

# Manage Folders and Files

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## Overview

Add, rename, or delete folders and files within the MediaPortal interface.

## Setup

To manage folders and files within MediaPortal, you must enable the File Menu option, using either:

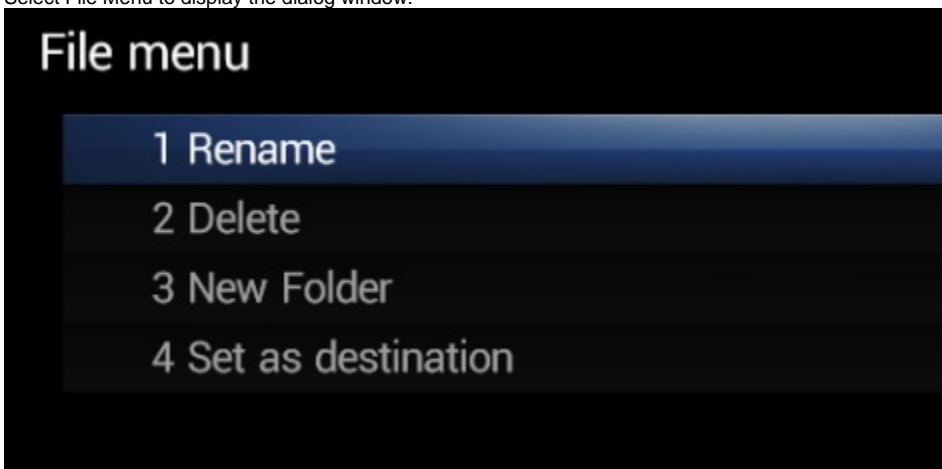
- Configuration > GUI > [File Menu](#)
- Settings > [GUI Settings](#)

You can also select a Pin code to control access to the File Menu.

## Add, rename, delete folders or files

When File Menu is enabled:

1. Select [Shares View](#) in Pictures, Videos or Music
2. Navigate to the folder where you wish to add a new folder or select the folder or file you wish to rename or delete
3. Press the Info/More button on your remote, F9 on your keyboard, or right click with a mouse for the context menu
4. Select File Menu to display the dialog window:



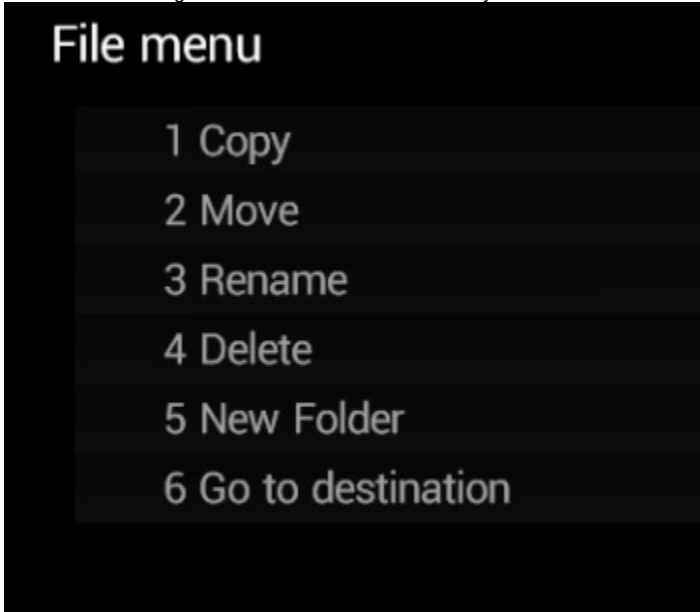
5. Choose Rename, Delete or New Folder
6. To Rename or add a New Folder, enter the name you wish in the [Virtual Keyboard](#)

## Copy or Move a folder or file

When File Menu is enabled:

1. Select [Shares View](#) in Pictures, Videos or Music
2. Navigate to the folder where you wish to copy or move the file or folder
3. Press the Info/More button on your remote, F9 on your keyboard, or right click with a mouse for the context menu
4. Select **File Menu** to display the dialog window as above
5. Select **Set as destination**
6. Now navigate to the file or folder you wish to move

7. Select **File Menu** again from the context menu - once you have set a destination folder, you have new options:



8. Select **Copy** or **Move**

## Related

- [Basics](#)

## Changelog

Change	Date	Release
<a href="#">Delete read only files</a>	2014/07/08	1.9.0