



PEARSON

# Move Content

## Learning Objectives

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**In this Job Aid, you will learn how to:**

- |                                 |               |
|---------------------------------|---------------|
| <b>1</b> Move files and folders | PAGE <b>3</b> |
| <b>2</b> View the Clipboard     | PAGE <b>5</b> |

## Overview

Content in a Documentum repository always resides within a cabinet, folder or container. You can, however, change the location of the content by moving it to a different cabinet or folder.

Content that you are moving to another location in the repository is held in a temporary location called the Clipboard.

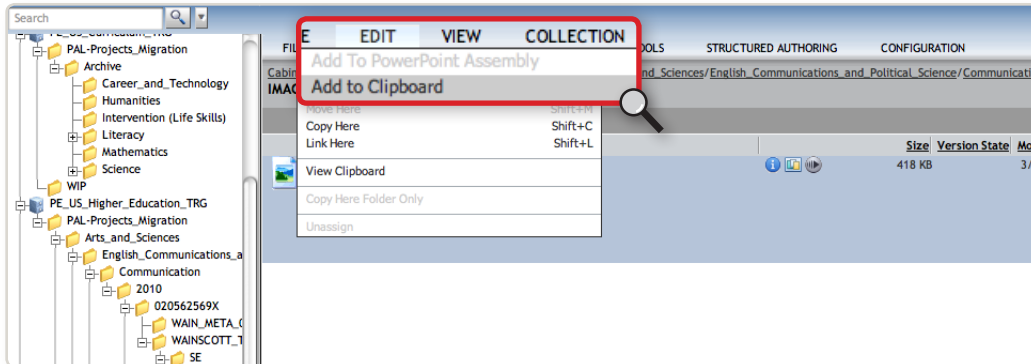
### Security Info

You must have **WRITE** permission to move a file from its original folder. However, with the extended permission of **Change Folder Links**, you can also move files with **BROWSE**, **READ**, or **VERSION** permission.

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# 1 | Move Files and Folders

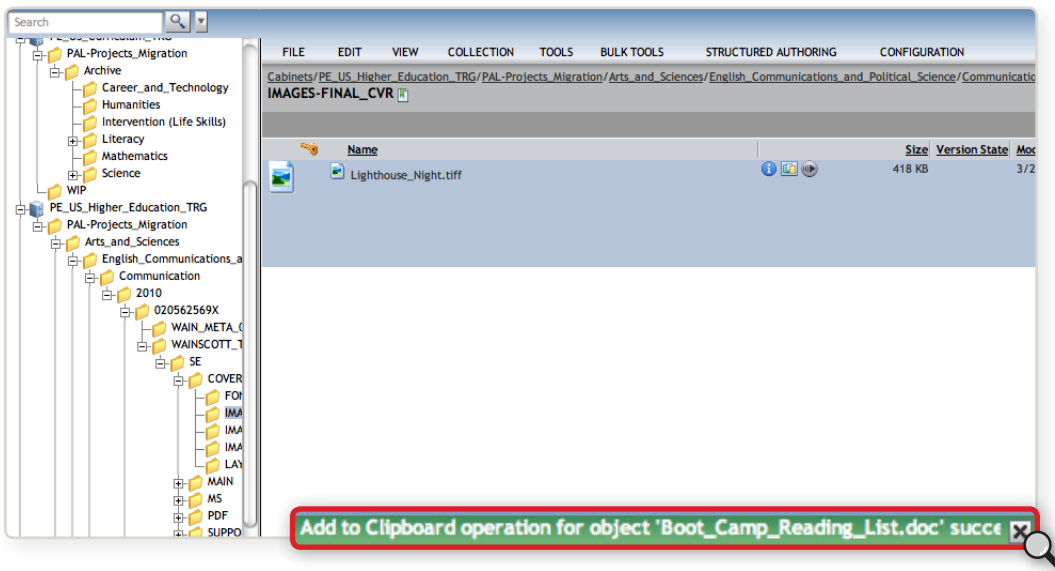
- 1 To move one or more files or folders, select the files or folders in the Content pane.
- 2 Click the **EDIT** menu, and then select **Add to Clipboard**.



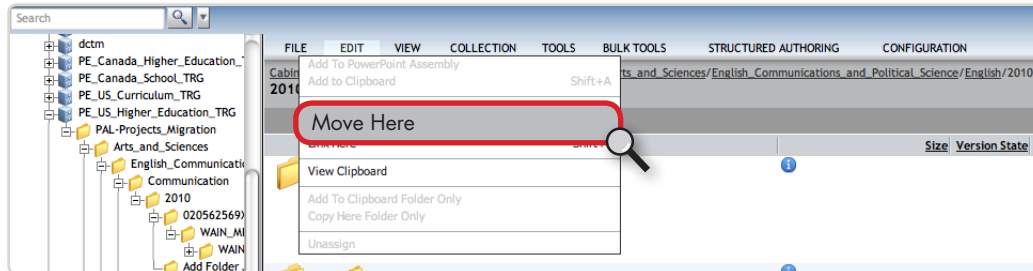
## Shortcuts

- For Mac, press **Shift** and **A** on your keyboard
- For PC, press **Shift** and **C** on your keyboard.
- Right-click, or press **Control (CTRL)** and click, and select **Add to Clipboard**.

