

Easily Copy or Move Files Elsewhere

When you want to copy or move a file from one folder to another, there are two common ways to do it, but both can be a little tricky and cumbersome.

One is to use cut/copy and paste. You select one or more files, choose Cut ((**Ctrl**) + (**X**)) if you want to move them or Copy ((**Ctrl**) + (**C**)) if you want to copy them, then make your way to the target folder and choose Paste ((**Ctrl**) + (**V**)). That's reliable, but it can involve a lot of to-and-fro between folders or the need to use two windows.

The other way is drag-and-drop: you select the files you want to copy or move, then drag them to the desired folder. That often involves using two windows too, and you need to know whether those files are going to be moved to the target folder or copied there.

If you do use drag-and-drop, a wise trick is to drag using the right mouse button rather than the left. This way, when you release the mouse button, a little menu will give you the choice between moving or copying the files (or cancelling the whole thing if you've changed your mind).

There's another way of moving or copying files that's simpler and more reliable than either of those above, but it tends to be overlooked – especially in Windows 7, where it's far-from-obvious.

Start by selecting the file (or files) you want to copy or move and then do the following:

Windows 10 or Windows 8.1:

1. Switch to the Home tab on File Explorer's Ribbon (if you're not already at that tab).

Need to copy or move files to a different folder?

You could use cut, copy and paste...

...or drag-and-drop



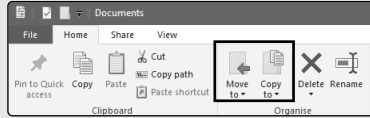
This method is more straightforward



Click on **Move to** or **Copy to**

Choose the required folder

- In the 'Organise' group you'll see buttons labelled **Move to** and **Copy to**. Click the appropriate button according to whether you want to move or copy the files you've selected.
- A menu will appear showing a list of recently-used and popular folders. If you want to move or copy those files into one of these folders, just click the required folder and you've finished. Otherwise, click on **Choose location**. In the dialog that opens, you can navigate to the required folder, click it once to select it and then click the **Move** or **Copy** button at the bottom.



Windows 7:



- Press the **(Alt)** key to display Windows Explorer's menu bar and then open the Edit menu (or press **(Alt) + (E)** to do both in one go).
- Choose **Move to folder** or **Copy to folder** according to whether you want to move or copy the files you've selected.
- In the dialog that appears, navigate to the required folder, click it once to select it and then click the **Move** or **Copy** button at the bottom.

It all happens in one Explorer window

Whichever version of Windows you use, the beauty of this method is that it all happens in one window and it doesn't involve dragging things around. And, as always, if you do happen to move the wrong files, or move them to the wrong place, or move them when you intended to copy them, you can undo the change by pressing **(Ctrl) + (Z)**.



Simple Email Aliases for Outlook.com and Gmail

Have you set up a free email account at Microsoft's Outlook.com (www.outlook.com) or Google's Gmail (www.gmail.com)? If you have, both of these services offer a nifty feature you may find useful – the ability to create as many email addresses as you like.

The feature is artful in its simplicity, it doesn't need any setting-up at all, and it works in exactly the same way with both services. To explain it, let's assume you have an account at Outlook.com and your email address is `johnsmith@outlook.com`. You can create a new email alias by adding a **+** sign and a single word after your username. For example:

`johnsmith+newsletters@outlook.com`

`johnsmith+amazon@outlook.com`

`johnsmith+family@outlook.com`

If someone sends an email message to one of these addresses you've concocted, Outlook.com knows that your username is the part before the **+** sign and delivers the message to you successfully. However, it leaves the full address visible, so when you look at your new message you'll see that it was sent to (for example) `'johnsmith+amazon@outlook.com'`.

What use is this? Well, let's say there's a website named 'Blue Socks' that you want to use, but it won't let you in unless you give it your email address. You're rightfully concerned that it will spam you, or sell your email address to others who will spam you. So you give it an alias address: you type `'johnsmith+bluesocks@outlook.com'` into the box.

As I mentioned earlier, this works in exactly the same way with Gmail, so if your email address were `'johnsmith@gmail.com'` you could use the alias `'johnsmith+bluesocks@gmail.com'`.

Create instant new email addresses

Add a **+ and any word you like**

Messages sent to this address arrive as normal

Use it to identify spammers

All the messages sent to that address will reach you, but you'll be able to tell where they've come from. If you start receiving a lot of messages addressed to 'johnsmith+bluesocks@outlook.com' from companies you've never heard of, you'll know that Blue Socks has been sharing your email address.

You can easily filter out this spam...

...or direct messages to particular folders

Better still, though, you can do something about it. You can set up a 'filter' or 'rule' that watches for messages sent to this '+bluesocks' alias and deletes them as soon as they arrive.

This ability to set up filters (or rules) based on these aliases is another handy use for them. If you give Amazon your email address as 'johnsmith+amazon@outlook.com', you could set up a filter that moves all messages from Amazon into a 'Shopping' folder you've created to keep them all together. Or tell your family to contact you at 'johnsmith+family@outlook.com' and a filter could immediately sort all incoming messages sent to that address into a 'Personal' folder to keep them separate from less-important messages and everyday junk.



In particular, these aliases are great for people you know (who will be happy to use the address you've told them without changing it) and for online services that you expect will just build lists of email addresses automatically without a human ever examining them.

Returning to the 'Blue Socks' example above, if someone working for that company looked through their list of email addresses, they might see and remove your '+bluesocks' addition, knowing that it identified their company and that messages would still reach you without it.

