MANAGING CONTENT ON YOUR STORAGE DEVICE

- [Move content](#)
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- [Delete content](#)

MOVE CONTENT

When you move content on your storage device, you are changing its physical location.

1. $\equiv$

   Tap on the **Libraries and Folders** content menu (   ) on the far left.
2. Under **Folders**, tap on your wireless storage device.
3. Tap on a folder to reveal its contents and navigate to the folder or files you want to move.
4. Tap on the select icon (check mark) on the upper right and tap on the folders or files to move. 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 **Select Items** on the top left and tap **Select All**. To remove all selections, tap **Deselect All**.
5. Tap **Actions** on the upper right and tap **Move**.
6. To begin browsing for the destination folder, tap on the folder on the upper left corner. The folder has an ellipse.
7. Navigate to the destination folder.
8. Tap **Move here** on the upper right corner.

COPY CONTENT

1. $\equiv$

   Tap on the **Libraries and Folders** content menu (   ) on the far left.
2. Under **Folders**, tap on your wireless storage device.
3. Tap on a folder to reveal its contents and navigate to the folder or files you want to copy.
4. Tap on the select icon (check mark) on the upper right and tap on the folders or files 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 **Select Items** on the top left and tap **Select All**. To remove all selections, tap **Deselect All**.
5. Tap **Actions** on the upper right and tap **Copy**.
6. To begin browsing for the destination folder, tap on the folder on the upper left corner. The folder has an ellipse.
7. Navigate to the destination folder.

8. Tap **Copy here** on the upper right corner.

RENAME CONTENT

Note: You can rename a single file or folder. If you select more than one item, the rename action is not available.

1. ≡

   Tap on the **Libraries and Folders** content menu (   ) on the far left.
2. Under **Folders**, tap on your wireless storage device. All contents on your drive display as folders.
3. Browse to the folder or file that you want to rename.
4. Tap on the select icon (check mark) on the upper right and tap on the folder or file to rename.
   - To deselect a single item, tap on it.
5. Tap on **Actions** on the upper right and tap **Rename**. If Rename is greyed out, you have selected more than one item.
6. Type a new name for the file and tap **Confirm**.

DELETE CONTENT

Note: Deleting a file or folder will permanently remove it from your storage device.</note>

1. ≡

   Tap on the **Libraries and Folders** content menu (   ) on the far left.
2. Under **Folders**, tap on your wireless storage device.
3. Tap on a folder to reveal its contents and navigate to the folder or files you want to delete.
4. Tap on the select icon (check mark) on the upper right and tap on the folders or files to move. 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 **Select Items** on the top left and tap **Select All**. To remove all selections, tap **Deselect All**.
5. Tap **Actions** on the upper right and tap **Delete**.
6. Tap **Delete** on the upper right corner to permanently remove the files or folders from the storage device.