

APPLICABLE TO:

- Administrators
- Editors
- Readers

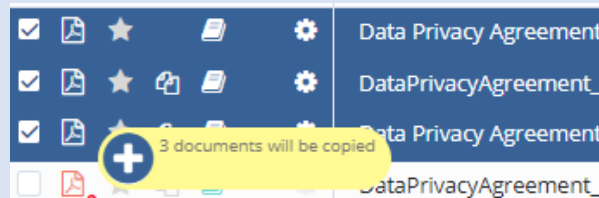
- eTMF
- Study Start-Up
- myTI

****Note:** This job aid discusses copying single or multiple files from one folder to another folder. For instructions on mass copying documents to multiple sites, please see the related job aid.**

1. Locate the document to be copied.
2. Check the box next to each document to be copied in order to select that line on the grid.

3. Press and hold the Control (Ctrl) button on your keyboard.

4. Click and drag the documents to the new folder. A message will be displayed that the documents will be copied.



5. Release the button on your mouse to drop the files into the target folder.

*****Note:** This will not change the document metadata. Review the document metadata and make any changes as necessary. Final document metadata can only be corrected with appropriate permissions (Document Manager, Room Manager, or Administrator).***