

# Move

## Move Overview

The Move function allows for the moving of one or more files at a time. Only users assigned to levels 8, 9, and 10 can move files, and a Level 8 user can only move files to which they are assigned access rights. It is also important to note that moving files and folders will move them on both the staging and production servers. If a page or file has not been published, it will only be moved on staging. If Multi-Target Publish is in affect, the files are moved to any target to which it has been published.

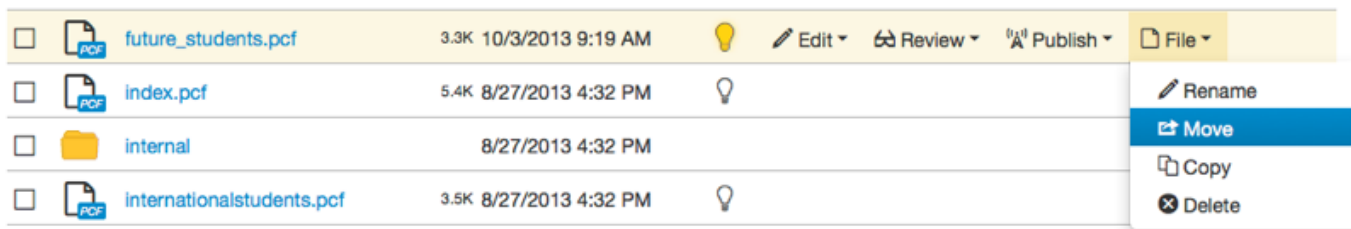
## Moving a Single File

A file can be moved from the Pages list view by hovering over the desired file and from the File menu, selecting Move, by selecting the checkbox adjacent to a file, or by using the drag-and-drop feature. The location to move to can be browsed to or entered manually. Additionally, an option can be selected to show the files in a directory. Note that a file does not have to be checked out to be moved.

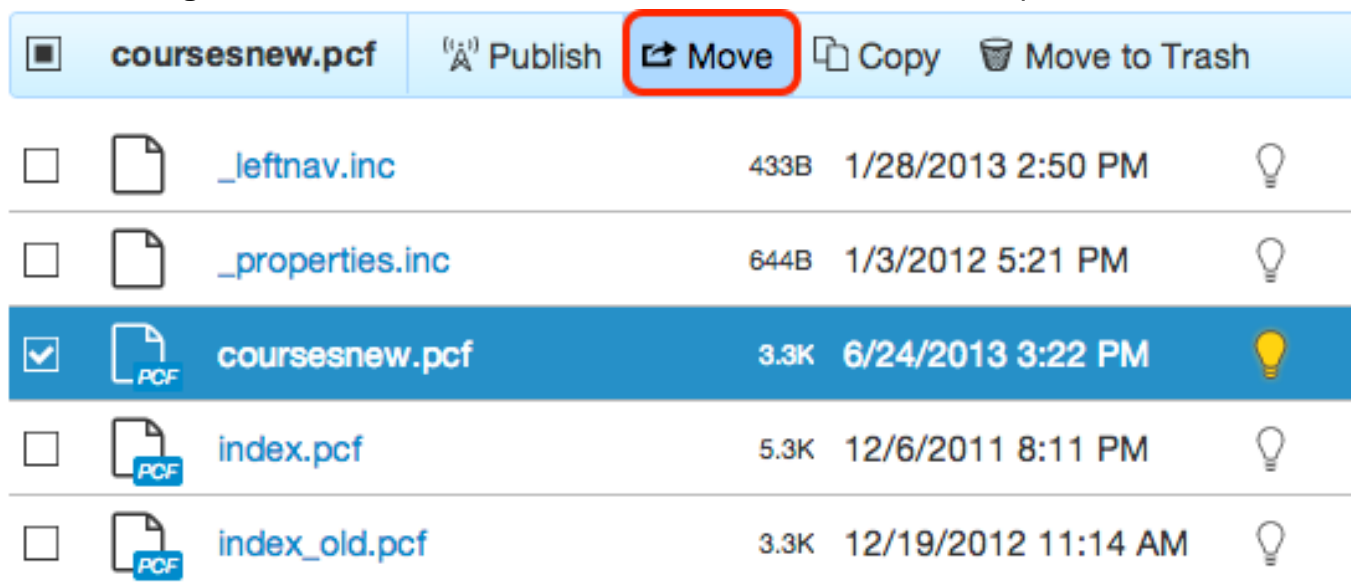
## Moving a File from the Pages List View

1. To move a file, do one of the following:

- From the **Pages List** view, hover over the desired file and from the **File** menu select **Move**.

