

Dragging and Dropping Files

Digital files can easily be moved or transferred using a technique called “drag and drop.”

“Dragging” means to position the cursor over a file’s name or icon and then to press and hold down the mouse button while moving the cursor. The selected file will follow the cursor.

Multiple files can be dragged together. First, select all desired files. Hold down the mouse button when clicking on the last file in the group, and then move the cursor.

When the cursor passes over the intended destination, release the mouse button. This will cause the selected file(s) to be copied (or, sometimes, moved) to the new location. The act of releasing the mouse button and transferring a selection to a new location is called “dropping” the selection.

Drag and drop functionality is supported by most operating systems, including both Windows® and Macintosh® environments, and also by many popular software applications.

Certain conventions have become common among programs that support drag and drop functionality. For example, when the cursor is positioned over a destination that can receive the selection, the target file name or icon usually becomes highlighted. Similarly, if the intended destination cannot receive the selection, it is typical for the cursor’s icon to be changed.

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