MANAGING CONTENT ON YOUR STORAGE DEVICE

COPY CONTENT

1. ☰

    Enable the selection drawer by tapping on the content menu icon (   ) on the upper left corner.
2. Under **Files and Folders**, tap on your storage device. Content on your drive appears in multiple folders.
3. Navigate to the folders or files you want to copy and paste.

4. ⋮

    Tap on the **More** icon (   ) and tap on **Select item**.
5. Tap on the items you want to copy. A check mark appears on each item that you select.
    - To deselect a single item, tap on it.
    - To select all files in the view, tap on **Select items** on the top left and **Select All**. To undo Select All, tap on **Select items** and **Deselect All**.
6. Tap on the copy icon on the upper right (two sheets of paper).
7. Navigate to the destination folder using the Android curved back arrow.
8. Tap **Paste** on the upper right.

CUT AND PASTE CONTENT (MOVE)

1. ☰

    Enable the selection drawer by tapping on the content menu icon (   ) on the upper left corner.
2. Under **Files and Folders**, tap on your storage device. Contents on your drive appear in multiple folders.
3. Navigate to the folders or files you want to cut and paste.

4. ⋮

    Tap on the **More** icon (   ) and tap on **Select item**.
5. Tap on the items you want to cut and paste (move) to another folder. A check mark appears on each item that you select.
    - To deselect a single item, tap on it.
    - To select all files in the view, tap on **Select items** on the top left and **Select All**. To undo Select All, tap on **Select items** and **Deselect All**.
6. Tap on the cut icon on the upper right (scissors on paper). **NOTE:** Cutting a file or folder will move the item from its current location.

7. Navigate to the destination folder using the Android curved back arrow.
8. Tap **Paste** on the upper right.

RENAME CONTENT

NOTE: You can rename one item at a time. Selecting multiple items will remove the option to rename.

1. ☰

   Enable the selection drawer by tapping on the content menu icon (   ) on the upper left corner.
2. Under **Files and Folders**, tap on your storage device. Contents on your drive appear in multiple folders.
3. Navigate to the folder or file you want to rename.

4. ⁞

   Tap on the **More** icon   ) and tap on **Select item**.
5. Tap on the item you want to rename.
   - To deselect a single item, tap on it.
6. Tap on the rename icon on the upper right (pencil).
7. Type the new name and tap **OK**.

DELETE CONTENT

NOTE: Deleting a file or folder will permanently remove it from your storage device.

1. ☰

   Enable the selection drawer by tapping on the content menu icon (   ) on the upper left corner.
2. Under **Files and Folders**, tap on your storage device. Contents on your drive appear in multiple folders.
3. Navigate to the folders or files you want to delete.

4. ⁞

   Tap on the **More** icon   ) and tap on **Select item**.
5. Tap on the items you want to delete. A check mark appears on each item that you select.
   - To deselect a single item, tap on it.
   - To select all files in the view, tap on **Select items** on the top left and **Select All**. To undo Select All, tap on **Select items** and **Deselect All**.
6. Tap on the delete icon on the upper right (trash can).
7. Tap **Delete** to permanently remove the items.