Move a File

Because SharePoint offers strong search and versioning capabilities, there is rarely a need to have more than one copy of a file in SharePoint. The goal should always be one copy only! Thus, this help file describes how to move (but not copy) files.

Note: Be careful! If you move files, you will break any existing links to those files.

## Contents

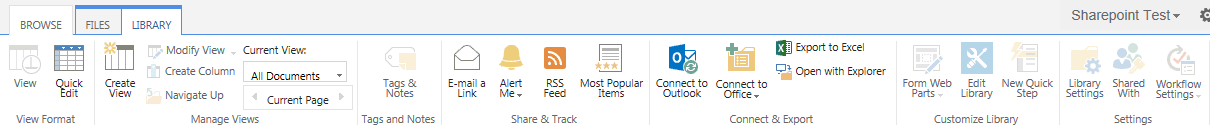
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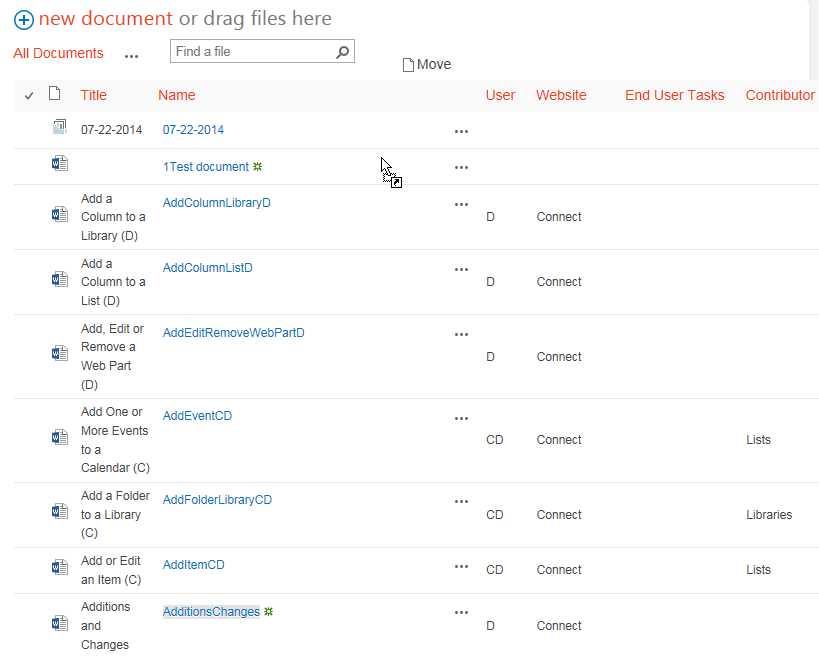
## Use Windows Explorer

1. Navigate to the library.
2. Open a Windows Explorer view of the library. On the ribbon, click the **LIBRARY** tab. In the **Connect & Export** group, click **Open with Explorer**.   
   
3. If prompted, log in. The SharePoint library is displayed in the traditional Windows Explorer view.
4. In the Windows Explorer view, cut (**Ctrl + X**) the files. In the same view, navigate to the destination (within or outside of SharePoint). Paste (**Ctrl + V**) the files.
5. Here are two other ways to move files using Windows Explorer.
   1. To move files between SharePoint and your computer: Open a Windows Explorer view on your computer, and navigate to the appropriate folder. Cut and paste files to move them from the Windows Explorer view of the SharePoint library to the Windows Explorer view on your computer.
   2. To move files within SharePoint: Open a Windows Explorer view of the destination library. Cut and paste files to move them from the source library to the destination library.

