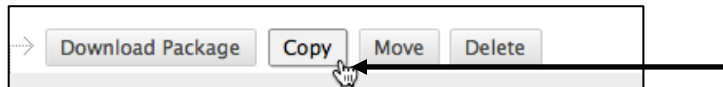


Copy Content

1. Select the check box for the file or files you want to copy. (You can copy multiple files at the same time)



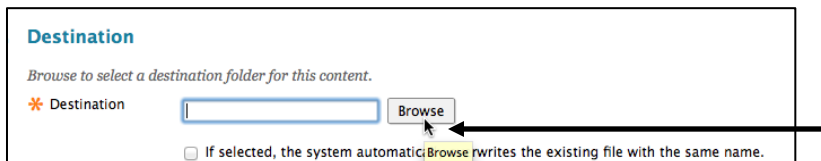
2. Click Copy



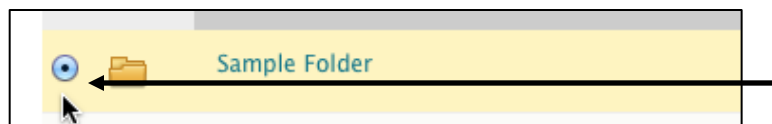
3. The files you have selected will display in the Content Information section

Content Information			
Copy the following content:			
Name	Size	Edited	
2011%20Admissions%20Open%20House[1][1].pptx	111.6 KB	Jun 5, 2013 2:22:02 PM	by Chandra Shehigian
2011%20Admissions%20Open%20House[1][2].pptx	111.6 KB	Jun 5, 2013 2:22:47 PM	by Chandra Shehigian
APA Style Documentation(1).pdf	588.5 KB	Aug 26, 2013 2:14:13 PM	by Chandra Shehigian

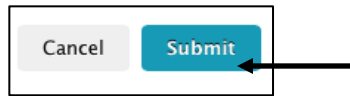
4. In the Destination, click Browse



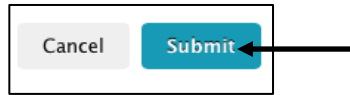
5. Select a destination folder for the content.



6. Click Submit

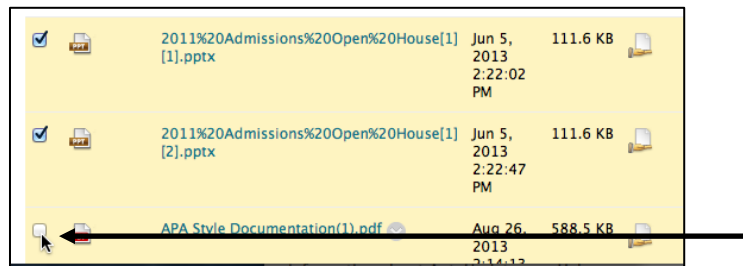


7. On the Select Folder page, click Submit

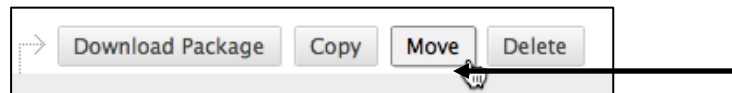


Moving Content

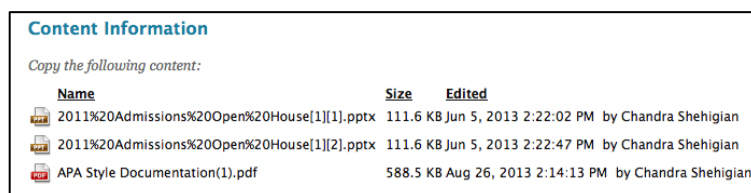
1. Select the check box for the file or files you want to move. (You can move multiple files at the same time)



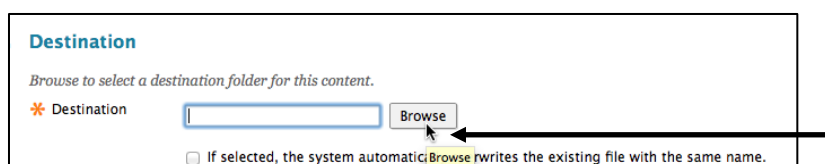
2. Click Move



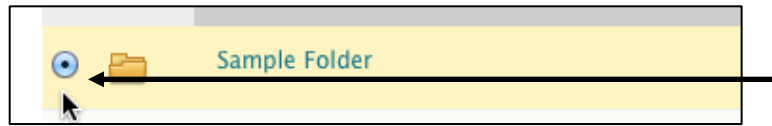
3. The files you have selected will display in the Content Information section



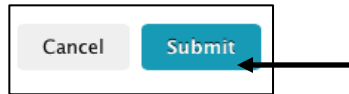
4. In the Destination, click Browse



5. Select a destination folder for the content.



6. Click Submit



7. On the Select Folder page, click Submit

