

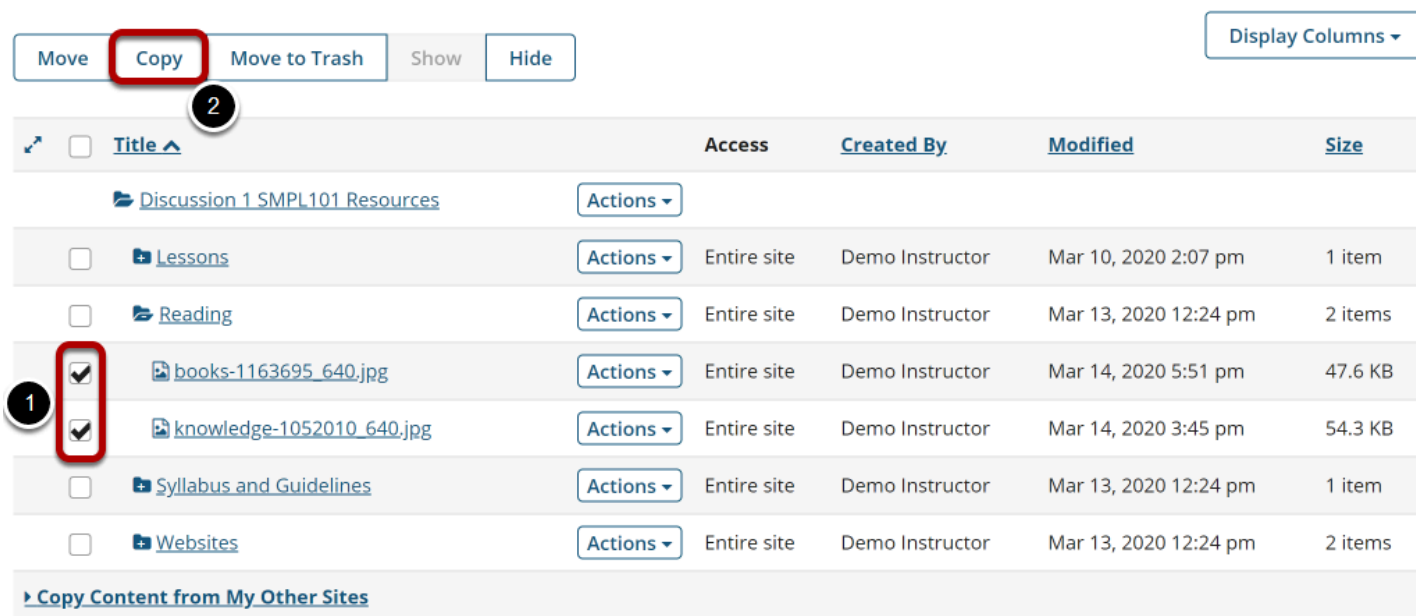
How do I copy a file or folder within Resources in the same site?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.














Select one or more items, and then select Copy.

A screenshot of the 'Resources' tool interface. At the top, there are buttons: 'Move', 'Copy' (highlighted with a red rectangle and a circled '2'), 'Move to Trash', 'Show', and 'Hide'. To the right is a 'Display Columns' dropdown. Below the buttons is a table with columns: 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table lists several items, including folders like 'Discussion 1 SMPL101 Resources', 'Lessons', 'Reading', 'Syllabus and Guidelines', and 'Websites', and files like 'books-1163695_640.jpg' and 'knowledge-1052010_640.jpg'. The checkboxes for these two files are checked and highlighted with a red rectangle and a circled '1'. Each row has an 'Actions' dropdown button. At the bottom of the table is a link: 'Copy Content from My Other Sites'.

Check the box next to the item or items you want to copy, and then select Copy at the top of the Resources listing.

*Note: Alternately, if you are copying a single item, you may select **Copy** from the item **Actions** menu instead.*












Click the clipboard icon.

	<input type="checkbox"/> Title ^		Access	Created By	Modified	Size	
	 Discussion 1 SMPL101 Resources	Paste 	Actions ▾				
<input type="checkbox"/>	 Lessons	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	 Reading	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	 books-1163695_640.jpg		Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>	 knowledge-1052010_640.jpg		Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<input type="checkbox"/>	 Syllabus and Guidelines	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	 Websites	Paste 	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
▶ Copy Content from My Other Sites							

Click the clipboard icon to the right of the folder where you want to place the copied item(s).

*Note: If you prefer, you may select **Paste copied items** from the destination folder **Actions** menu instead.*

View copied item(s).

	<input type="checkbox"/> Title ^		Access	Created By	Modified	Size
	 Discussion 1 SMPL101 Resources					
		Actions				
<input type="checkbox"/>	 Lessons	Actions	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	 books-1163695_640.jpg	Actions	Entire site	Demo Instructor	Mar 14, 2020 6:23 pm	47.6 KB
<input type="checkbox"/>	 hyacinth-1398839_640.jpg	Actions	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	72.8 KB
<input type="checkbox"/>	 knowledge-1052010_640.jpg	Actions	Entire site	Demo Instructor	Mar 14, 2020 6:23 pm	54.3 KB
<input type="checkbox"/>	 Reading	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	 books-1163695_640.jpg	Actions	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>	 knowledge-1052010_640.jpg	Actions	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<input type="checkbox"/>	 Syllabus and Guidelines	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	 Websites	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
▶ Copy Content from My Other Sites						

This returns the display to the Resources page with a copy of the files or folders in the new location.