- 3 The *Add to Clipboard successful* message appears in the Status bar.



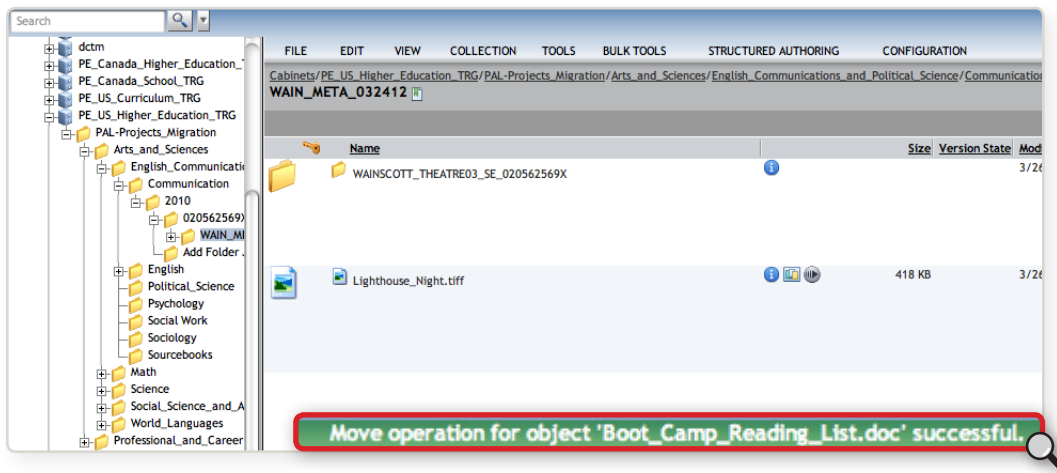
- 4 Navigate to the destination folder and select it. Click the **EDIT** menu, and then select **Move Here**.



### Quick Tip

If the **Move Here** option is unavailable (grayed out), then you cannot move the file because the folder already has a file with the same name. You must change the name of one of the files to complete the **Move Here** operation.

- 5 The *Move operation successful* message displays in the Status bar. The files or folders are removed from their original location and they are added to the destination folder.



### Shortcuts

- Press **Shift** and **M** on your keyboard.
- Right-click, or press **Control (CTRL)** and click, and then select **Move Here**.

### Security Info

A moved file keeps its original permission set; it does not inherit from its new parent folder.

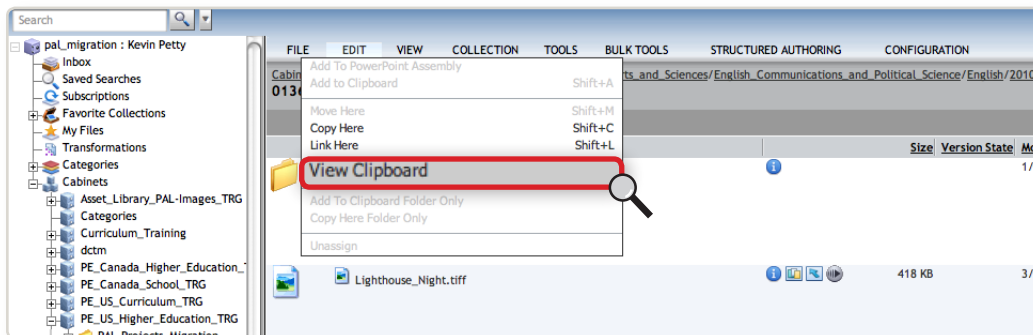
## NOTES

- Once you move a file or folder to a new location, it is removed from the Clipboard.
- There is no way to undo a move after you have moved a file. If you move a file to the wrong folder, you can select the moved file and move it back to its original location or to a different folder. Essentially, you have deleted the file from its original location.
- When a file is moved, all versions of the file are not moved. Only the selected version is moved. Other versions will remain in the original location. Often, the previous versions are not visible because, by default, only the **CURRENT** version is visible.

## 2 | View the Clipboard

Content that you are moving to another location in the repository is held in a temporary location called the Clipboard.

- 1 To view the Clipboard, click the **EDIT** menu, and then select **View Clipboard**.



- 2 The **Clipboard** screen appears.
  - a To remove files from the Clipboard, select the file on the Clipboard, and then click the **Remove** link.
  - b To view thumbnails on the Clipboard, click the **Lightbox** option.
  - c To close the Clipboard, click the **Close** button.

