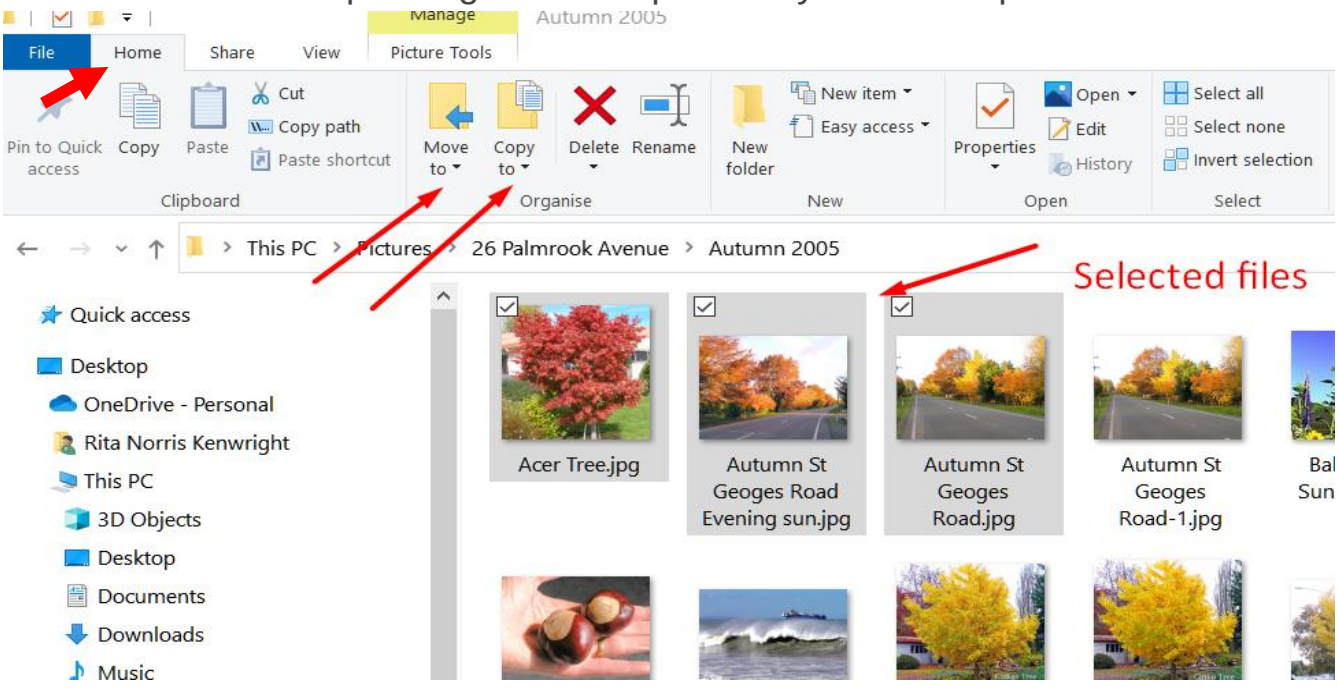
The Easy Way to Copy and Move Files Windows 10

