

Copying and moving an element or a folder

Requirements: You must have a project or library role that includes the Arrange/Modify user right.

1. Perform any of the following actions:

To	Do this
Copy an element or a folder within a project or library or between projects and libraries	a. Click the element's thumbnail or folder's thumbnail, and select Element > Copy Elements or Folder > Copy Folders . b. Select the destination location, and click Copy.
Copy a specific element revision within a project or library or between projects and libraries	a. Click the element's thumbnail. b. In the bottom pane, beside Revision, click the revision number—for example, 4. c. In the Revisions window, select the check box beside the revision that you want to copy. d. On the left toolbar, click Copy . e. Select the destination location, and click  Copy . Note: You can copy only one revision at a time.
Move an element or a folder to another folder within a project or library or between projects and libraries	a. Click the element's thumbnail or folder's thumbnail, and select Element > Move Elements or Folder > Move Folders . b. Select the destination location, and click Move.

The Transfer Progress window appears.

2. When the file transfer is complete, click **Close**.