



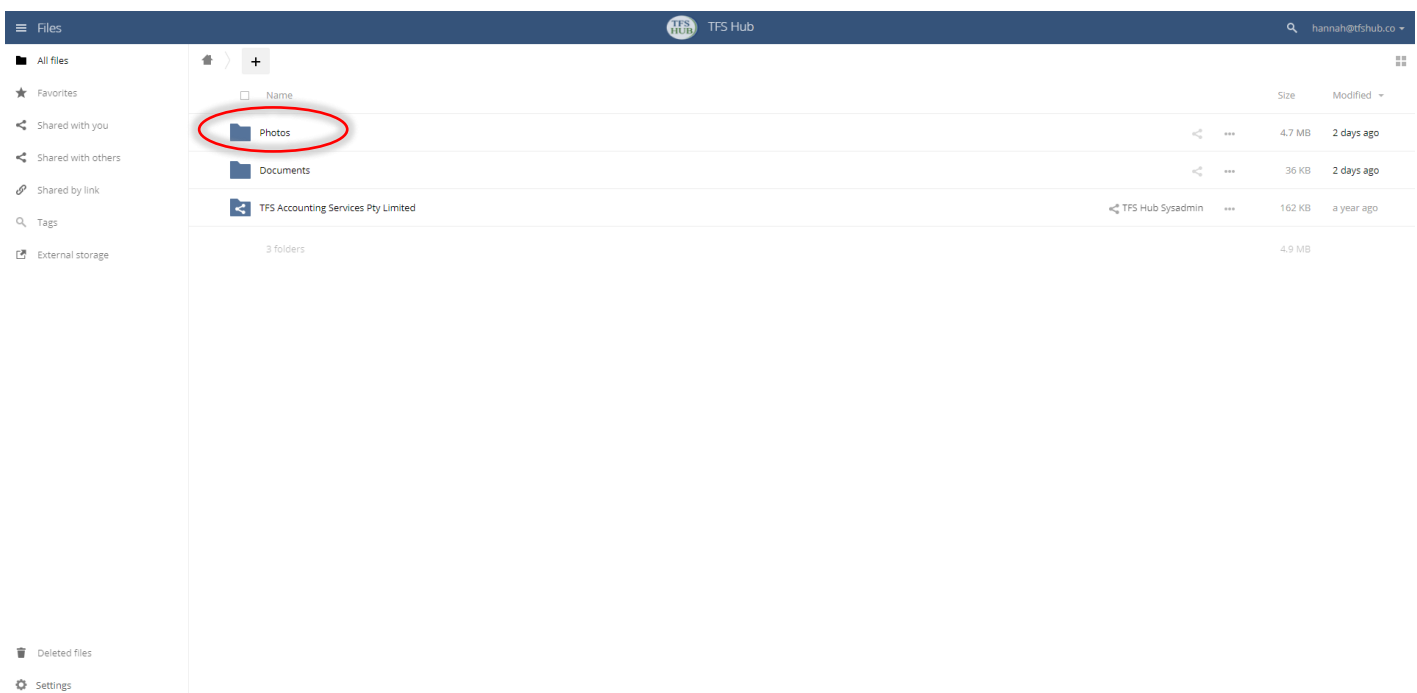
My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

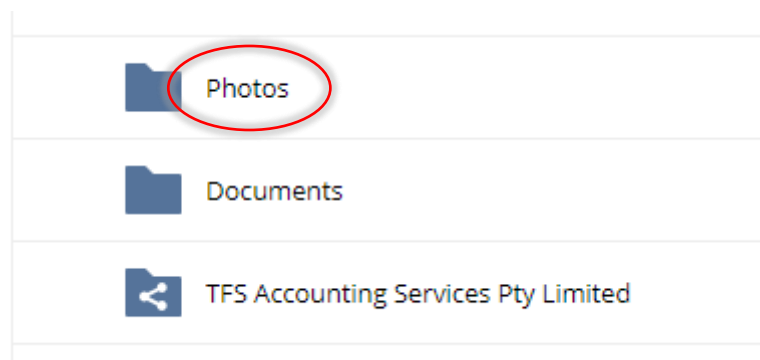
Section 3: Moving items into different folders

Item can mean a folder, photo, text document, word document, or any other source of information you have stored in TFS Hub. Moving items works this way with all of these types of documents.

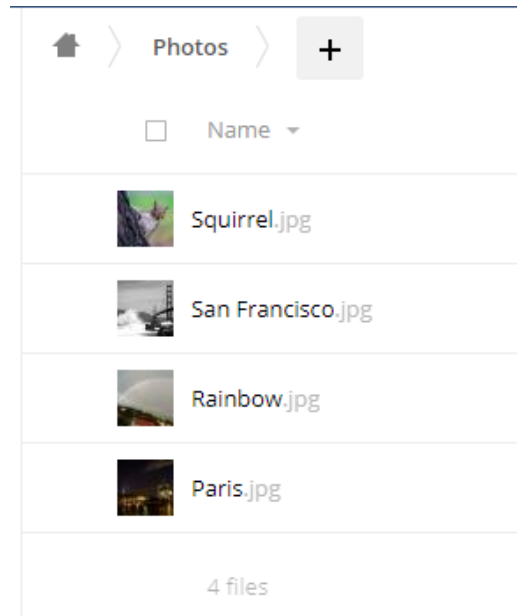
From the home page, click on the folder that currently has the item you wish to move.