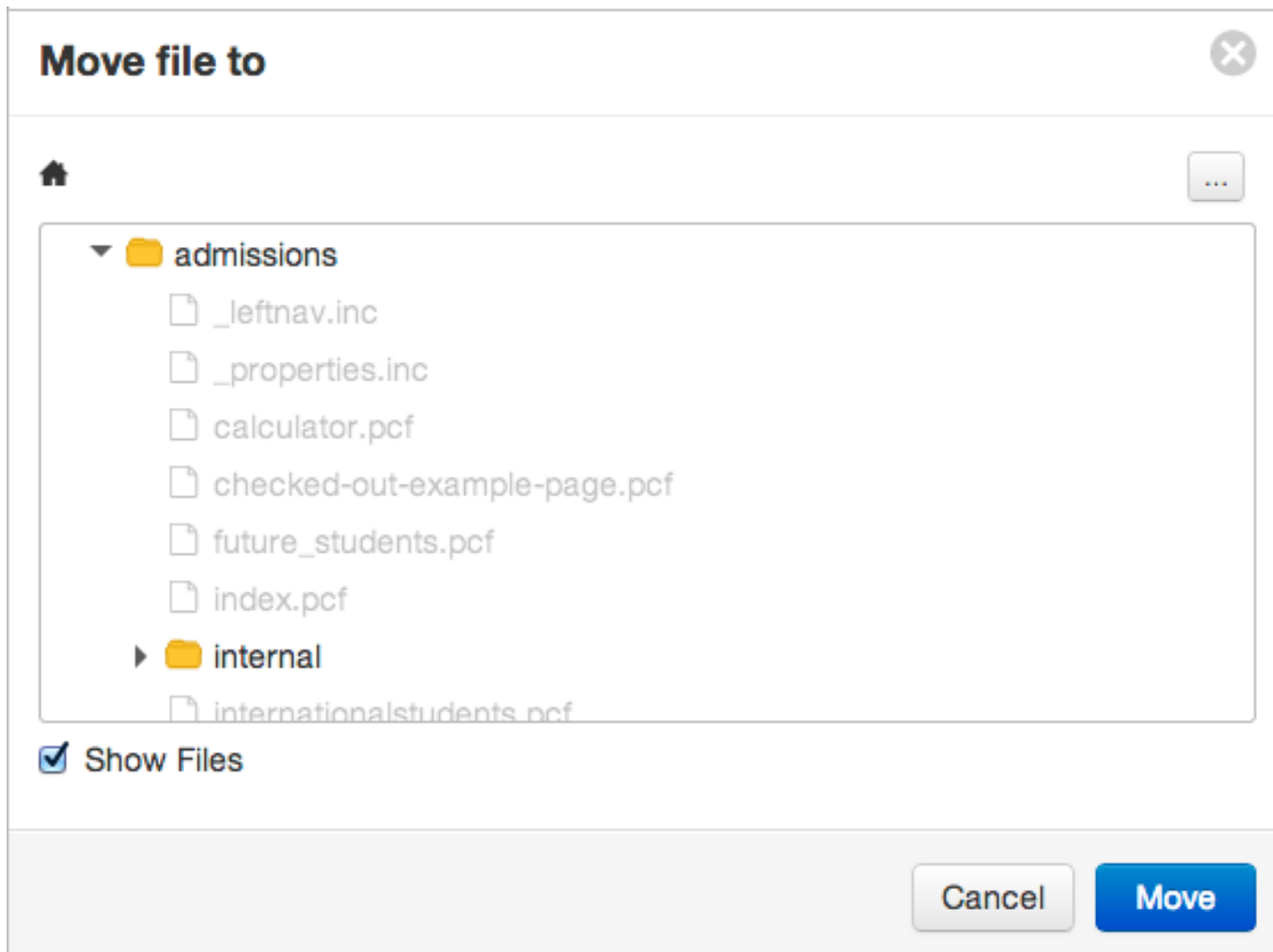


- From the **Pages List** view, select the checkbox for a file and from the top row click **Move**.



2. From the dialog box, browse to the directory path to which to move.

- Click the triangle next to a directory to show subdirectories.
- Click the **Show Files** checkbox to view the files within directories.



