

# How can I copy or move a group of files into a new folder from Explorer?

 [devblogs.microsoft.com/oldnewthing/20191112-00](https://devblogs.microsoft.com/oldnewthing/20191112-00)

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Here's how you copy or move a group of files into a new folder.

- Select the files and folders you want to copy or move.
- Click the *Move to* or *Copy to* button, corresponding to what you want to do.
- In the flyout, click *Choose location...* at the bottom.
- Go to where you want the new folder to be created and click the *Make New Folder* button.
- Give your new folder a name.
- Select your new folder and say *OK*.

**Bonus shortcut:** Right-click the files and folders, then go to *Send to* and say *Compressed (zip) folder*. This creates a new ZIP file from the files and folders you selected. I use this shortcut a lot.

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