

## Transferring Files from One Folder to Another

Use the copy (copy and paste) function, not the move function (drag and drop in a new folder or cut and paste) as file permissions are impacted.

Transferring a file from one folder to another folder can potentially create permission problems, and may hinder access to the file for some people. For example, if a file is being transferred from one folder to another folder in a directory above, below, or across file services, access permissions to the file may not be correct unless you follow the below process. It is important to ensure that permissions to files that staff have access to are indeed the correct permissions. To avoid any such issues with file permissions when moving a file, the following procedure should be followed.

1. Before any files can be transferred, it is necessary to ensure that the file is completely closed and that no one else is making any changes to the document. To check this, simply open the file and check if a “File in Use” alert box appears. If the alert box does **NOT** appear, the file is not opened and can be safely transferred to the new location. The figure below shows the “File in Use” dialog box. **NOTE:** Close the file before proceeding to the next steps.

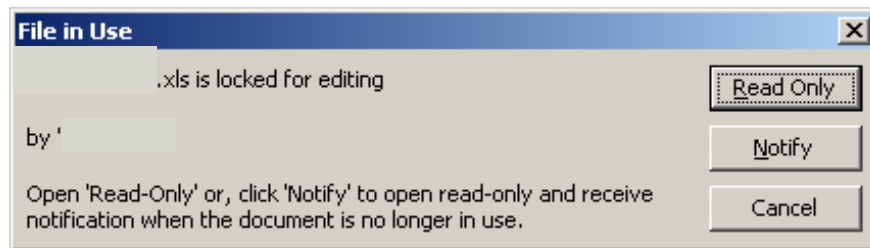


Figure 1: File in Use dialog box

2. Once it is determined that the file is not open, locate the file in the “My Computer” application that can be launched from an icon on your desktop or through Windows Explorer. Once you have found the correct folder for the file, right-click on the file. A properties box will appear. From the list of options choose “Copy”. The figure below demonstrates this step.

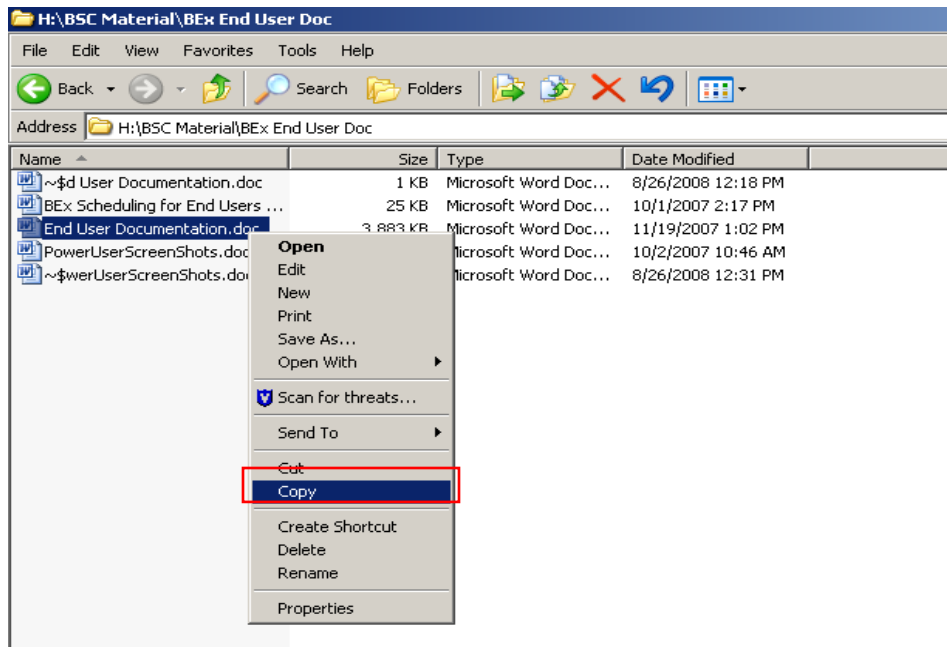
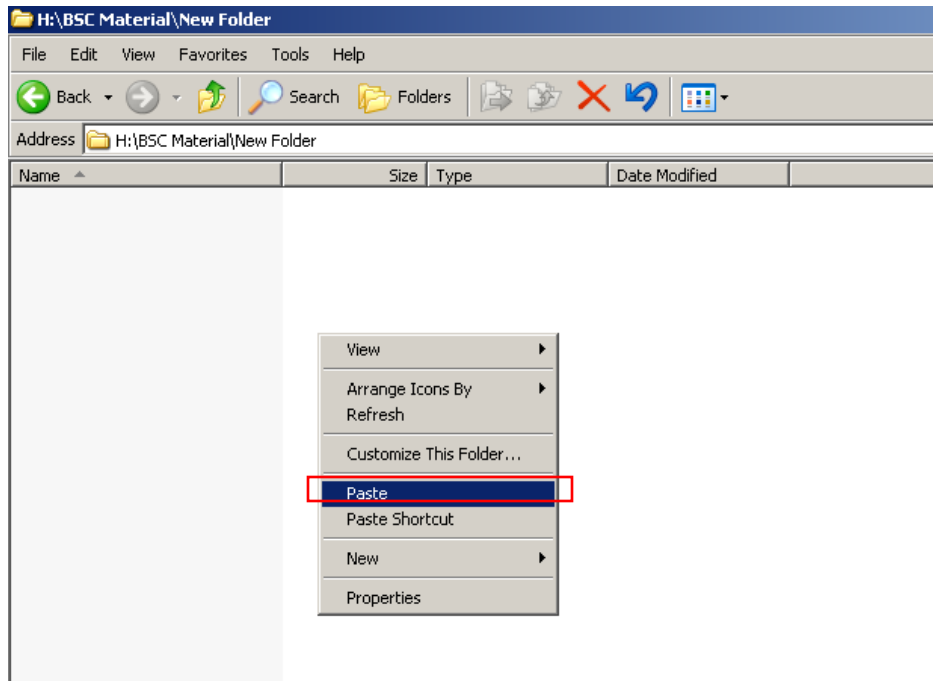