## Drag and Drop within a Library

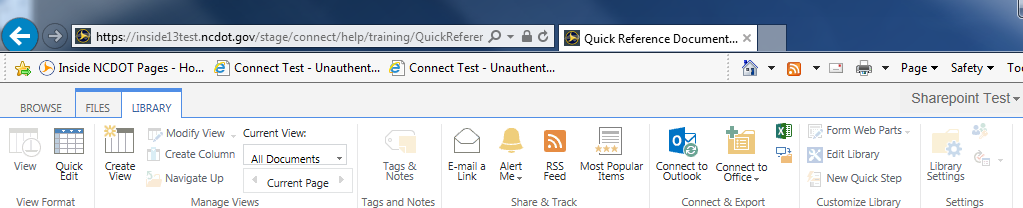
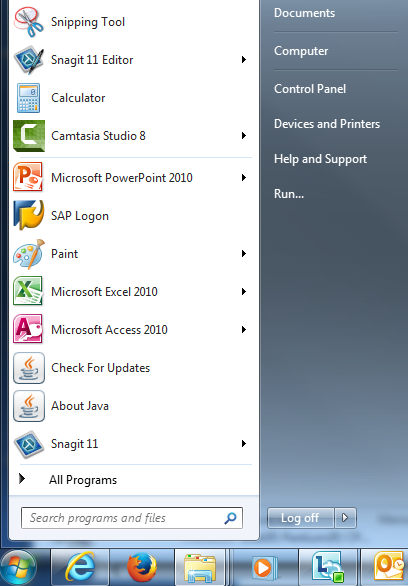
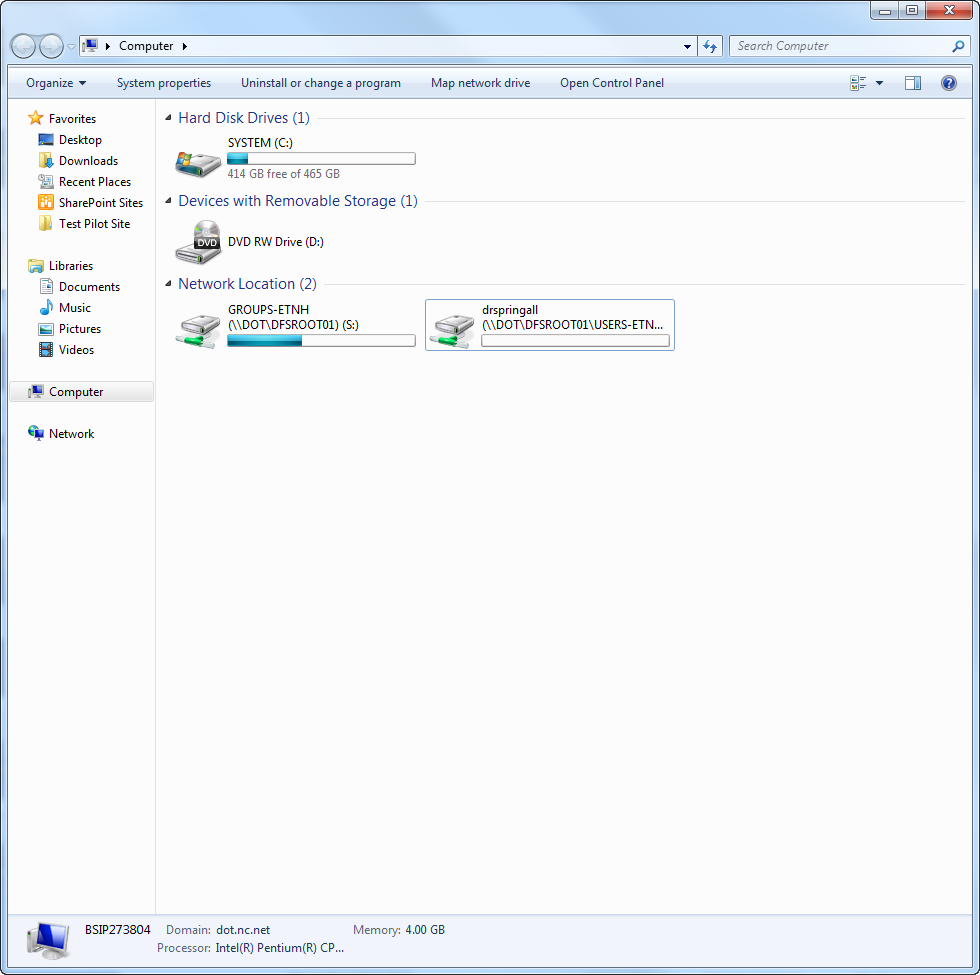
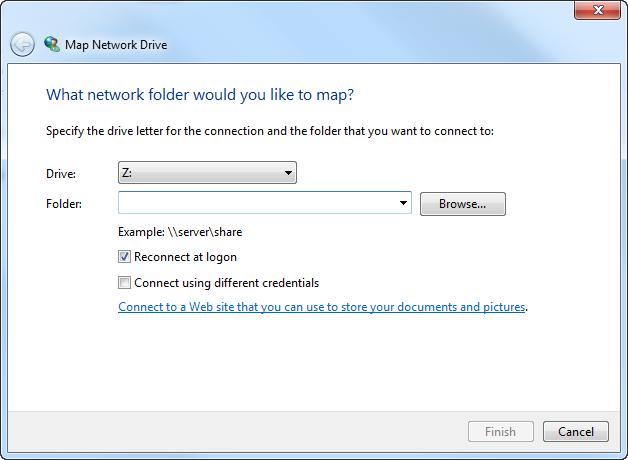