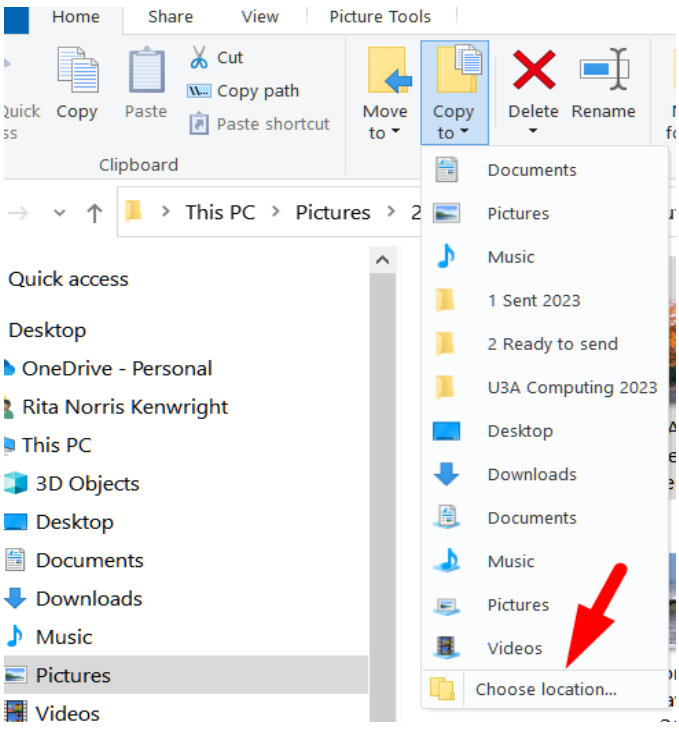
Nothing makes it easier to copy or move files from one location to another than having **“Copy to” and “Move to”** right there on the Windows right-click menu or on the toolbar. However, if you upgrade to a new version of Windows the handy **“Copy to” and “Move to”** options **may** disappear from the Windows 10 right-click context menu. It’s not hard reinstall them.

However Windows 10 has its own easy way to copy and move files

Open your Documents or Picture library and select a file/files or folder you wish to move.

Once the files have been selected, click “**Home**” on the menu at the top of the ribbon where you’ll find **“Copy to”** and “**Move to”** (see screenshot below). **Click on “Copy to” or “Move to”** depending on what operation you want to perform.

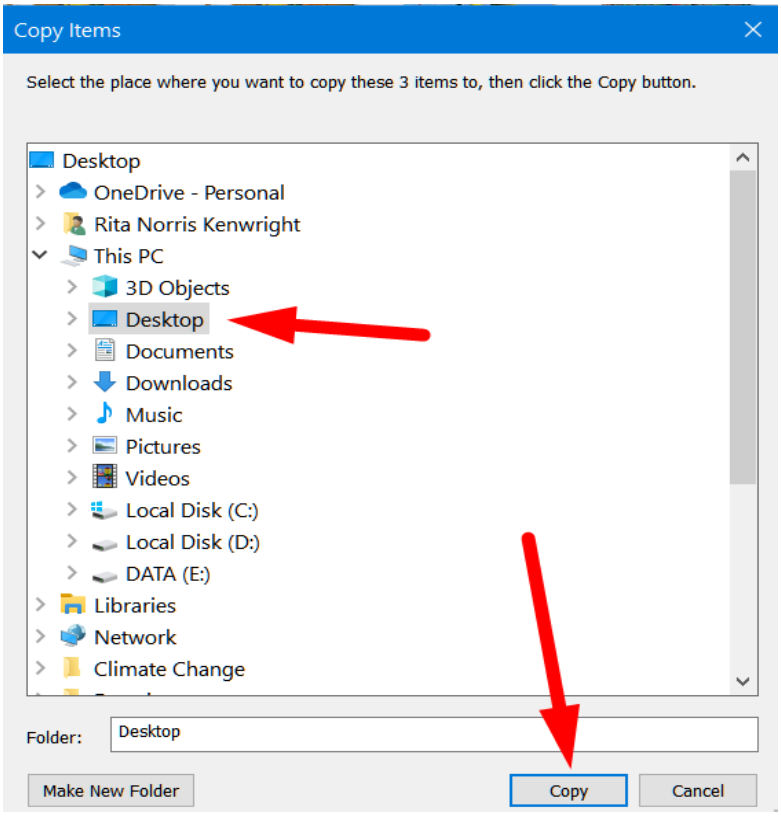




At the bottom of the context menu which appears then click on “**Choose location”**

When you click on “**Choose location**” a window will open where you can browse to the location where you want to move or copy the files. That’s it.

See Below



Another technique is to have "Copy to and Move to" in your right click context menu.
This is actually my preferred method of moving files. It does involve downloading a small piece of software to make it happen. You can use this technique in both Windows 10 and Windows 11.

This will be another tutorial.