# Dragging and Dropping Files
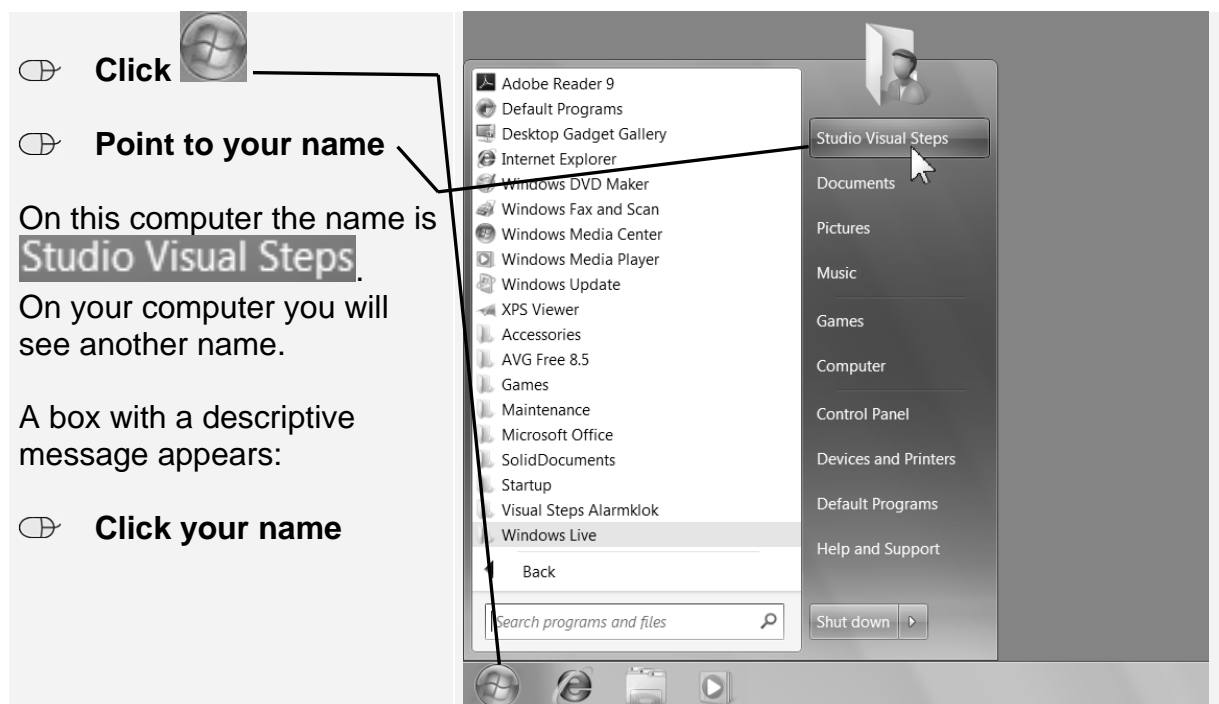
**Subject**
**Windows 7**

**Key Words**
**Windows 7, folder, files, dragging, dropping**

**Introduction**
The easiest way to move files to another folder is by *dragging and dropping*.

Here is how you do it:

First you are going to open your *Personal folder*. Your *Personal folder* is a folder that contains your *My Documents*, *My Pictures*, *My Music, My Contacts* folders, as well as other folders. The *Personal folder* is labeled with the name you use to log on to your computer. The *Personal folder* is located at the top of the Start menu. Take a look:
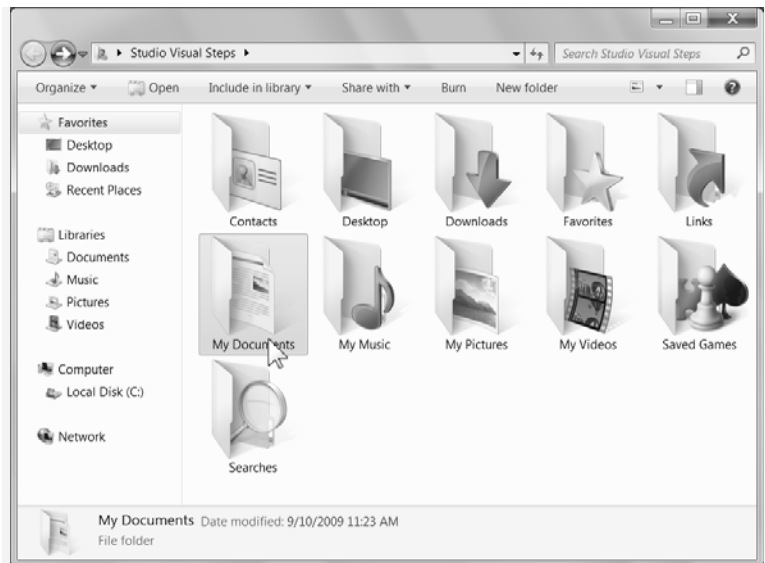
👆 **Click**

👆 **Point to your name**

On this computer the name is
Studio Visual Steps.
On your computer you will see another name.