- Alternatively, click the **Ellipsis** button to manually enter the path.



3. When the desired directory is located, click the **Move** button.

### Moving a File by Drag and Drop



A file may be moved by dragging the file from the File Navigation sidebar to the desired location in the main content area.


1. Navigate to the appropriate directory for the file to be moved to in the **Pages List** view.
2. If necessary, expand the **File Navigation** using the folder button in the top left of the screen, and locate the file to be moved.

























Content ▶ Pages














Content ▶ Pages

Pages Assets  





-   [\\_leftnav.inc](#)
-   [\\_properties.inc](#)
- ▶  [\\_resources](#)
- ▼  [about](#)
  -   [\\_leftnav.inc](#)
  -   [\\_properties.inc](#)
  -   [ee.pcf](#)
  -   [history.pcf](#)
  -   [index.pcf](#)
  -   [library.pcf](#)
  - ▶  [subfolder](#)
- ▶  [academics](#)
- ▶  [admissions](#)
-   [asdf.pcf](#)
- ▶  [athletics](#)





















<input type="checkbox"/>		Name ^
<input type="checkbox"/>		<a href="#">_resources</a>
<input type="checkbox"/>		<a href="#">about</a>
<input type="checkbox"/>		<a href="#">academics</a>
<input type="checkbox"/>		<a href="#">admissions</a>
<input type="checkbox"/>		<a href="#">asdf.pcf</a>
<input type="checkbox"/>		<a href="#">athletics</a>
<input type="checkbox"/>		<a href="#">common_content</a>
<input type="checkbox"/>		<a href="#">contact.pcf</a>
<input type="checkbox"/>		<a href="#">css</a>

3. Drag the file from the **File Navigation** into the main content area to where the file should be moved.

Content > Pages

Pages Assets  

<input type="checkbox"/>		Name ^	Modified		Options
<input type="checkbox"/>		_resources	4/29/2013 2:19 PM		
<input type="checkbox"/>		about	5/9/2013 3:31 PM		
<input type="checkbox"/>		academics	4/29/2013 2:19 PM		
<input type="checkbox"/>		admissions	8/6/2013 9:50 AM		
<input type="checkbox"/>		asdf.pcf	7/15/2013 3:49 PM		
<input type="checkbox"/>		history.pcf			
<input type="checkbox"/>		athletics	4/29/2013 2:19 PM		
<input type="checkbox"/>		common_content	4/29/2013 2:19 PM		
<input type="checkbox"/>		contact.pcf	2.2K 12/6/2011 9:53 PM		
<input type="checkbox"/>		css	4/29/2013 2:19 PM		
<input type="checkbox"/>		examples	4/29/2013 2:18 PM		
<input type="checkbox"/>		faculty	4/29/2013 2:19 PM		

