

APPLICABLE TO:

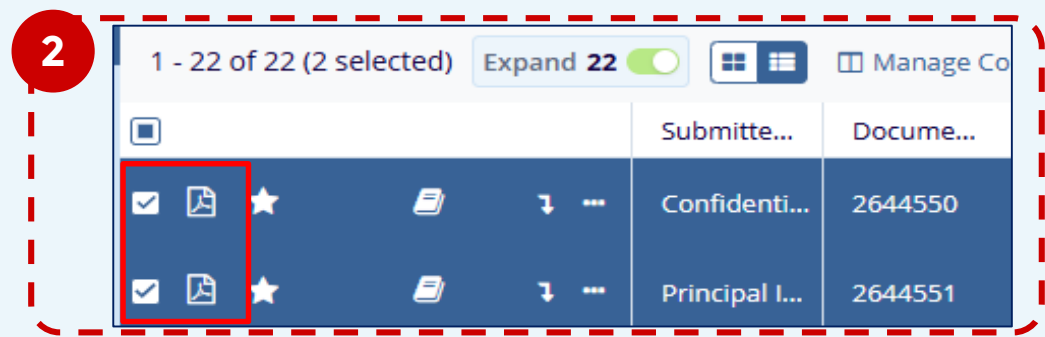
- Admin
- Manager
- Editor
- Reader
- eTMF

This job aid illustrates copying single or multiple files from one folder to another folder. For instructions on distributing documents to multiple sites, please see the related job aid: [How to Mass Copy a Document to All Sites.](#)

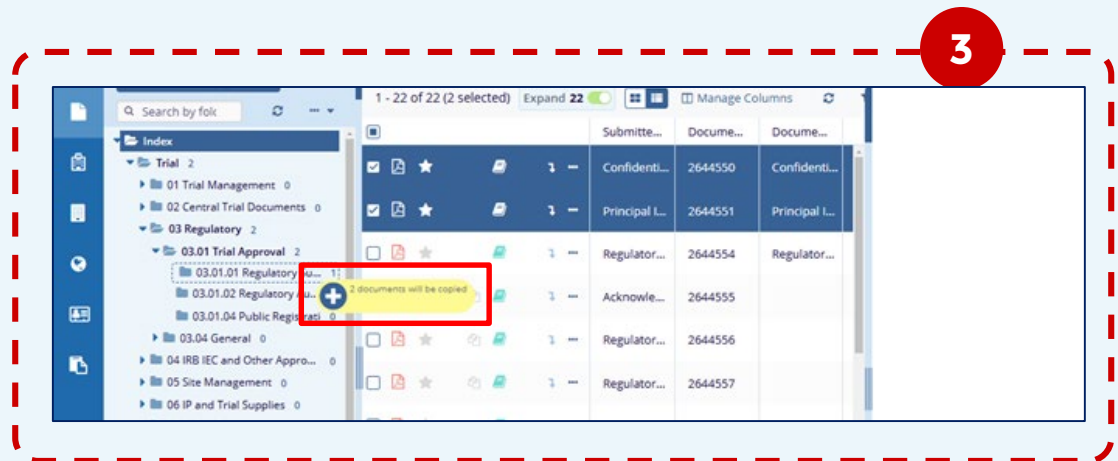
1 Locate the document(s) to be copied.



2 Check the box next to each document to select multiple items.



3 Click and drag the documents to their destination folder. Keep the **Ctrl** button (**Command** on Mac) pressed while doing so. The tooltip will confirm that documents are going to be copied.



4 Release the mouse button to finalize copying the files to the target folder.