

**Title: Moving Folders**

**Subtitle: Online File Folder**

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You have three options for moving folders within Online File Folder: List View, Thumbnail View, and Filmstrip View. **NOTE:** You cannot move the Dropbox folder. To Move a Folder in the List View Click the **Files** button. From the **View** list, click **List**. If necessary, open the folder that contains the subfolder you want to move. Select the checkbox of the folder you want to move, and then click **Move**. From the **Select the folder to move to** area, click the folder you want to move the selected folder to. Click **OK**. To Move a Folder in the Thumbnail View Click the **Files** button. From the **View** list, click **Thumbnail**. If necessary, open the folder that contains the subfolder you want to move. Click the name of the folder you want to move, and then click **Move**. From the **Select the folder to move to** area, click the folder you want to move the selected folder to. Click **OK**. To Move a Folder in the Filmstrip View Click the **Files** button. From the **View** list, click **Filmstrip**. If necessary, open the folder that contains the subfolder you want to move. Select the folder you want to move, and then click **Move**. From the **Select the folder to move to** area, click the folder you want to move the selected folder to. Click **OK**. **TIP:** You can also use the drag and drop function or right-click menu to move folders.