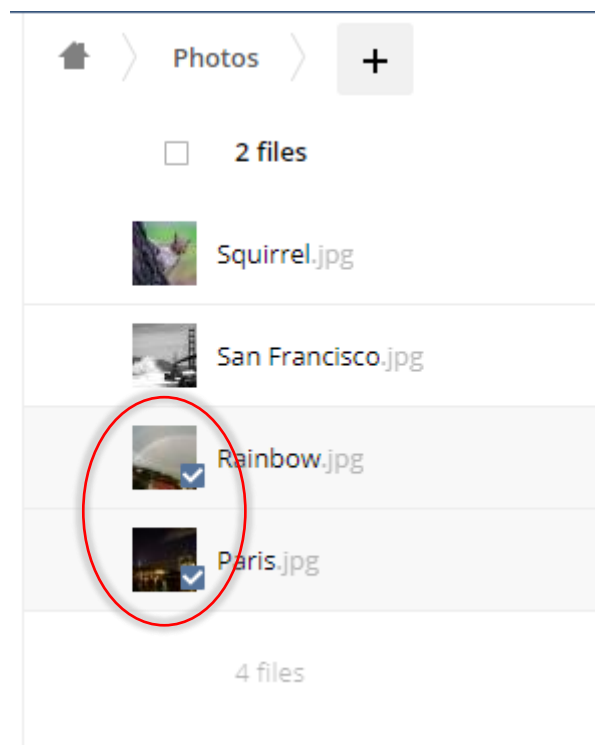
Click on the title of the folder to enter it.



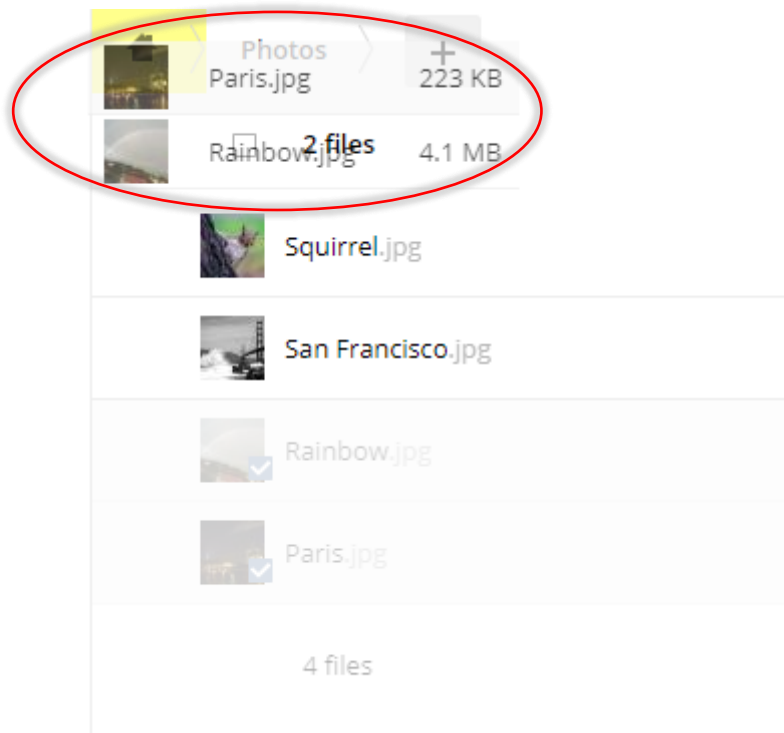
Once in the selected folder, it will display the items that are in it.



