

Move

The Move File function allows for the moving of one or more files at a time. Only Level 8 can move a file to which they are assigned access rights. Simply navigate to Content Tab > Pages, and click the move 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 move any file to the root directory, simply click "top" then "Choose this directory" in the top right corner of the dialog. Please note that moving a file changes its location on both the staging and production server.