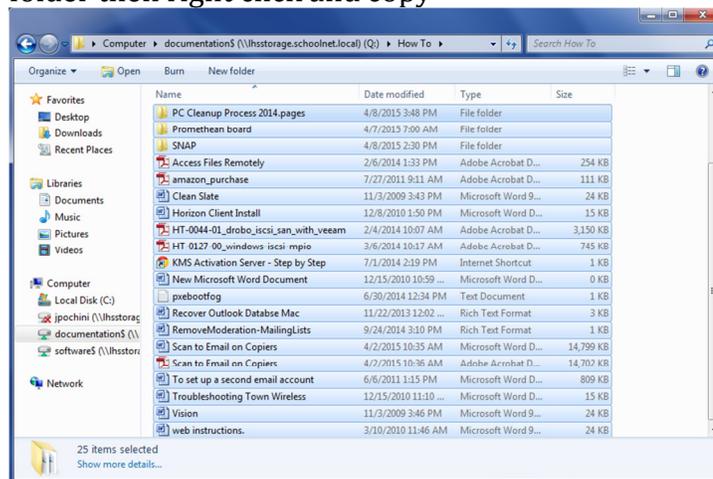
1) Locate the files you want to copy

- Example: Computer -> C: -> Users -> jpochini -

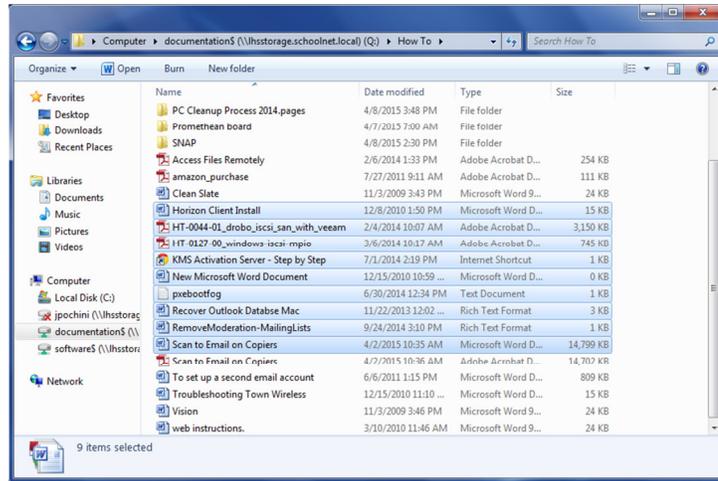


2) Select and Copy the files

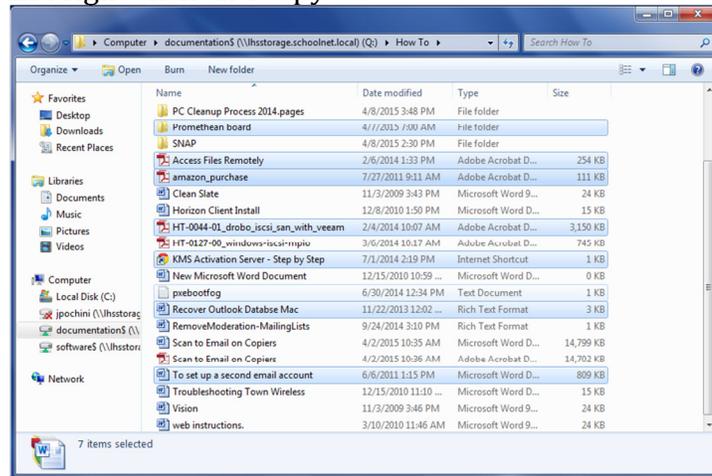
- For a single file simply right click on it and click copy(or control c)
- For multiple files:
 - Click on any file and press control A to chose all files in that folder then right click and copy



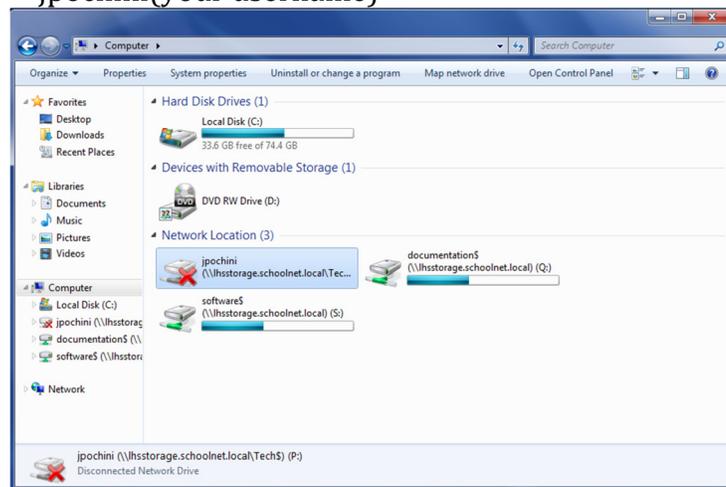
- Click on a file then shift click another to select every file from the first file to the second and right click and copy



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- Control click on specific files to pick and choose certain ones and right click and copy



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- 3) Locate your P folder
 - Computer -> jpochini(your username)



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- 4) Right click and paste into your p drive(or control v)

