

# Bulk Transfer of Files Within the SharePoint Site

Multiple files can be transferred from one folder in the SharePoint site to another folder elsewhere in the SharePoint site. For example, workbooks for the Rapid Carbon Assessment can be transferred from an SSO subsite to the main Internal Documents library.

## Overview

### I) Go to the folder containing the files.

- In the “Actions” drop-down menu, select “Open with Windows Explorer.”
- Copy the files.

### II) Go to the target folder.

- In the “Actions” drop-down menu, select “Open with Windows Explorer.”
- Paste the files.

## Details

In the following example, we will copy files from a folder in the “Fort Myers 15–8” subsite to a folder in the MO “Internal Documents” library.

**I) Go to the folder containing the files.** In this example, the files are in the “Workbook” subfolder of the “RCA” folder in the “Shared Documents” library of the 15–8 subsite. Note that you need to select the *library* containing the folder first. If you select the folder directly, you may not get the drop-down menus. In the sample below, click on “Shared Documents” not on “RCA.”

The screenshot shows a Microsoft Internet Explorer window with the title "Home - Fort Myers 15-8 - Windows Internet Explorer". The address bar shows the URL: <https://nrccs.sc.egov.usda.gov/srra/mo-15/fmyers/default.aspx>. The page content is a SharePoint site for the "Fort Myers 15-8" subsite. On the left, there is a navigation bar with links for "View All Site Content", "Documents" (selected), "Lists", "Discussions", "Sites", "People and Groups", and "Recycle Bin". Under "Documents", there is a sub-menu with "Shared Documents" selected. The main content area shows a list of files in the "RCA" folder. The files listed include:

Type	Name	Modified By
Folder	RCA	AGEAST\pherlynnette,perez
File	August_19_2010TechTeamMeeting	AGEAST\howard,yamatoki
File	FT Myers MLRA Long Range Plan	AGEAST\Aaron.Achen
File	MO 15 MLRA -8 _Area_4_presentation2009	AGEAST\howard,yamatoki
File	Draft Special key to southern 156A MLRA 15_8	AGEAST\howard,yamatoki
File	Draft Key to MLRA_15_8Soils_Affsoils	AGEAST\howard,yamatoki
File	Draft Key to MLRA_15_8Soils_Mollisols	AGEAST\howard,yamatoki
File	Draft Key to MLRA_15_8Soils_Spodosols	AGEAST\howard,yamatoki
File	Draft Key to MLRA_15_8Soils_Inceptisols	AGEAST\howard,yamatoki
File	Draft Key to MLRA_15_8Soils_Histosols	AGEAST\howard,yamatoki
File	Draft Key to MLRA_15_8Soils_Eutrobs	AGEAST\howard,yamatoki
File	Draft 26 Ecoregions	AGEAST\howard,yamatoki
File	MO 15 - 8	AGEAST\howard,yamatoki
File	FTMyersAPO_final_12109	AGEAST\howard,yamatoki
File	FT Myers Questionnaire for RSS DRAFT	AGEAST\howard,yamatoki
File	FTMyers2009ABPFINAL	AGEAST\howard,yamatoki
File	FTMyers2009ABP3draft	AGEAST\howard,yamatoki

On the right side of the page, there is a "Links" section with the text "There are currently no favorite links to display. To add a new link, click "Add new link" below." Below this, there is a link labeled "Add new link".

After selecting the library (Shared Documents), you will get a similar, but not identical, view. See below. The drop-down menus (New, Upload, Actions, Settings) should be available. Different drop-down menus appear for different users, depending on what permissions the user has. If the “Actions” menu does not appear, you cannot bulk transfer files. Contact your site administrator ([Aaron.Achen@al.usda.gov](mailto:Aaron.Achen@al.usda.gov)) if you have problems or questions.

The screenshot shows a Windows Internet Explorer window titled "Shared Documents - Windows Internet Explorer". The address bar shows the URL: <https://nrccs.sc.egov.usda.gov/sera/mc-15/fmyers/Shared%20Documents/Forms/AllItems.aspx>. The page title is "NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15 > Fort Myers 15-8". The left navigation pane shows "Shared Documents" selected. The main content area displays a list of files under the "RCA" folder. The columns are "Name", "Modified", and "Modified By". The files listed include various documents such as "August\_19\_2010TechTeamMeeting", "Draft 26\_Ecos", "Draft Key to MLRA\_15\_8\_Soil\_Entsols", etc. The "Modified" column shows dates like 8/26/2010, 7/13/2009, etc., and the "Modified By" column shows names like "AGEAST\sherlynne.perez", "AGEAST\howard.yamatoki", etc.