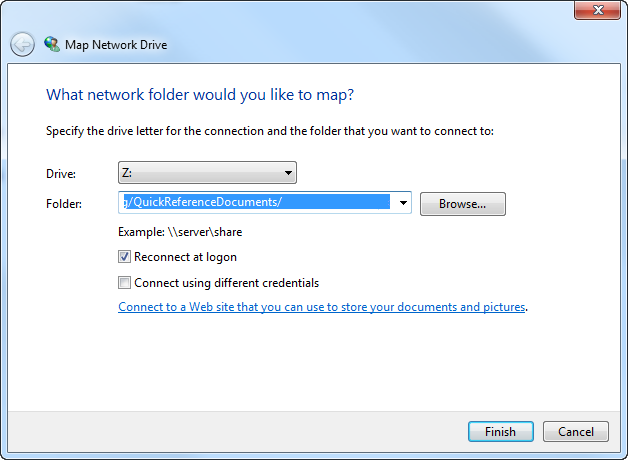
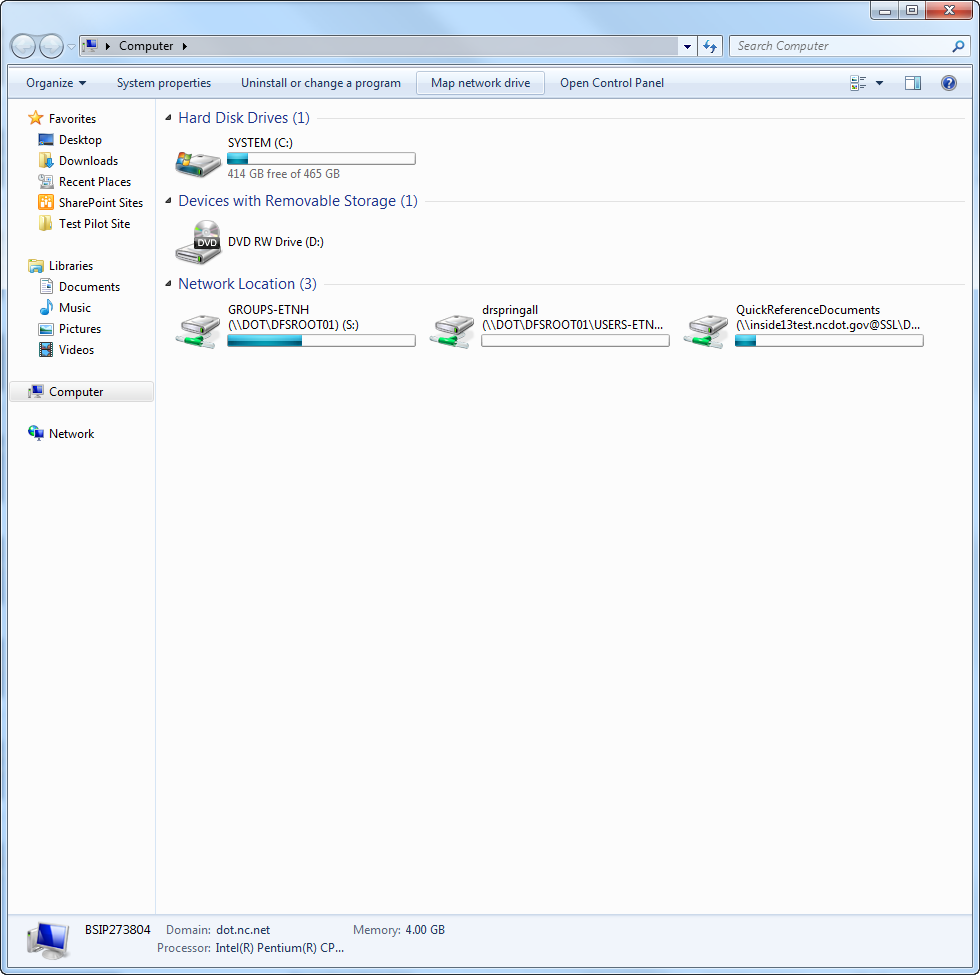
You can move one or more files in a library into a folder or document set by simply dragging it.