4. Click **Move**.

**Move /about/library.pcf**

Please confirm you wish to move the following items to **/admissions**

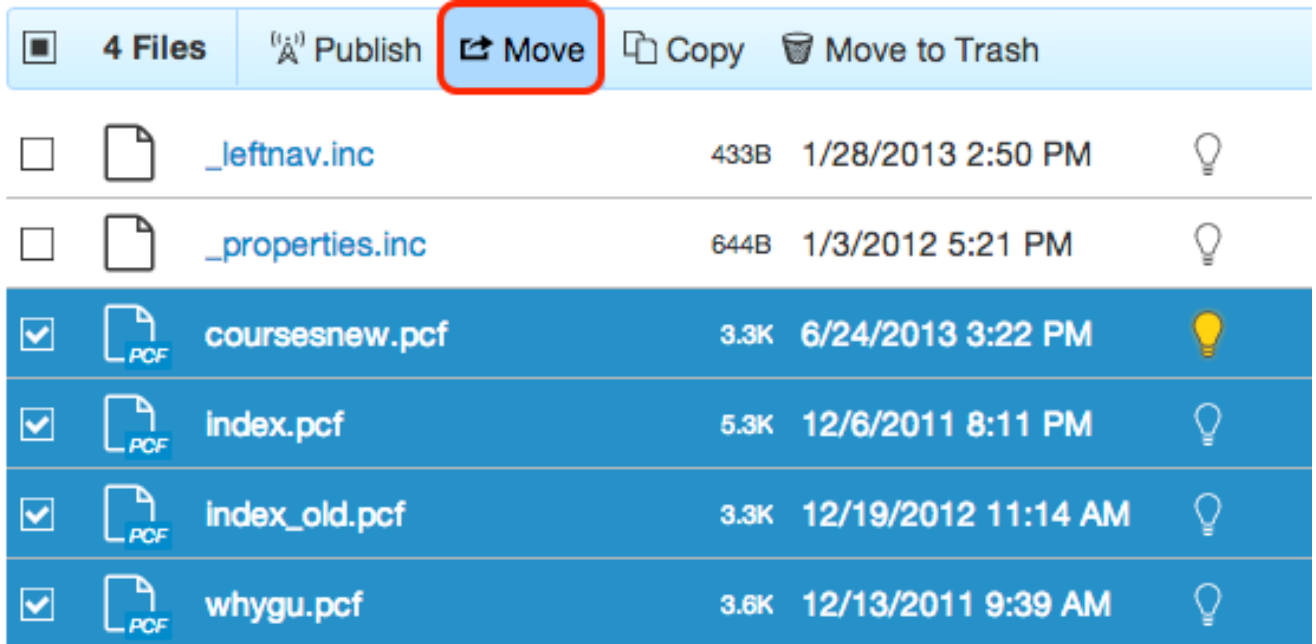
**/about/library.pcf**

## Moving Multiple Files

Multiple files can be moved in the same action by selecting the checkboxes found to the left of each file, and then clicking the Move button at the top of the page list. All files within a directory may be selected at one time by clicking the checkbox at the top of the list. The location to move to can be browsed to or entered manually. Additionally, an option can be selected to show the files in a directory. Note that files do not have to be checked out to be moved.

1. To move multiple files at one time, do one of the following:

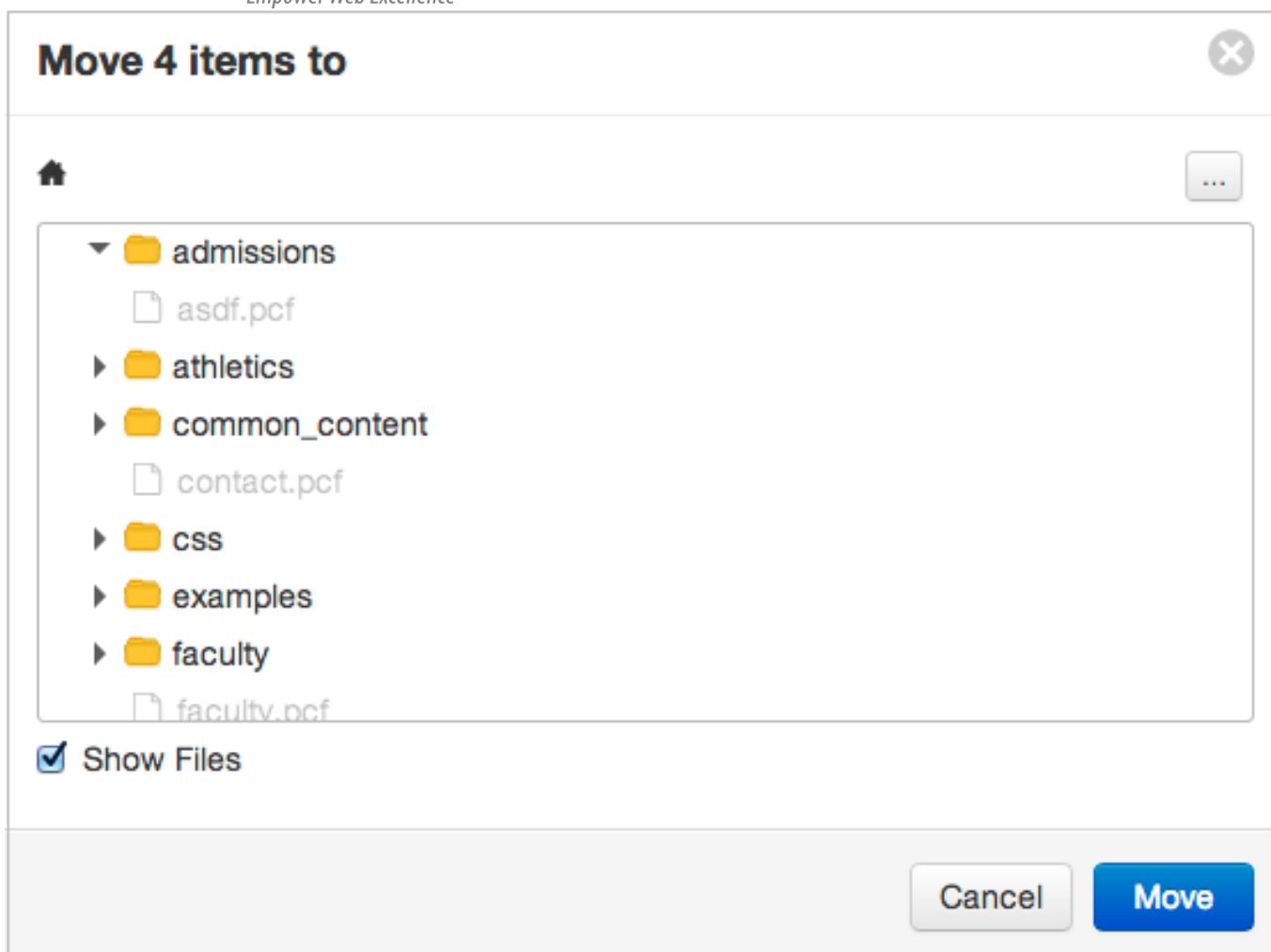
- Select the checkbox at the top of the list to select all files, and click **Move**. Files can be deselected individually by clicking the checkbox for a file.
- From the **Pages List** view, select the checkbox for each file to be moved and from the top row, click **Move**.



