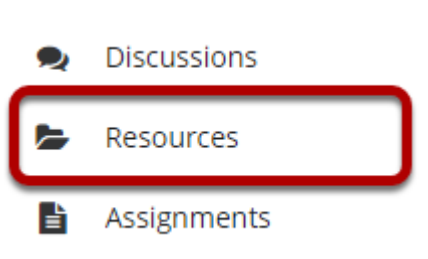


How do I copy a file or folder within Resources in the same site?

Go to Resources.

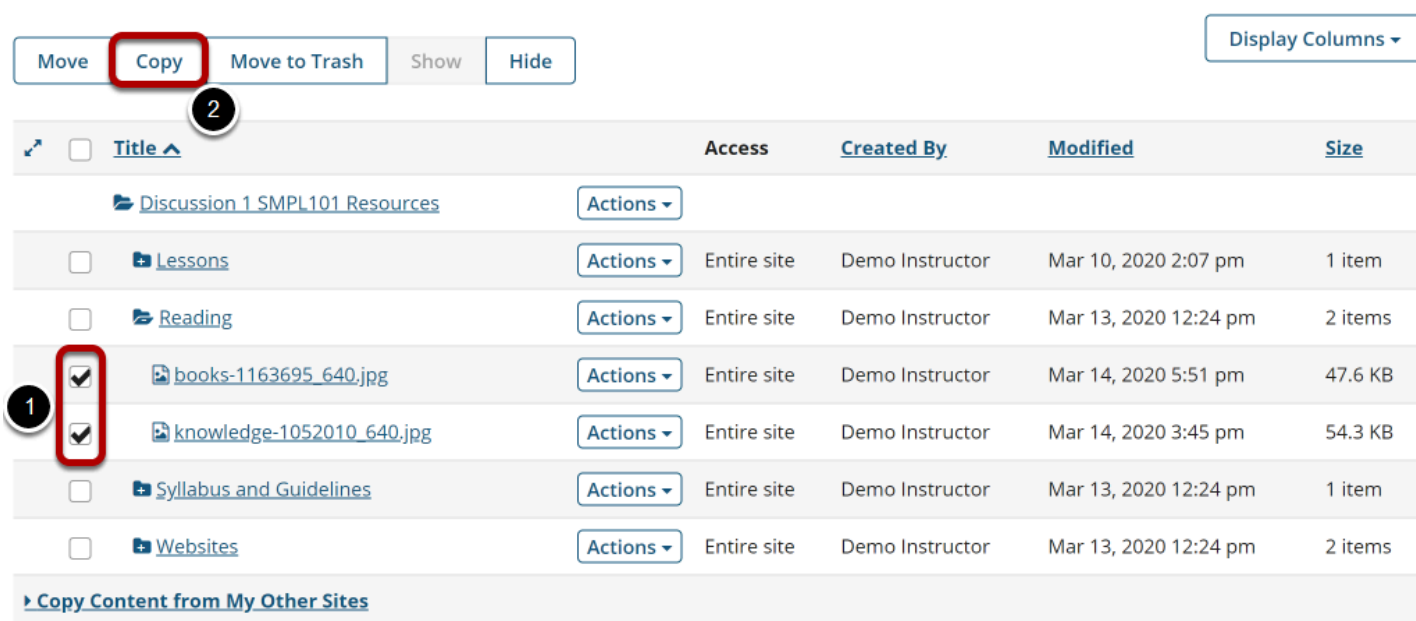
Select the **Resources** tool from the Tool Menu of your site.



Select one or more items, and then select Copy.

Check the box next to the item(s) 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.*

A screenshot of the Resources listing interface. At the top, there are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Copy' button is highlighted with a red box and has a circled '2' next to it. On the right, there is a 'Display Columns' dropdown menu. Below the buttons is a table with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table contains several rows, 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 the two files are checked, and a circled '1' is next to them. Each row has an 'Actions' dropdown menu.

Click the clipboard icon.






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.

<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							

View copied item(s).

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

<input type="checkbox"/>	Title ^		Access	Created By	Modified	Size	
	Discussion 1 SMPL101 Resources						
	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							