

# 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:

The screenshot shows a 'Repository' interface with a subheader 'Use this page to share files.' and buttons for 'Upload' and 'New'. Below this is a toolbar with actions: '1 item selected' (checkbox), '2 Download' (download icon), '3 Rename' (pencil icon), '4 Copy' (copy icon), and '5 More' (dropdown arrow). A list of files follows: 'My presentations' (checkbox), 'Company Story.mp4' (checkbox checked, video icon, link icon, '6 Share' button), 'Company Story (1).pptx' (checkbox, pptx icon, link icon, '1'), and 'Getting Started with iSpring Cloud.mp4' (checkbox, video icon, link icon, '0').

Name	Action
1. <b>Select All</b>	Mark the checkbox in the subheader to select all files and folders within the folder.
2. <b>Download</b>	Download the selected items
3. <b>Rename</b>	Rename a file in the content list
4. <b>Copy</b>	Copy the selected items to a folder in your account
5. <b>More</b>	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. <b>Share</b>	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.