Folders

Q: How can I move a whole folder into another folder?

1. In a folder, click the **Page Options** button on the right of the page, then choose **Go to Power View**

2. Tick the folder you want to move.

3. Expand the folder you wish to move it to, by clicking the + by the folder name

4. Decide where, in the target folder, you want to put the folder to be moved

5. Click the 'move options' icon ( ) next to the item in the target folder and choose "**Move Selected Items Above**" or "**Move Selected Items Below**" - the original folder should now move into the target folder

6. If the target folder is empty, click the move icon by "**header**" or "**footer**".

You can move whole folder trees this way, which makes Power View a powerful though potentially dangerous tool. Take your time.

Added by Fred Riley, last edited by Fred Riley on Feb 23, 2011