Note: You cannot move folders, document sets, videos, or items this way.

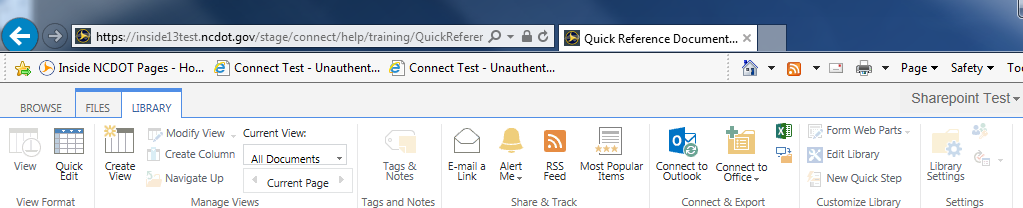
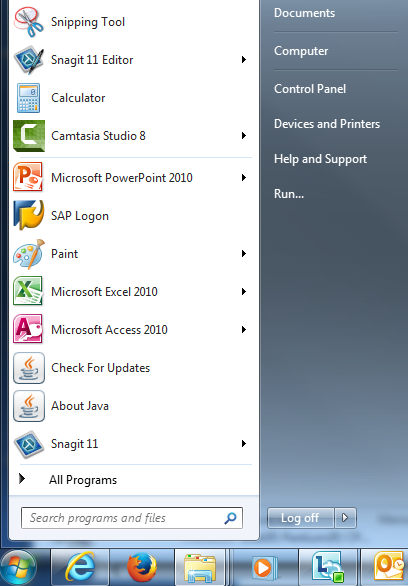