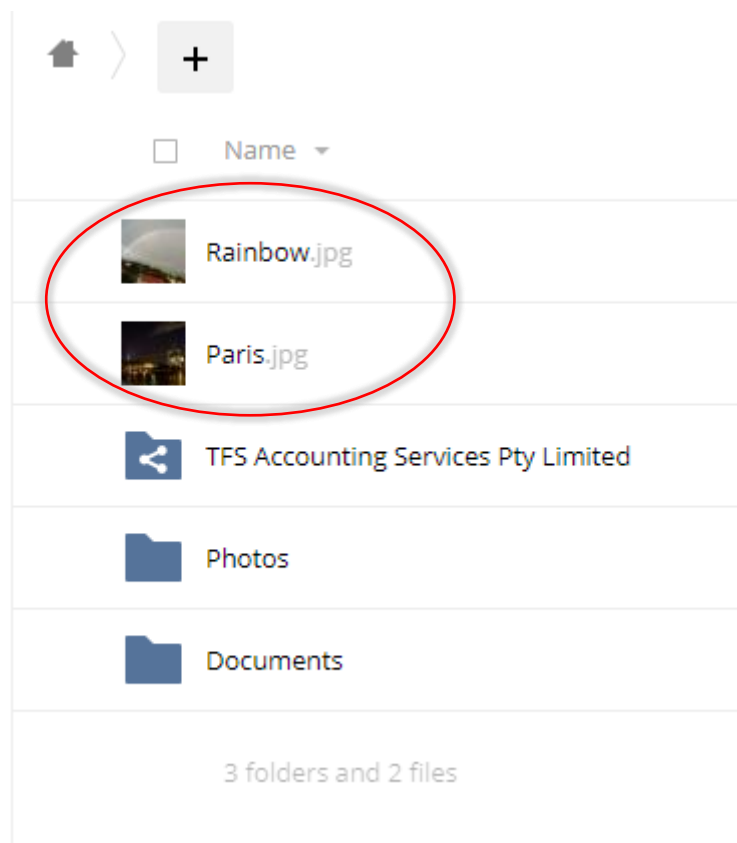
As you hover your mouse above the item/s you want to move, a small box will appear in the corner of the preview image to the item. Tick the box of your desired item/s to select them.



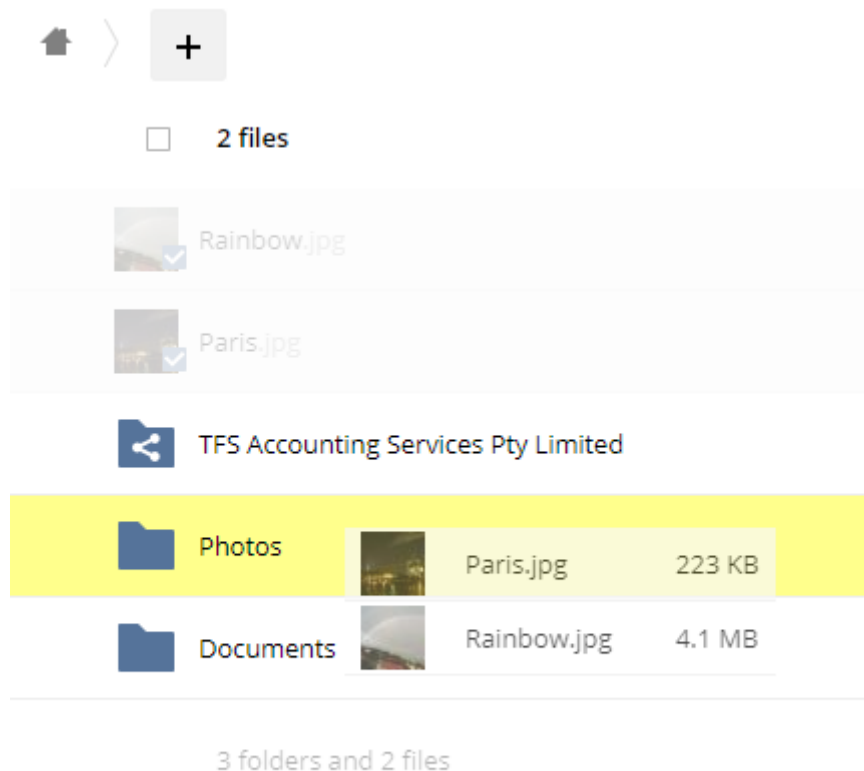
Hold down the left-hand side of the mouse and move it to drag the selected items. Drag the items to the home symbol or another folder within the current folder above the list of items. You will know when you have done this as the home symbol or folder will be highlighted yellow. Let go over it for them to be moved there.



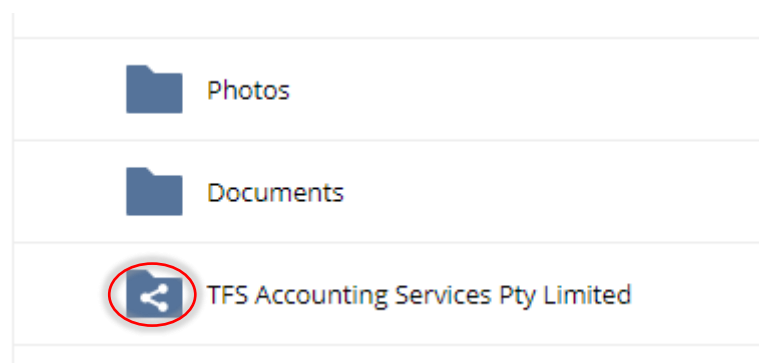
If you click on the place you moved the items (either home or to another folder within the current folder), you will be taken there and will be able to see the items that are now there.



This technique of 'drag and dropping' can be used by directly dragging to the folder wanted if it is in the listing of items. The folder it is moved to will also be highlighted yellow when you move the selected items over it.



Some folders are shared, meaning that other people have access to the items in it. You can tell it is shared by the icon on the folder.



This means that moving items into and out of these folders may give access to other people who previously didn't have access to it. **Be careful not to share sensitive documents with people who shouldn't have access.**