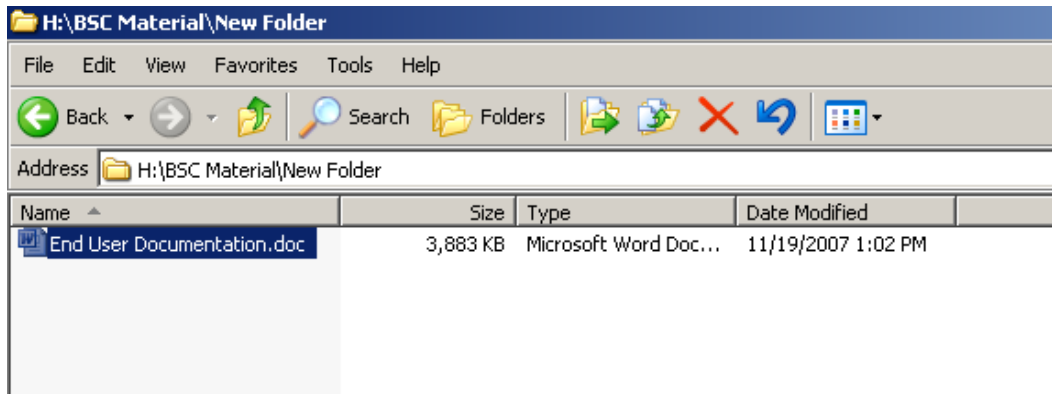
Figure 2: File properties

3. Browse to the new location for the file. Once the new location is found, right-click on the screen. A properties box will appear. Click "Paste" to put the file into the new location. The figure below demonstrates this step.



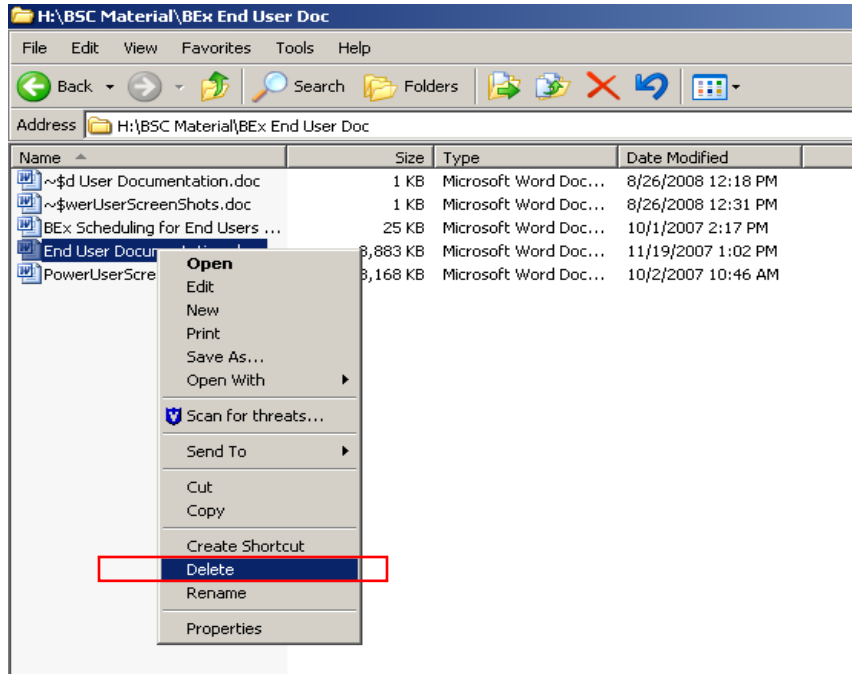
**Figure 3: Properties box within a folder**

Once the file has been pasted, it will appear within the new folder.



**Figure 4: File appears in the new folder**

4. Since a copy has been made of the file, the file still exists in the old location. Once the file has been transferred to the new location, return to the old file location and delete the file. This can be done by simply right-clicking on the file and choosing "Delete" from the properties box. The figure below shows this step.



**Figure 5: Deleting the file from its old location**

Once the file has been transferred, please notify users of the new location. If you have any questions, please contact HR/FIN Zone at [hrfzone@purdue.edu](mailto:hrfzone@purdue.edu) or 49195.