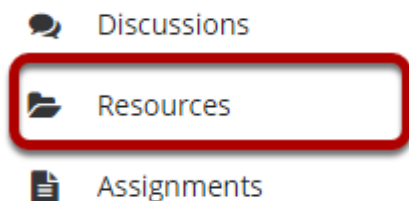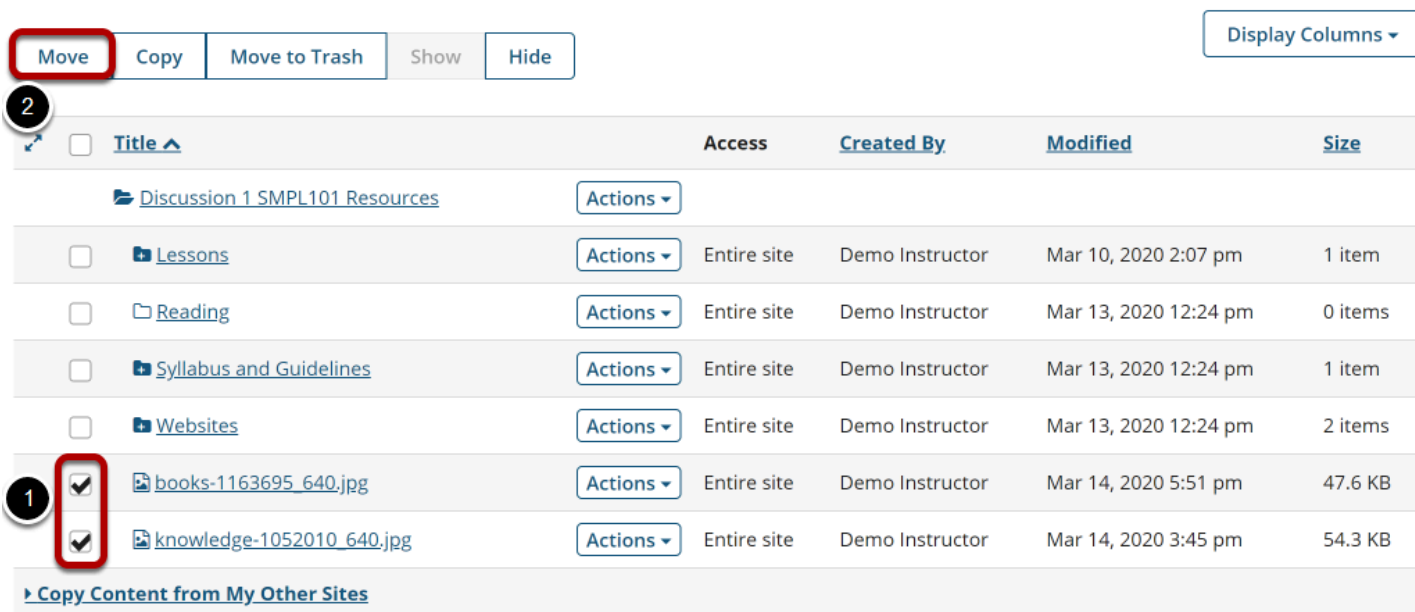# How do I move a file or folder within Resources in the same site?

Go to Resources.

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

Select one or more items, and then click Move.

Check the boxes to the left of the files or folders you want to move, then click **Move**.

*Note: Alternately, if you are only moving one item, you may select **Move** from the item **Actions** menu instead.*

Click the clipboard icon (paste moved items here).

	Title ⌃		Access	Created By	Modified	Size
⤢ ☐	📂 Discussion 1 SMPL101 Resources	Paste 📋 [Actions ▾]				
☐	📁 Lessons	Paste 📋 [Actions ▾]	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
☐	📁 Reading	[Paste 📋] [Actions ▾]	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
☐	📁 Syllabus and Guidelines	Paste 📋 [Actions ▾]	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
☐	📁 Websites	Paste 📋 [Actions ▾]	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
☐	🖼 books-1163695_640.jpg	[Actions ▾]	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
☐	🖼 knowledge-1052010_640.jpg	[Actions ▾]	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
▸ Copy Content from My Other Sites						

To the right of the destination folder where you want to place the files or folders to, click the Paste from clipboard icon.

View moved files in new location.

	Title ⌃		Access	Created By	Modified	Size
⤢ ☐	📂 Discussion 1 SMPL101 Resources	[Actions ▾]				
☐	📁 Lessons	[Actions ▾]	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
☐	📂 Reading	[Actions ▾]	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
☐	🖼 books-1163695_640.jpg	[Actions ▾]	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
☐	🖼 knowledge-1052010_640.jpg	[Actions ▾]	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
☐	📁 Syllabus and Guidelines	[Actions ▾]	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
☐	📁 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 the files or folders now moved to the destination folder.