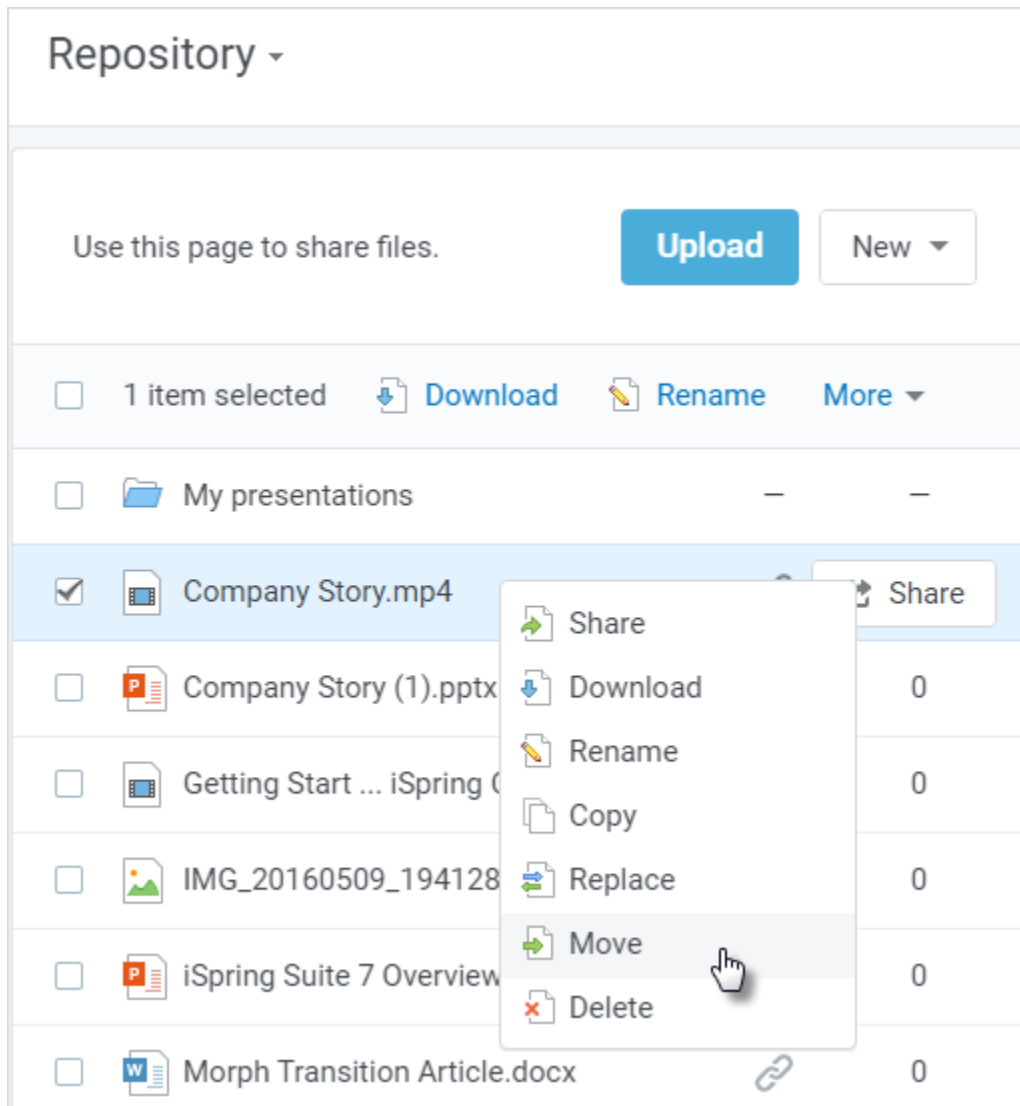


# Move Content

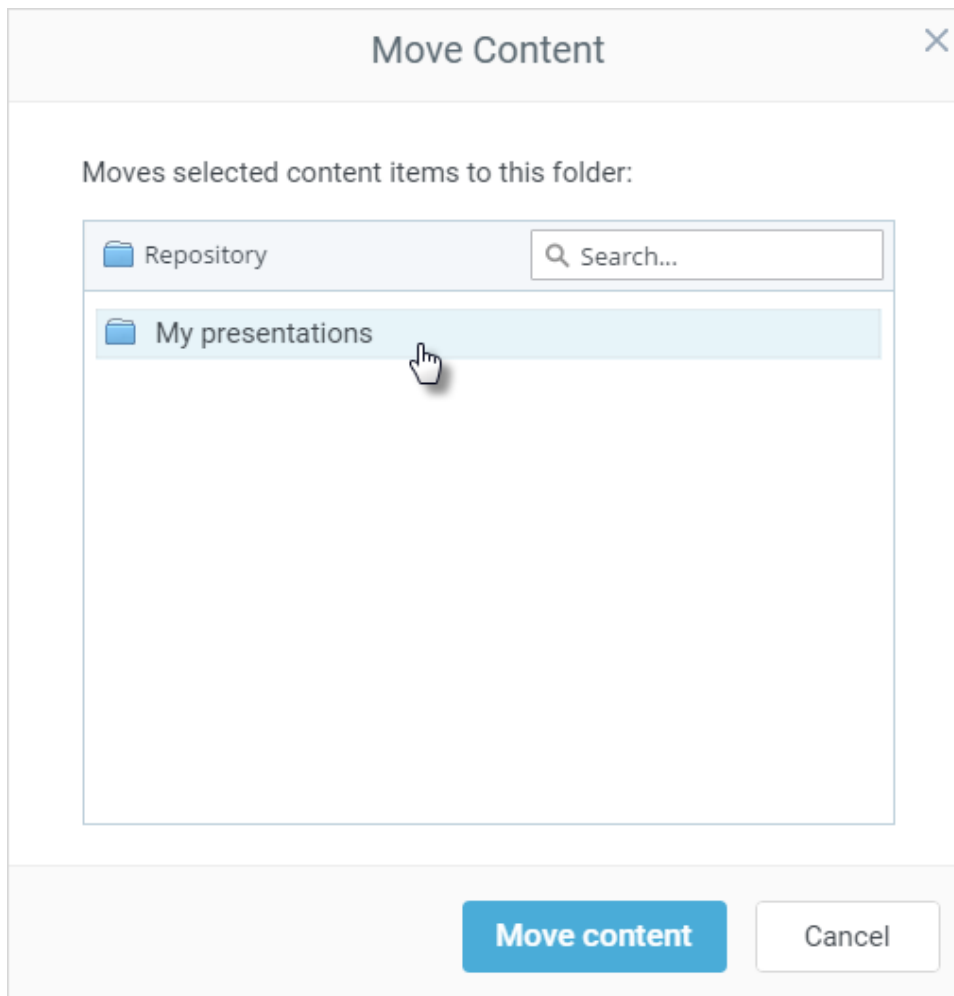
To move content to a folder:



The screenshot shows a web interface for a file repository. At the top, there is a header "Repository" with a dropdown arrow. Below it, a message says "Use this page to share files." with an "Upload" button and a "New" dropdown menu. A toolbar indicates "1 item selected" and provides "Download", "Rename", and "More" options. The main content area lists several files and folders. The file "Company Story.mp4" is selected, and a context menu is open over it, showing options: "Share", "Download", "Rename", "Copy", "Replace", "Move", and "Delete". A mouse cursor is hovering over the "Move" option. The file list includes folders like "My presentations" and files such as "Company Story (1).pptx", "Getting Start ... iSpring C", "IMG\_20160509\_194128", "iSpring Suite 7 Overview", and "Morph Transition Article.docx".

Item	Actions	Count
My presentations	-	-
Company Story.mp4	Share	
Company Story (1).pptx	Download	0
Getting Start ... iSpring C	Rename	0
	Copy	0
IMG_20160509_194128	Replace	0
iSpring Suite 7 Overview	Move	0
	Delete	0
Morph Transition Article.docx		0

1. On the **Content** page, select content items and folders that you want to move (use check boxes in the rightmost column of the content list).
2. Right-click the content title and click **Move** in the context menu. A window with a list of folders will pop up.



3. In the popup window, select a folder, where you want to move the selected content.
4. Click **Move Content**. Selected content will be moved to the specified folder.