Navigate to the folder containing your files (RCA > Workbooks).

The screenshot shows a Windows Internet Explorer window titled "Shared Documents - Windows Internet Explorer". The address bar shows the URL: <https://nrccs.sc.egov.usda.gov/sera/mc-15/fmyers/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsara%2fmo%2d15%2ffmyers%2fshared%20Documents%2fRCA&FolderCTID=&View=2>. The page title is "NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15 > Fort Myers 15-8". The left navigation pane shows "Shared Documents" selected. The main content area displays a list of sub-folders under the "Workbooks" folder. The columns are "Name", "Modified", and "Modified By". The sub-folders listed include "Abbreviated forms for outer pedons", "MLRA 15-8 Progress", "Pedon PC Descriptions", "Photos", "Site Location Alteration Documentation forms", "Site Reports", and "Workbooks". The "Modified" column shows dates like 12/10/2010, 2/14/2011, etc., and the "Modified By" column shows names like "AGEAST\sherlynne.perez", "AGEAST\howard.yamatoki", etc.

Shared Documents - Windows Internet Explorer

File Edit View Favorites Tools Help

https://nrcs.sc.egov.usda.gov/sra/mo-15/fmyers/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsra%2fmo%2d15%2ffmyers%2fshared%20Documents%2fRCA%2fWorkbooks&FolderTabSelected=true

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MRA Regional Office 15 > Fort Myers 15-8

Welcome AGEAST\Aaron.Achen |

NRCS Fort Myers 15-8

Home Site Actions

Shared Documents

Share a document with the team by adding it to this document library.

