

Actions with Content and Folders

You can select a file in the list of content and perform the following actions by either using the menu of actions or contextual menu:

Repository ▾

Use this page to share files.


Upload

New ▾


1

☐ 1 item selected


2

 Download

3


 Rename

4

 Copy


5


More ▾

☐  My presentations


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☒  Company Story.mp4




6

 Share

☐  Company Story (1).pptx



1

☐  Getting Started with iSpring Cloud.mp4

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Name	Action
1. Select All	Mark the checkbox in the subheader to select all files and folders within the folder.
2. Download	Download the selected items
3. Rename	Rename a file in the content list
4. Copy	Copy the selected items to a folder in your account
5. More	More button reveals the menu with the following actions: Move, Replace and Delete Move the selected items to another location, replace it with a new file, move to trash for permanent deletion.
6. Share	Use one of the tabs to directly access one of the sharing methods: email, social networks or embed code

 You can *replace* all content types except folders.