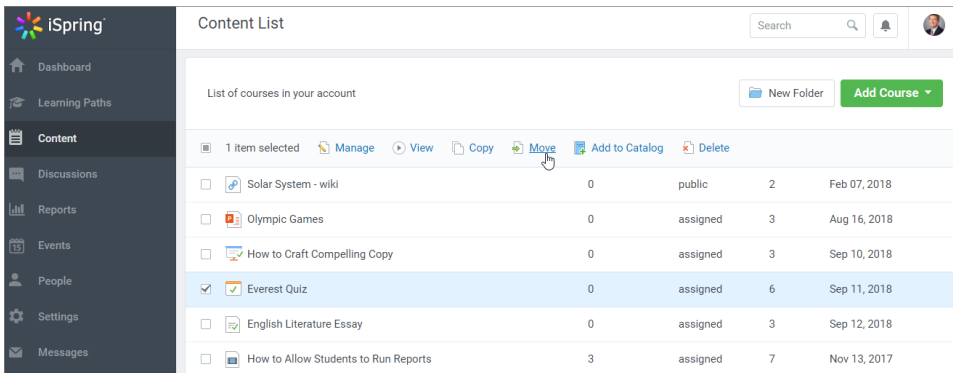


# Moving Content to a Folder

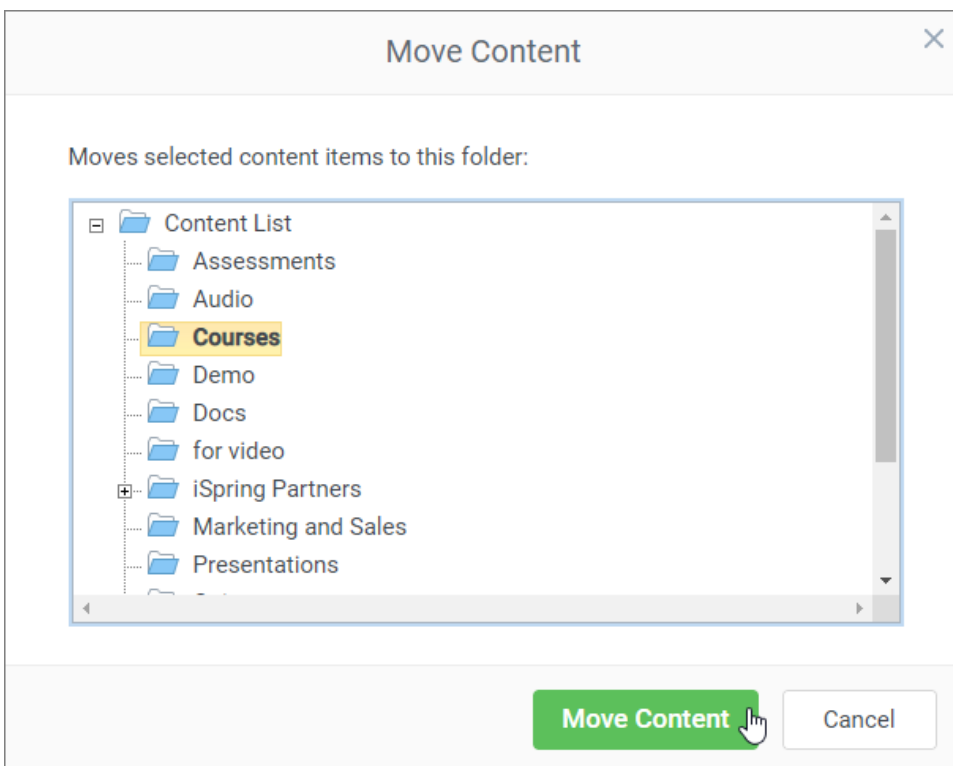
1. To move a content item to another folder, select it in the **Content List** and click the **Move** button in the upper menu.



The screenshot shows the iSpring 'Content List' interface. On the left is a sidebar with navigation options: Dashboard, Learning Paths, Content (selected), Discussions, Reports, Events, People, Settings, and Messages. The main area is titled 'Content List' and contains a search bar, a user profile icon, and buttons for 'New Folder' and 'Add Course'. Below this is a table of courses. The 'Move' button in the top menu bar is highlighted with a mouse cursor.

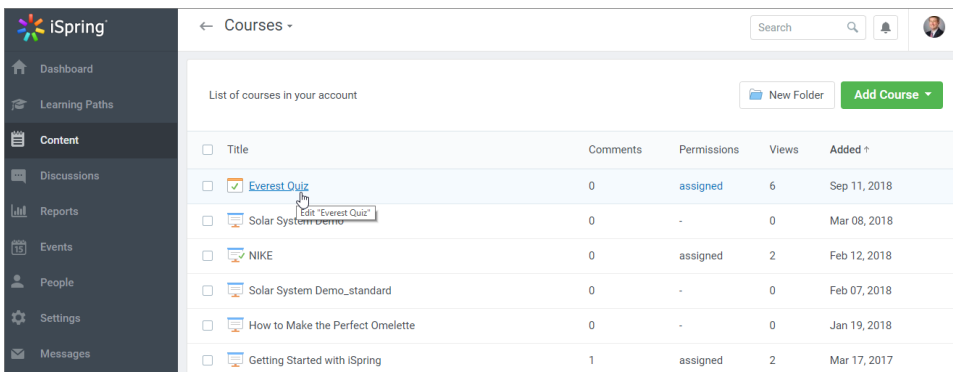
	Comments	Permissions	Views	Added
<input type="checkbox"/> Solar System - wiki	0	public	2	Feb 07, 2018
<input type="checkbox"/> Olympic Games	0	assigned	3	Aug 16, 2018
<input type="checkbox"/> How to Craft Compelling Copy	0	assigned	3	Sep 10, 2018
<input checked="" type="checkbox"/> Everest Quiz	0	assigned	6	Sep 11, 2018
<input type="checkbox"/> English Literature Essay	0	assigned	3	Sep 12, 2018
<input type="checkbox"/> How to Allow Students to Run Reports	3	assigned	7	Nov 13, 2017

2. Select the folder where the content item will be moved to and click **Move Content**.



The screenshot shows the 'Move Content' dialog box. It has a title bar with a close button. Below the title is the text 'Moves selected content items to this folder:'. A folder tree is displayed, with 'Courses' highlighted in yellow. At the bottom, there are two buttons: 'Move Content' (highlighted with a mouse cursor) and 'Cancel'.

3. The content item will be moved to the destination folder.



The screenshot shows the iSpring 'Courses' interface. The sidebar is the same as in the previous screenshot. The main area is titled 'Courses' and contains a search bar, a user profile icon, and buttons for 'New Folder' and 'Add Course'. Below this is a table of courses. The 'Everest Quiz' item is highlighted in blue.

Title	Comments	Permissions	Views	Added
<input checked="" type="checkbox"/> Everest Quiz	0	assigned	6	Sep 11, 2018
<input type="checkbox"/> Solar System Demo	0	-	0	Mar 08, 2018
<input type="checkbox"/> NIKE	0	assigned	2	Feb 12, 2018
<input type="checkbox"/> Solar System Demo_standard	0	-	0	Feb 07, 2018
<input type="checkbox"/> How to Make the Perfect Omelette	0	-	0	Jan 19, 2018
<input type="checkbox"/> Getting Started with iSpring	1	assigned	2	Mar 17, 2017