New Upload Actions Settings

Type Name Modified Modified By

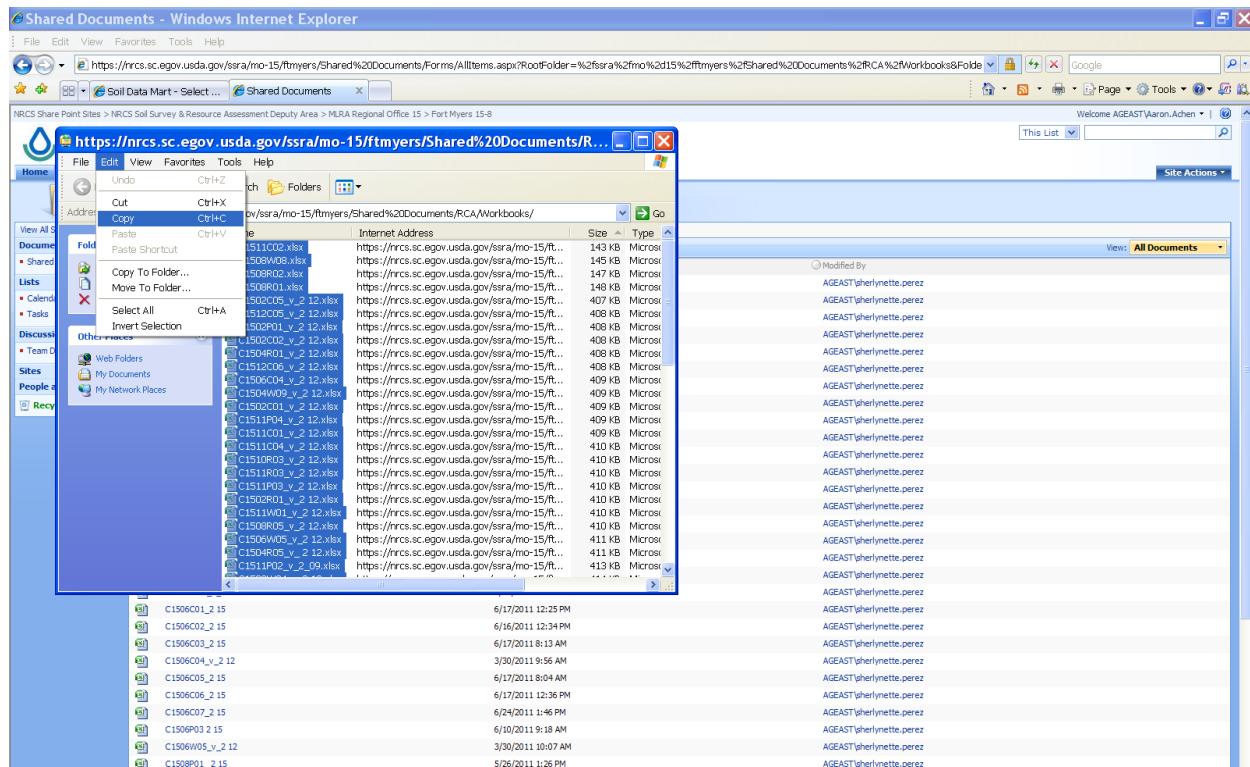
Type	Name	Modified	Modified By
Document	C1502C01_v_2 12	6/30/2011 7:12 AM	AGEAST\sherlynnette.perez
Document	C1502C02_v_2 12	3/29/2011 6:24 AM	AGEAST\sherlynnette.perez
Document	C1502C05_v_2 12	3/24/2011 11:39 AM	AGEAST\sherlynnette.perez
Document	C1502C06_v_2 10	3/24/2011 12:03 PM	AGEAST\sherlynnette.perez
Document	C1502P01_v_2 12	4/18/2011 9:54 AM	AGEAST\sherlynnette.perez
Document	C1502P03_v_2 10	1/12/2011 12:59 PM	AGEAST\sherlynnette.perez
Document	C1502P01_v_2 12	4/20/2011 8:25 AM	AGEAST\sherlynnette.perez
Document	C1502P07_v_2 15	6/16/2011 10:05 AM	AGEAST\sherlynnette.perez
Document	C1502R83_v_2 15	6/17/2011 7:59 AM	AGEAST\sherlynnette.perez
Document	C1502R85_v_2 15	6/8/2011 9:40 AM	AGEAST\sherlynnette.perez
Document	C1502V06_v_2 15	5/26/2011 12:24 PM	AGEAST\sherlynnette.perez
Document	C1504C01_v_2_08	1/12/2011 9:07 AM	AGEAST\sherlynnette.perez
Document	C1504C09_v_2 15	6/7/2011 7:10 AM	AGEAST\sherlynnette.perez
Document	C1504P09_v_2 15	6/14/2011 10:18 AM	AGEAST\sherlynnette.perez
Document	C1504R01_v_2 12	6/14/2011 9:28 AM	AGEAST\sherlynnette.perez
Document	C1504R05_v_2 12	3/30/2011 9:57 AM	AGEAST\sherlynnette.perez
Document	C1504W01_v_2 15	5/26/2011 12:51 PM	AGEAST\sherlynnette.perez
Document	C1504W09_v_2 12	3/30/2011 9:50 AM	AGEAST\sherlynnette.perez
Document	C1505W01_v_2 10	2/15/2011 9:19 AM	AGEAST\sherlynnette.perez
Document	C1506C01_v_2 15	6/17/2011 12:25 PM	AGEAST\sherlynnette.perez
Document	C1506C02_v_2 15	6/16/2011 12:34 PM	AGEAST\sherlynnette.perez
Document	C1506C03_v_2 15	6/17/2011 8:13 AM	AGEAST\sherlynnette.perez
Document	C1506C04_v_2 12	3/30/2011 9:56 AM	AGEAST\sherlynnette.perez
Document	C1506C05_v_2 15	6/17/2011 8:04 AM	AGEAST\sherlynnette.perez
Document	C1506C06_v_2 15	6/17/2011 12:36 PM	AGEAST\sherlynnette.perez
Document	C1506C07_v_2 15	6/24/2011 1:46 PM	AGEAST\sherlynnette.perez
Document	C1506P03_v_2 15	6/10/2011 9:18 AM	AGEAST\sherlynnette.perez
Document	C1506W05_v_2 12	3/30/2011 10:07 AM	AGEAST\sherlynnette.perez

a) In the “Actions” drop-down menu, select “Open with Windows Explorer.”

The screenshot shows a SharePoint 'Shared Documents' library. The 'Actions' dropdown menu is open, and the option 'Open with Windows Explorer' is highlighted with a yellow box. The list of documents is visible on the right, showing items like C1502C01\_v\_21 through C1504C01\_v\_08.

The screenshot shows the same SharePoint library after selecting 'Open with Windows Explorer'. A Windows File Explorer window is overlaid on the SharePoint interface, displaying the same list of files. The files listed are C1511C02.xlsx through C1516C02.xlsx, along with C1506C01\_v\_21, C1506C02\_v\_21, and C1506C03\_v\_21.

**b) Copy the files.** Select the files as you would select any other files in Windows. Click on the “Edit” drop-down menu and then “Copy.”



**II) Go to the target folder.** In this example, the files will be copied to the “Internal Documents” library of the MO-15 site. The files will be copied to the following folder: Rapid Carbon Assessment > Data > Workbooks > 15-8 . Again, note that you need to select the *library* (Internal Documents) first.

**Home - MLRA Regional Office 15 - Windows Internet Explorer**

File Edit View Favorites Tools Help  
<https://nrccs.sc.egov.usda.gov/sra/mo-15/default.aspx>

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

NRCS MLRA Regional Office 15

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridian 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1 Site Actions

View All Site Content Announcements  
 Need help with SharePoint?  
 by AGEAST|Aaron.Achen 6/14/2010 9:27 AM  
 1) In the upper right corner of the screen is a question mark in a blue circle. Click on it for help files. The standard Help files have been disabled due to a security problem. Use the direct link to "SharePoint Help" on the list of links...  
 Welcome  
 by AGEAST|Aaron.Achen 10/20/2008 1:34 PM  
 Welcome to the MO-15 SharePoint site. This site is primarily intended to improve our capacity to share documents. If you are in the "MO-15 Members" group, you can post documents to this site and can generally read and edit documents posted by others...  
 Add new announcement  
 Internal Documents  
 Type Name File Size Modified  
 About Publications 1/28/2009 11:05 AM  
 About SharePoint 10/8/2008 2:45 PM  
 Business plans 9/24/2009 2:40 PM  
 Ecological Site Inventory 5/27/2011 1:27 PM  
 Florida Map Unit Evaluations 2/9/2009 1:51 PM  
 Florida MLRA Documents 10/2/2008 8:14 AM  
 Florida NASIS Info 6/22/2009 2:07 PM  
 Florida Subaqueous Soils (Presentation) 10/2/2008 12:15 PM  
 GIS 11/20/2008 2:58 PM  
 Manuscripts 6/15/2009 9:38 AM  
 Meetings 4/2/2009 11:14 AM  
 Miscellaneous 8/9/2010 11:45 AM  
 PFR Reports for 15-1 2/24/2009 12:34 PM  
 PFR Reports for 15-4 2/25/2009 9:58 AM  
 Rapid Carbon Assessment 6/15/2010 10:53 AM  
 Converter failed to save file 45 KB 8/13/2010 9:21 AM  
 Henry-Benton Final Field Review 8549 KB 1/26/2011 8:46 AM  
 MSSWorPn2010A 148 KB 2/19/2010 3:00 PM  
 Quincy June 2010\_final 15460 KB 6/29/2010 10:56 AM  
 Soil Survey Update Implementation Guide for MO-15 revised 1234 KB 10/20/2008 12:04 PM  
 More Items...  
 Add new document  
 Open Documents  
 Type Name File Size Modified  
 Field Reports 11/24/2008 1:39 PM  
 Manuscript materials 9/23/2008 8:50 AM  
 Maps of MO-15 SSAs 12/11/2008 10:15 AM  
 Meetings 8/9/2010 11:35 AM  
 Mississippi 4/5/2010 10:51 AM  
 MLRA Soil Survey Management 11/24/2008 2:58 PM  
 Rapid Carbon Assessment 3/16/2011 10:01 AM  
 More Items...  
 Links  
 Getting Started with SharePoint  
 SharePoint Help  
 MO-15 Home page  
 MO-15 Taxonomic Unit Descriptions  
 MO-15 Newsletter  
 MO-11 SharePoint (IN)  
 MO-13 SharePoint (WV)  
 MO-14 SharePoint (NC)  
 MO-16 SharePoint (AR)  
 MO-18 SharePoint (KY)  
 NSSC SharePoint  
 Monthly activity schedule for Alabama soils staff  
 About URL shortening  
 Florida Association of Environmental Soil Scientists  
 Ecological Site Inventory  
 Add new link  
 Calendar  
 There are currently no upcoming events. To add a new event, click "Add new event" below.  
 Add new event

**Internal Documents - Windows Internet Explorer**

File Edit View Favorites Tools Help  
<https://nrccs.sc.egov.usda.gov/sra/mo-15/Internal%20Documents/Forms/AllItems.aspx>

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

NRCS MLRA Regional Office 15

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridian 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1 Site Actions

MLRA Regional Office 15 > Internal Documents

Internal Documents

View All Site Content Pictures  
 Logos  
 Documents  
 Internal Documents  
 Open Documents  
 Lists  
 Calendar  
 Tasks  
 Discussions  
 Team Discussion  
 GIS  
 Sites  
 Auburn 15-4  
 Fort Myers 15-8  
 Mayaguez 15-9  
 Meridian 15-2  
 Mobile 15-3  
 Quincy 15-6  
 Tavares 15-7  
 Tifton 15-5  
 Tupelo 15-1  
 People and Groups  
 Recycle Bin

Share a document with the team by adding it to this document library. This library is only accessible to "MLRA Regional Office 15 Members." It is not visible to outside visitors.

New Upload Actions Settings View All Documents

Type	Name	File Size	Title	Checked Out To	Modified	Modified By
About Publications	About Publications	45 KB	About Publications		1/28/2009 11:05 AM	AGEAST Aaron.Achen
About SharePoint	About SharePoint	8549 KB	About SharePoint		10/8/2008 2:45 PM	AGEAST Aaron.Achen
Business plans	Business plans	148 KB	Business plans		9/24/2009 2:40 PM	AGEAST Aaron.Achen
Ecological Site Inventory	Ecological Site Inventory	1234 KB	Ecological Site Inventory		5/27/2011 1:27 PM	AGEAST Aaron.Achen
Florida Map Unit Evaluations	Florida Map Unit Evaluations	15460 KB	Florida Map Unit Evaluations		2/9/2009 1:51 PM	AGEAST rick.a.robbins
Florida MLRA Documents	Florida MLRA Documents	16852 KB	Florida MLRA Documents		10/22/2008 8:14 AM	AGEAST rick.a.robbins
Florida NASIS Info	Florida NASIS Info	1234 KB	Florida NASIS Info		6/22/2009 2:07 PM	AGEAST rick.a.robbins
Florida Subaqueous Soils (Presentation)	Florida Subaqueous Soils (Presentation)	148 KB	Florida Subaqueous Soils (Presentation)		10/21/2008 12:15 PM	AGEAST rick.a.robbins
GIS	GIS	1234 KB	GIS		11/20/2008 2:58 PM	AGEAST Aaron.Achen
Manuscripts	Manuscripts	1234 KB	Manuscripts		6/15/2009 9:38 AM	AGEAST Aaron.Achen
Meetings	Meetings	1234 KB	Meetings		4/2/2009 11:14 AM	AGEAST Aaron.Achen
Miscellaneous	Miscellaneous	1234 KB	Miscellaneous		8/9/2010 11:45 AM	AGEAST Aaron.Achen
PFR Reports for 15-1	PFR Reports for 15-1	1234 KB	PFR Reports for 15-1		2/24/2009 12:34 PM	AGEAST scott.anderson
PFR Reports for 15-4	PFR Reports for 15-4	1234 KB	PFR Reports for 15-4		2/25/2009 9:58 AM	AGEAST scott.anderson
Rapid Carbon Assessment	Rapid Carbon Assessment	1234 KB	Rapid Carbon Assessment		6/15/2010 10:53 AM	AGEAST Aaron.Achen
Converter failed to save file	Converter failed to save file	45 KB	Trouble shooting for Microsoft Office over SharePoint		8/13/2010 9:21 AM	AGEAST Aaron.Achen
Henry-Benton Final Field Review	Henry-Benton Final Field Review	8549 KB	Henry-Benton Final Field Review		1/26/2011 8:46 AM	doug.slabough
MSSWorPn2010A	MSSWorPn2010A	148 KB	2010 Mississippi Soil Survey Work Planning Conference		2/19/2010 3:00 PM	AGCENTRAL deanney.johnson
Quincy June 2010_final	Quincy June 2010_final	15460 KB	Area 1 - Office		6/29/2010 10:56 AM	AGEAST Christopher.Davis
Sol Survey Update Implementation Guide for MO-15 revised	Sol Survey Update Implementation Guide for MO-15 revised	1234 KB	Slide 1		10/20/2008 12:04 PM	AGEAST rick.a.robbins
USDA NRCS NCGC Elevation Update 5 November 2009	USDA NRCS NCGC Elevation Update 5 November 2009	6852 KB	USDA NRCS NCGC Elevation Update 5 November 2009		11/9/2009 9:19 AM	AGEAST joe.norris

**Internal Documents - Windows Internet Explorer**

File Edit View Favorites Tools Help

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

MLRA Regional Office 15

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridian 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1 Site Actions

Internal Documents > Rapid Carbon Assessment

Internal Documents

Share a document with the team by adding it to this document library. This library is only accessible to "MLRA Regional Office 15 Members." It is not visible to outside visitors.

New Upload Actions Settings View: All Documents

Type	Name	File Size	Title	Checked Out To	Modified	Modified By
Data	RaCA Update Map		RaCA Update Map		3/16/2011 9:31 AM	AGEAST\Aaron.Achen
Data	raca_1_usda_nrcc_gridded_surgo_12302009		raca_1_usda_nrcc_gridded_surgo_12302009		4/6/2011 3:01 PM	AGEAST\lyvia.long
Data	Training materials		Training materials		4/12/2011 7:44 AM	AGEAST\joe.morris
Data	Training Videos		Training Videos		6/15/2010 10:54 AM	AGEAST\Aaron.Achen
Data	RCA Factsheet	88 KB	Factsheet for landowners		3/16/2011 9:35 AM	AGEAST\Aaron.Achen
Data	RCA Factsheet		Factsheet for landowners		11/23/2010 10:48 PM	AGEAST\Aaron.Achen

**Internal Documents - Windows Internet Explorer**

File Edit View Favorites Tools Help

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

MLRA Regional Office 15

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridian 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1 Site Actions

Internal Documents > Rapid Carbon Assessment > Data

Internal Documents

Share a document with the team by adding it to this document library. This library is only accessible to "MLRA Regional Office 15 Members." It is not visible to outside visitors.

New Upload Actions Settings View: All Documents

Type	Name	File Size	Title	Checked Out To	Modified	Modified By
Workbooks	Workbooks		Workbooks		3/16/2011 9:32 AM	AGEAST\Aaron.Achen

**Internal Documents - Windows Internet Explorer**

File Edit View Favorites Tools Help

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

MLRA Regional Office 15

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridian 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1 Site Actions

Internal Documents > Rapid Carbon Assessment > Data > Workbooks

Internal Documents

Share a document with the team by adding it to this document library. This library is only accessible to "MLRA Regional Office 15 Members." It is not visible to outside visitors.

New Upload Actions Settings View: All Documents

Type	Name	File Size	Title	Checked Out To	Modified	Modified By
Workbooks	15-1		15-1		3/16/2011 9:32 AM	AGEAST\Aaron.Achen
Workbooks	15-2		15-2		3/16/2011 9:32 AM	AGEAST\Aaron.Achen
Workbooks	15-3		15-3		3/16/2011 9:33 AM	AGEAST\Aaron.Achen
Workbooks	15-4		15-4		3/16/2011 9:33 AM	AGEAST\Aaron.Achen
Workbooks	15-5		15-5		3/16/2011 9:33 AM	AGEAST\Aaron.Achen
Workbooks	15-6		15-6		3/16/2011 9:34 AM	AGEAST\Aaron.Achen
Workbooks	15-7		15-7		3/16/2011 9:34 AM	AGEAST\Aaron.Achen
Workbooks	15-8		15-8		3/16/2011 9:34 AM	AGEAST\Aaron.Achen
Workbooks	15-9		15-9		3/16/2011 9:34 AM	AGEAST\Aaron.Achen

**Internal Documents - Windows Internet Explorer**

File Edit View Favorites Tools Help

https://nrccs.sc.egov.usda.gov/sra/mo-15/Internal%20Documents/Forms/AllItems.aspx?RootFolder=%2fsra%2fmo-15%2finternal%20Documents%2fRapid%20Carbon%20Assessment%2fData%2f

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

Welcome AGEAST\Aaron.Achen |

MLRA Regional Office 15

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridan 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1

Site Actions

Internal Documents

View All Site Content

Pictures

- Logos

Documents

- Internal Documents
- Open Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion
- GIS

Sites

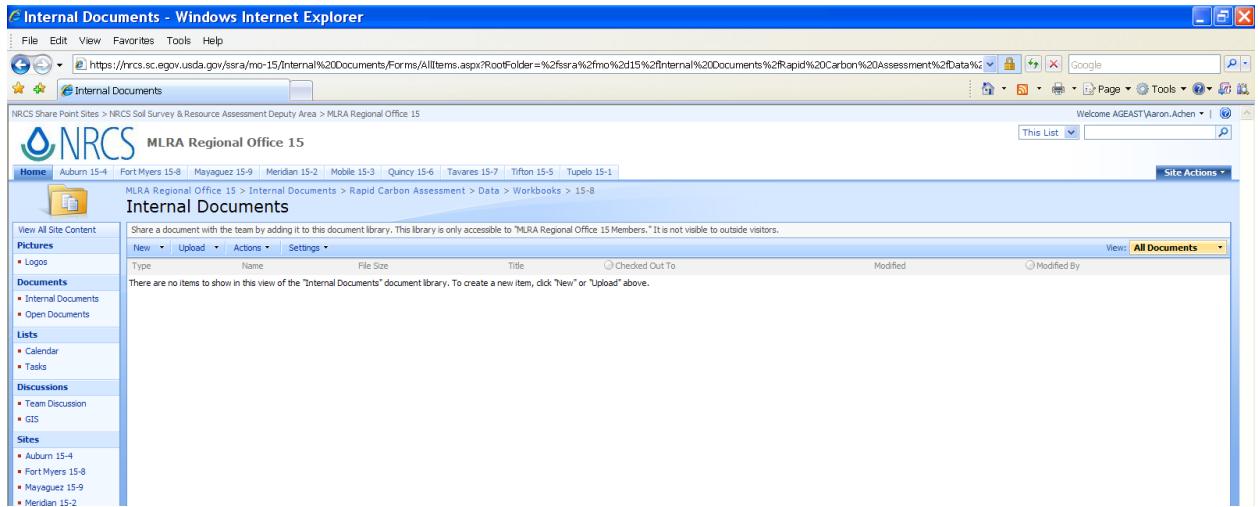
- Auburn 15-4
- Fort Myers 15-8
- Mayaguez 15-9
- Meridan 15-2

New Upload Actions Settings

Type Name File Size Title Checked Out To Modified Modified By

View: All Documents

There are no items to show in this view of the "Internal Documents" document library. To create a new item, click "New" or "Upload" above.



a) In the “Actions” drop-down menu, select “Open with Windows Explorer.”

**Internal Documents - Windows Internet Explorer**

File Edit View Favorites Tools Help

https://nrccs.sc.egov.usda.gov/sra/mo-15/Internal%20Documents/Forms/AllItems.aspx?RootFolder=%2fsra%2fmo-15%2finternal%20Documents%2fRapid%20Carbon%20Assessment%2fData%2f

Internal Documents

NRCS Share Point Sites > NRCS Soil Survey & Resource Assessment Deputy Area > MLRA Regional Office 15

Welcome AGEAST\Aaron.Achen |

MLRA Regional Office 15

Home Auburn 15-4 Fort Myers 15-8 Mayaguez 15-9 Meridan 15-2 Mobile 15-3 Quincy 15-6 Tavares 15-7 Tifton 15-5 Tupelo 15-1

Site Actions

Internal Documents

View All Site Content

Pictures

- Logos

Documents

- Internal Documents
- Open Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion
- GIS

Sites

- Auburn 15-4
- Fort Myers 15-8
- Mayaguez 15-9
- Meridan 15-2
- Mobile 15-3
- Quincy 15-6
- Tavares 15-7

New Upload Actions Settings

Type Title Checked Out To Modified Modified By

View: All Documents

There are no items to show in this view of the "Internal Documents" document library. To create a new item, click "New" or "Upload" above.

Open with Windows Explorer

Edit in Datasheet

Drag and drop files into this library.

Connect to Outlook

Synchronize items and make them available offline.

Export to Spreadsheet

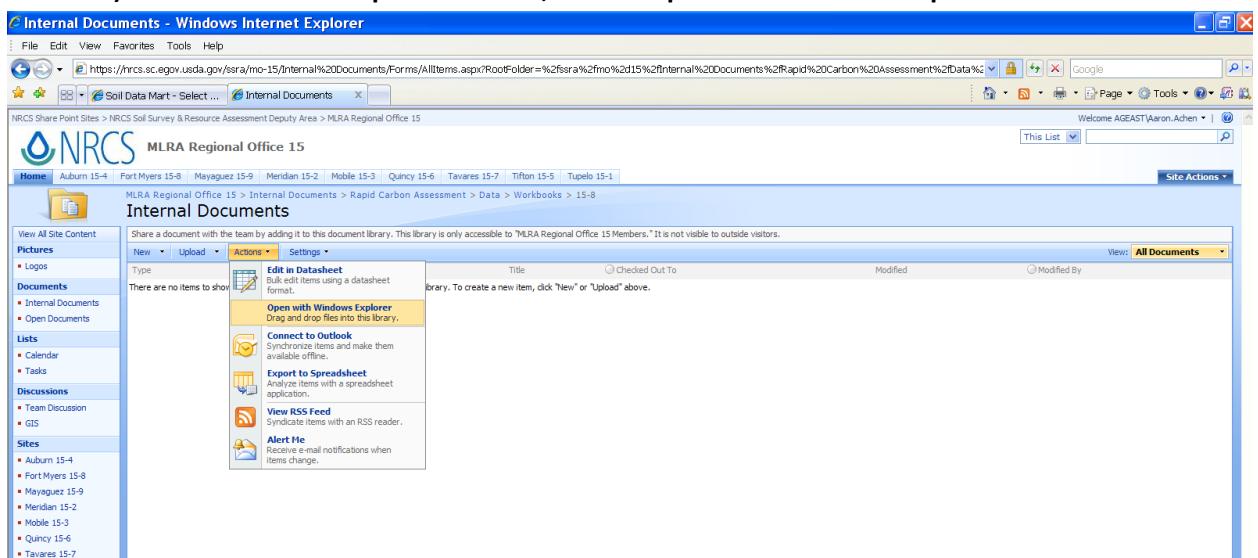
Analyze items with a spreadsheet application.

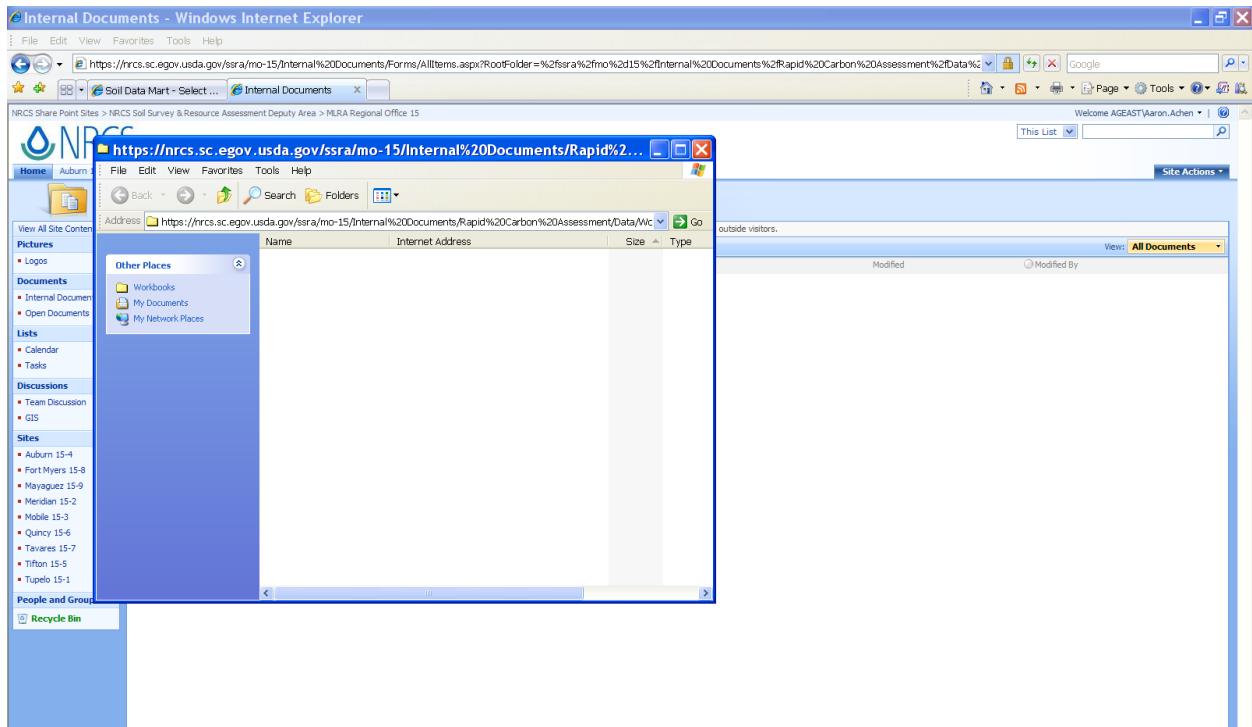
View RSS Feed

Syndicate items with an RSS reader.

Alert Me

Receive e-mail notifications when items change.





**b) Paste the files.** Click on the “Edit” drop-down menu and then “Paste.” The copying may take a long time.