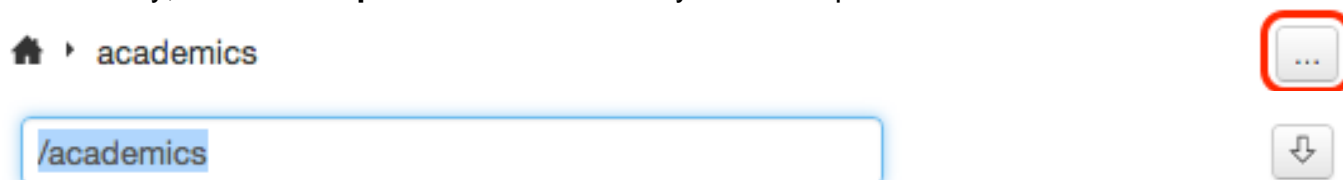
The screenshot shows a file management interface. At the top, there is a toolbar with several actions: a checkbox followed by '4 Files', 'Publish', 'Move' (highlighted with a red box), 'Copy', and 'Move to Trash'. Below the toolbar is a list of files. The first two files, '\_leftnav.inc' and '\_properties.inc', are not selected. The last four files, 'coursesnew.pcf', 'index.pcf', 'index\_old.pcf', and 'whygu.pcf', are selected, indicated by checked checkboxes. The 'Move' button in the toolbar is highlighted with a red box.

Checkbox	File Name	Size	Modified	Icon
<input type="checkbox"/>	_leftnav.inc	433B	1/28/2013 2:50 PM	Lightbulb
<input type="checkbox"/>	_properties.inc	644B	1/3/2012 5:21 PM	Lightbulb
<input checked="" type="checkbox"/>	coursesnew.pcf	3.3K	6/24/2013 3:22 PM	Lightbulb
<input checked="" type="checkbox"/>	index.pcf	5.3K	12/6/2011 8:11 PM	Lightbulb
<input checked="" type="checkbox"/>	index_old.pcf	3.3K	12/19/2012 11:14 AM	Lightbulb
<input checked="" type="checkbox"/>	whygu.pcf	3.6K	12/13/2011 9:39 AM	Lightbulb

2. From the dialog box, browse to the directory path to which to move.
- Click the triangle next to a directory to show subdirectories.
  - Click the **Show Files** checkbox to view the files within directories.



- Alternatively, click the **Ellipsis** button to manually enter the path.



3. When the desired location has been selected, click the **Move** button.

**Note:** If Dependency Manager is turned on, a prompt will appear when moving a file or files indicating how many pages will need to be republished should the move process be completed. To continue, click OK. This republishes the page based on the current version of the page on the live production server with the new dependency links. If changes have been made but not published to the live site, those changes will still not be published to the live production server but will be available in OU Campus and saved on the staging server. This includes backed up versions. For more information about Dependency Manager, see: