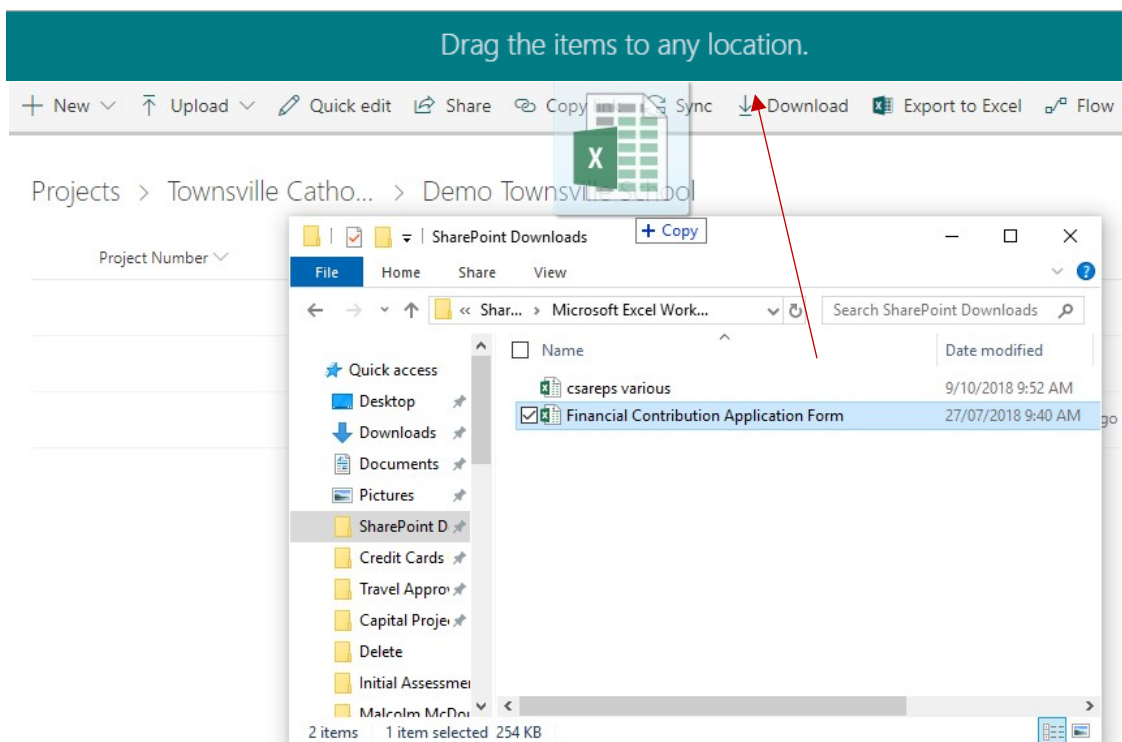# How to drag and drop document(s) into project folders

1. Open the School project folder

2. Open windows File Explorer

3. Select document(s) and drag and drop into the School project folder

4. The document(s) have now been added to the School project folder