A box with a descriptive message appears:

👆 **Click your name**

*Windows Explorer* will be opened.

Now you need to open the *My Documents* folder:

⊕ **Double-click**

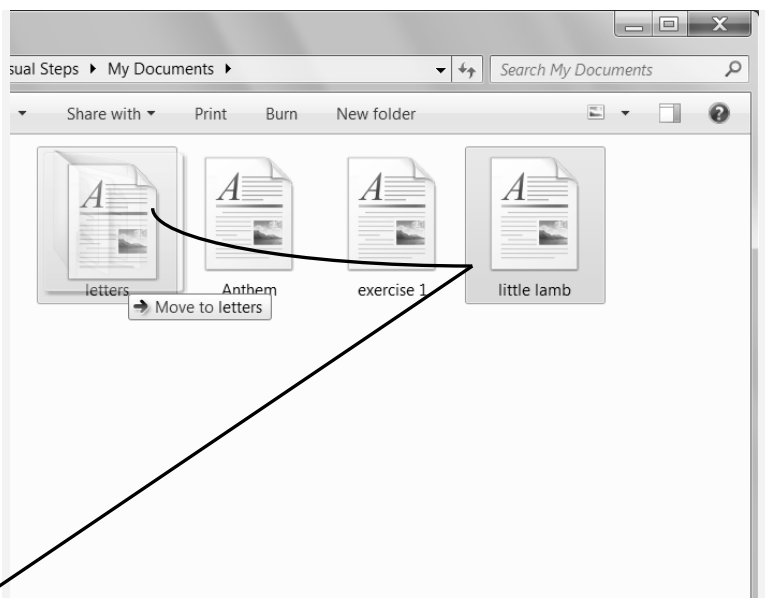**My Documents**

The *My Documents* folder will be opened.

⊕ **Point to**  little lamb

⊕ **Press the left mouse button and keep it depressed**

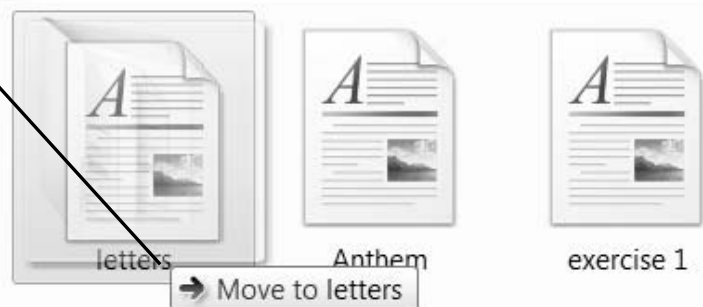⊕ **Drag**  little lamb  **to**  letters

When you see this box ➔ Move to letters appear:

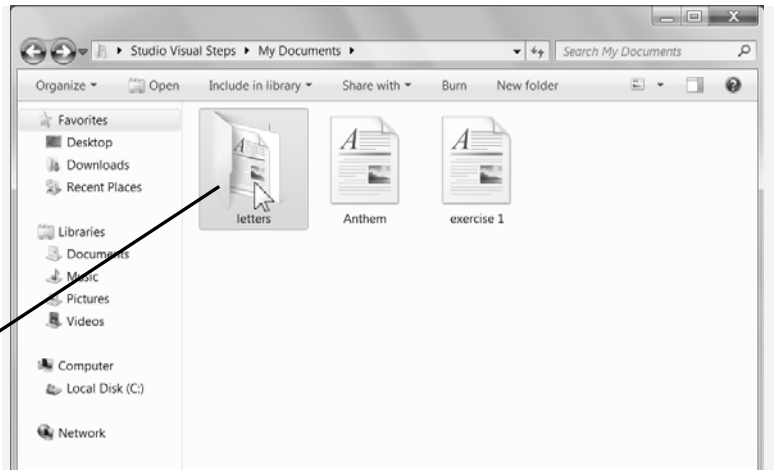⊕ **Release the mouse button**

To open the *letters* folder:

⬭ **Double-click**  letters

You will now see the *little lamb* file appear in the *letters* folder: