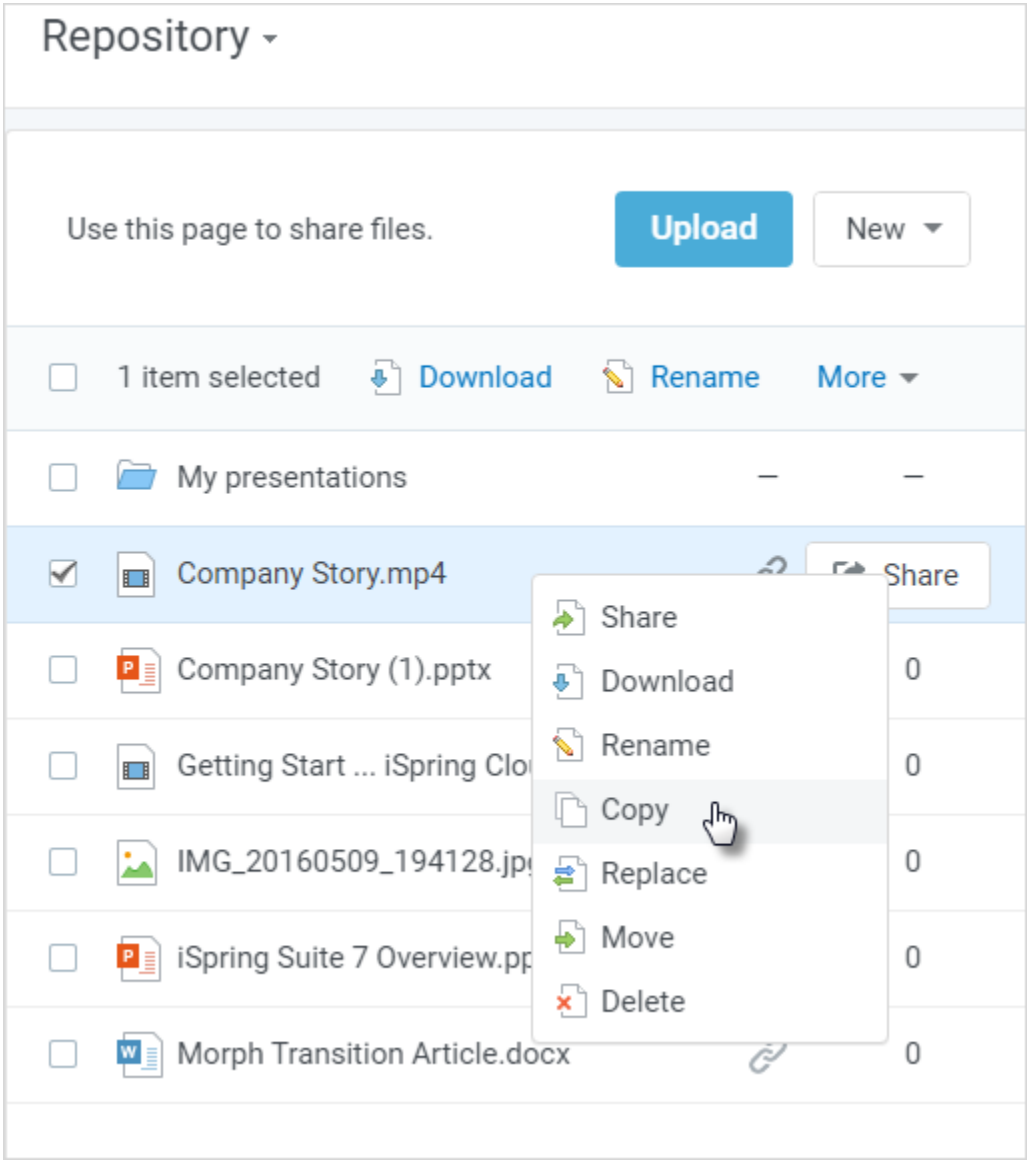
Copy Content

To copy content to a folder:



1. On the **Content** page, select content items and folders that you want to copy (use check boxes in the rightmost column of the content list).
2. Click the **Copy** button in the title menu of the content list or in the contextual menu. A window with a list of folders will pop up.
3. In the popup window, select a folder, where you want to copy the selected content.
4. Click **Copy Content**. Selected content will be copied to the specified folder.