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File management on the Psion Series 5, 5mx, 7 and Revo

Note: All occurrences of **Revo** in this document also refer to **Revo Plus** unless otherwise specified.

This document covers basic file management on the Psion Series 5, 5mx, 7 and Revo, including creating new folders, and copying or moving files to folders or Memory Disks. It is an expansion of the outline in the 'Managing folders' section of the User Guide. The details in this document assume that you are using both the pen and keyboard, though all of the commands mentioned have keyboard-only equivalents.

Creating new folders

A folder can be thought of as a tray for storing documents in. Folders on your Psion can contain many different files, and you can even create new folders within an existing folder. The name of the current folder is shown in the title bar on the System screen.



In this example, the current folder is called **Work**. To close a folder you should tap on the  icon once to select it; tapping a second time closes the folder. The top-level folder will have the same name as your disk (normally "**Internal**" for disk C) and contains no icon for closing the folder.

To create a new folder, go to the System screen and tap on the **New folder** button (not Revo) on the toolbar or select **Create new**, then **Folder** from the **File** menu. Type in the folder's name and then press **Enter**, or tap the **OK** button. This will create the new folder within the current folder.



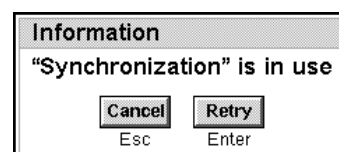
To open a folder, tap once on its icon to select it, then tap a second time to open it.

Copying files between folders

1. Tap once to select the file you wish to copy. If you want to copy more than one file at once, you can hold down the **Ctrl** key and tap each of the files in turn to select them. To select all of the files in the current folder, use the **Select all** command from the **Edit** menu.
2. Tap on the  command icon and select **Copy**. Alternatively, select **Copy** from the **Edit** menu or press **Ctrl + C**.
3. Open the folder you wish to copy the file to and select **Paste** from the **Edit** menu. Alternatively, select the appropriate option from the command icon shortcut or press **Ctrl + V**.

Error ‘... is in use’

If you see this message when you try to use **Paste**, it means that the file you are trying to copy is currently open. Tap **Cancel** and find the file you were trying to copy. Select the file, and exit from it by pressing **Ctrl + E**.



Moving a file

The above procedure makes a copy of your file in a different location. If, instead, you wish to move the file, follow the same instructions but use **Cut (Ctrl + X)** rather than **Copy**. If you cut a file and then decide you do not wish to move it after all, you can select the command **Clear clipboard** from the **Edit** menu.

Note: You can also copy or move folders in the same way.

Copying files to a Memory Disk

Copying to a Memory Disk follows the same procedure. To view the contents of a memory disk in your machine, tap on the  button in the title bar, and select the **D** option. This will show you the contents of a folder on your Memory Disk, and you can navigate the folders in the same manner as those on your C disk.

Tap on the disk button to switch back to the **C** disk when you are finished. You can also switch disks by selecting the **Current disk** command from the **Disk** menu or by pressing **Shift + Ctrl +** the letter of the disk..