# Move a file to a different folder in Google Drive

This document serves as a supplement to the resource document provided for the “Up in the Clouds with Google Drive and JAWS” webinar. When moving files from one folder to another, you may encounter inconsistency when locating the destination folder. Prior to executing the move command, you can choose to open the folder from the Navigation Pane. To do this:

1. Press **G**, followed by **N** to move to the Navigation Pane.
2. Press **DOWN ARROW** to navigate through your folders, and **RIGHT ARROW** on a folder to open it.

To move a file:

1. Locate the file you want to move.
2. Press **SHIFT+F10** or the **Applications key** to right click the folder.
3. Press **DOWN ARROW** to “move” and press **ENTER** to activate this option.
4. A list of folders will be displayed. Press **DOWN ARROW** to navigate to the new location for the file you are moving.
5. If the destination is a subfolder within the main folder, press ENTER on the subfolder to select it.
6. Press **TAB** to “Move Here,” then press **ENTER**.

If you do not initially open the destination folder in the Navigation Pane as described above, you may experience difficulty determining orientation after performing the move command explained in step 3.

In this case, after pressing **ENTER** on Move, focus may not be in the list of folders. This area is presented like a menu rather than a folder/file structure, so JAWS announces you are in a menu rather than a list of folders or files. Pressing the **UP ARROW** or **DOWN ARROW** keys will result in navigating through the contents of the source folder rather than a list of available folders.

You may also encounter instances where nothing is verbally indicated. If you are not in the folder list or do not receive verbal feedback when pressing the **UP ARROW** and **DOWN ARROW** keys, press **LEFT ARROW** to navigate to the main folder list, then press **DOWN ARROW** to locate your destination folder. Follow Step 6 to move your file.