

Copy

The Copy File function allows for the moving of one or more files at a time. Only Level 8 can copy files to which they are assigned access rights. It's also important to note that copying files and folders can only occur on the staging server.

COPYING A SINGLE FILE

To copy just one file, simply navigate to Content Tab > Pages, and click the copy icon associated with the desired file. A dialog will appear asking you to "Choose new location" for the file. Navigate the list of directories until you find the desired location. You may either click the directory and view the contents of that directory, or click "Choose" next to the directory name. To copy any file to the root directory, simply click "top" then "Choose this directory" in the top right corner of the dialog.

COPYING MULTIPLE FILES

To copy more than one file at the same time, select the files you want to copy using the check boxes found to the left of each file, then click the copy button near the top of the window. A dialog appears asking you to "Choose new location" for the file. Navigate the list of directories until you find the desired location, then click "Choose" next to the directory name. To copy the selected files to the root directory, simply click "top" then "Choose this directory" in the top right corner of the dialog.