

## Managing Files

You also have several commands available allowing you to manage the files.

You can copy files to another location using `⌘C`. To copy a file to another location, highlight the file and press `⌘C`. Help text will appear prompting you to pick which folder you would like to copy the file to. Navigate to the location where you would like to copy the file using `⬅` and `➡` and press `⏎`.

`⌘M` behaves much the same as the `⌘C` command except that instead of creating a copy, it places the file in another location. To move a file, highlight the file and press `⌘M`. Then use `⬅` and `➡` to navigate to the location where you would like to move the file to and press `⏎`.

To delete a file, highlight the file and press `⌘X`. `⌘X` may also delete a directory when all the files have been deleted and the directory is empty.

You can also use the options `⌘V`, `⌘C`, and `⌘M` on multiple files at once. To highlight more than one file, highlight the first file you wish to modify and press `⇧`. A small arrow will appear next to each selected file. If you continue to press `⇧` or hold down `⇧` files will continue to be selected in the same direction you last moved (`⬆` or `⬇`). Once you have highlighted all the files you wish to modify, proceed with the command as normal.

To rename any file, highlight the file and press `⌘R`. You will then be prompted to enter the new name for the file.