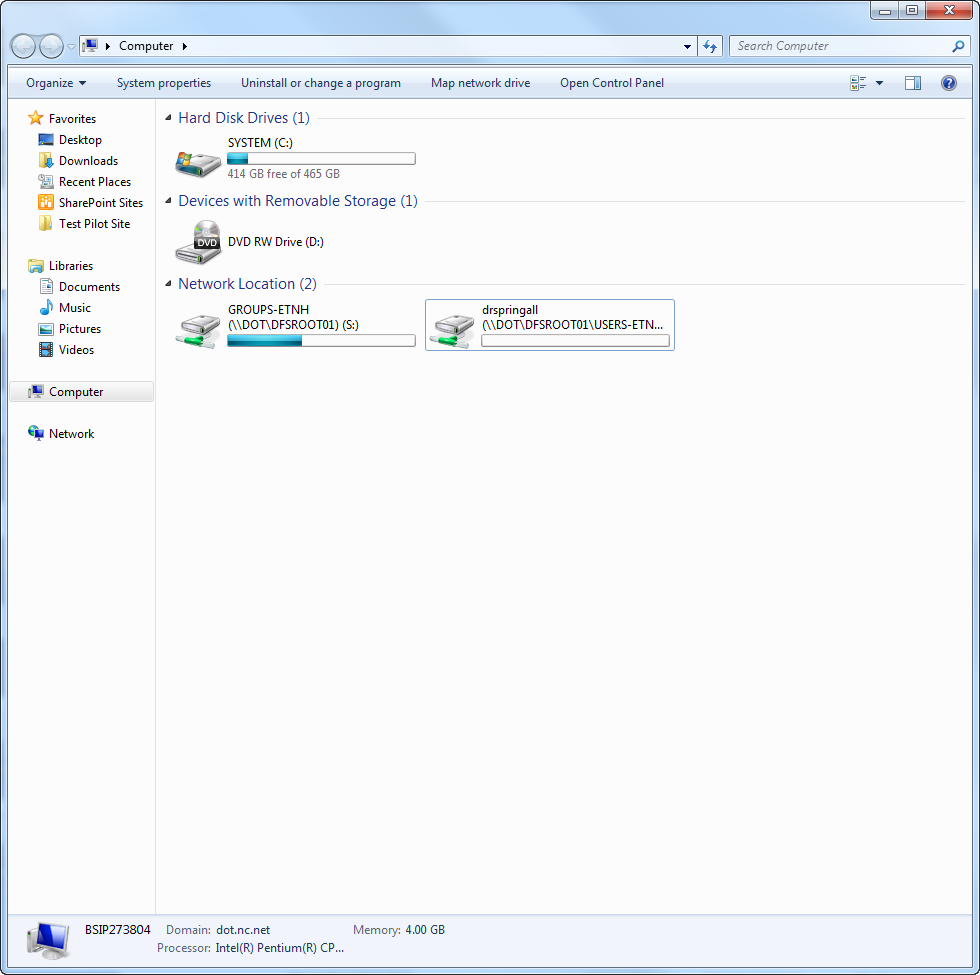
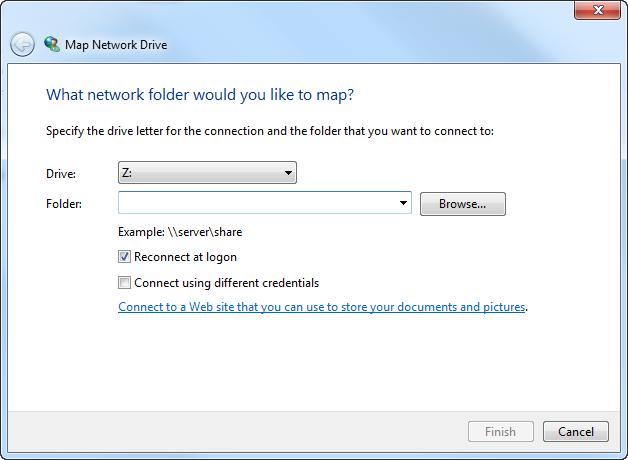
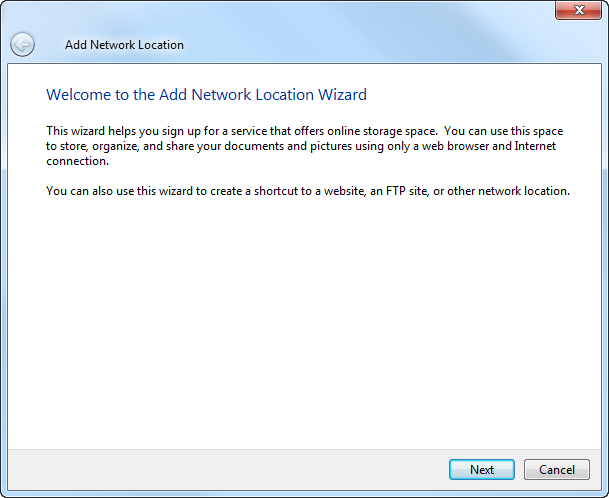
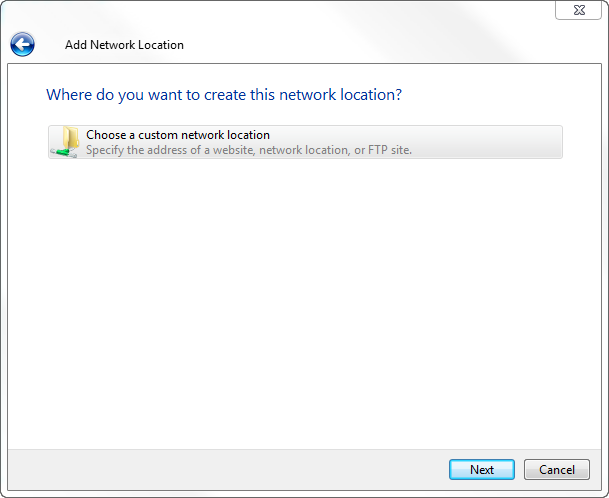
