

**Title: Copying Folders**

**Subtitle: Online File Folder**

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You have three options for copying folders within Online File Folder: List View, Thumbnail View, and Filmstrip View. To Copy a Folder in List View Click the **Files** button. From the **View** list, click **List**. If necessary, open the folder that contains the subfolder you want to copy. Select the checkbox of the folder you want to copy, and then click **Copy**. From the **Select the folder to copy to** area, click the folder you want to add the copied folder to. Click **OK**. To Copy a Folder in Thumbnail View Click the **Files** button. From the **View** list, click **Thumbnail**. If necessary, open the folder that contains the subfolder you want to copy. Select the folder you want to copy, and then click **Copy**. From the **Select the folder to copy to** area, click the folder you want to add the copied folder to. Click **OK**. To Copy a Folder in Filmstrip View Click the **Files** button. From the **View** list, click **Filmstrip**. If necessary, open the folder that contains the subfolder you want to copy. Select the folder you want to copy, and then click **Copy**. From the **Select the folder to copy to** area, click the folder you want to add the copied folder to. Click **OK**. **TIP:** In any view, you can use the right-click menu to copy a folder.