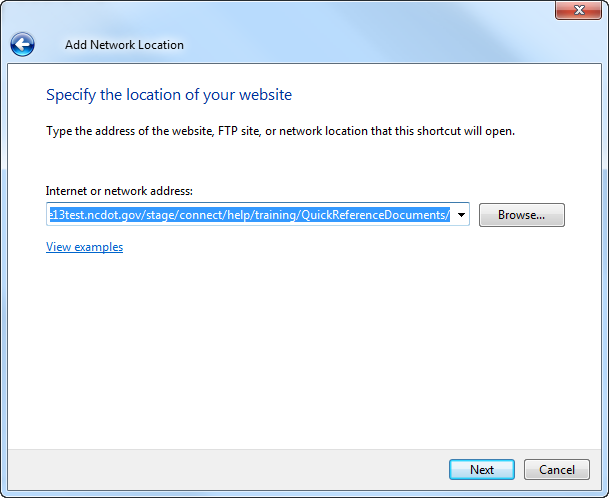
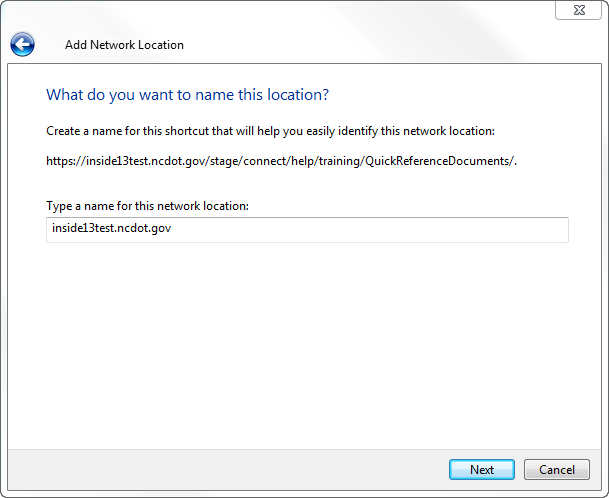
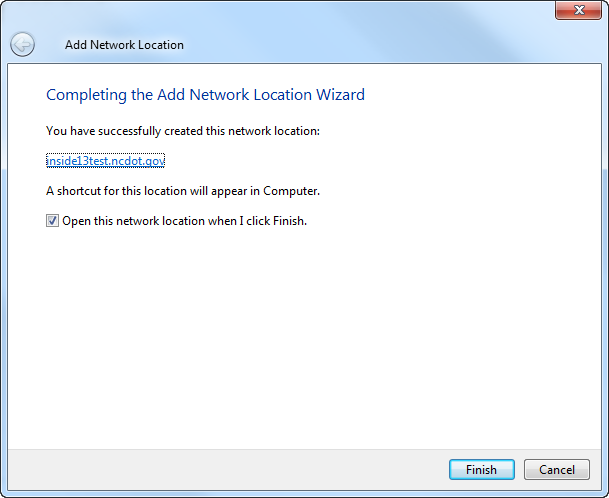
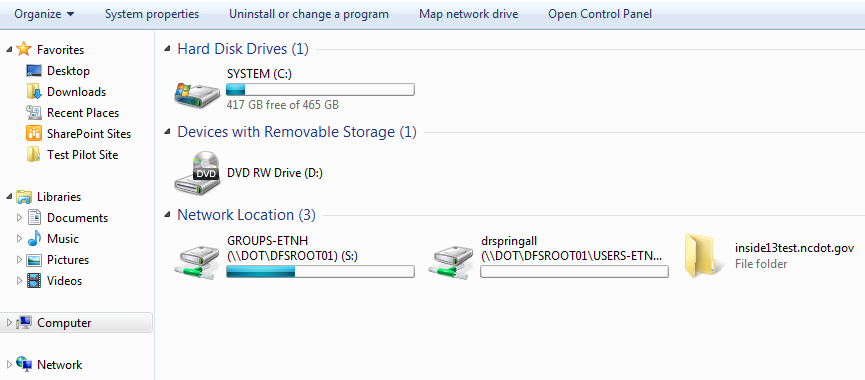


## Map a Network Drive

This method let you drag and drop documents into a library without opening SharePoint.

1. Navigate to the library and copy its address from the browser bar. Do not include **Forms/AllItems.aspx** in the address. For example, use https://connect.ncdot.gov/help/QuickReferenceDocuments/   
   not   
   https:// connect.ncdot.gov/help/QuickReferenceDocuments/**Forms/AllItems.aspx.**  
    Note: If you have several different libraries, you may wish to map the top level of the site, rather than multiple individual libraries.
2. On your computer, click **Start** and click **Computer**.  
   
3. Click **Map network drive**.  
   
4. Click an unused drive from the **Drive** drop-down.  
   
5. Paste the library address into the **Folder** text box and click **Finish**.  
     
   The newly mapped drive appears as a Network Location.  
   
6. Double-click the drive to open the SharePoint library.

## Map a Network Drive Using the Wizard

1. Navigate to the library and copy its address from the browser bar. Do not include **Forms/AllItems.aspx** in the address. For example, use https://connect.ncdot.gov/help/QuickReferenceDocuments/   
   not   
   https:// connect.ncdot.gov/help/QuickReferenceDocuments/**Forms/AllItems.aspx.**  
    Note: If you have several different libraries, you may wish to map the top level of the site, rather than multiple individual libraries.
2. On your computer, click **Start** and click **Computer**.   
   
3. Click **Map network drive**.  
   
4. Click **Connect to a web site that you can use to store your documents and pictures** to start the wizard.  
   
5. Click **Next**.  
   
6. Click **Choose a custom network location**, and click **Next**.  
   
7. Paste the address of the library into the **Internet or network address** text box, and click **Next**. If prompted, log in.  
   
8. Enter a name for the network location, and click **Next**.   
     
   The network location is created.
9. Click **Finish**.   
     
   The newly mapped drive appears as a folder under Network Location when you click **Start**, and click **Computer**.  
   
10. Double-click the folder to open the document library.