

# Moving Documents Between Folders

If it is not displayed, click on the **Page Management** tab.

Course Info Documents **Page Management**

|  |   |
|--|---|
| <a href="#">Course Reserves Page Settings</a>              | Manage the basic properties of this course reserves page, including course number, course name, term, year, etc.  |
| <a href="#">Crosslistings</a>                              | List this course reserves page under another name or department.  |
| <a href="#">Documents &amp; Copyright</a>                  | Add, modify and delete documents and manage copyright information.  |
| <a href="#">Re-order Documents on Course Reserves Page</a> | Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering.        |
| <a href="#">Manage Folders</a>                             | Add folders to your course reserves page, or manage existing folders.   |
| <a href="#">Student Email List</a>                         | View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address. |

Select **Documents & Copyright**.

**Document List**

[+ Add Document](#) [Modify Selected](#) [Remove Selected](#) [Export Data](#)

Displaying 10 of 3 Matching Documents << Page 1 of 1 >>

| <input type="checkbox"/> Document Title               | Password |
|---|----------|
| <input type="checkbox"/> BBC World News - Middle East |          |
| <input type="checkbox"/> Donovan, Z. (1992)           |          |
| <input type="checkbox"/> Wiemer, K. (2003)            |          |

Check the box next to the document you wish to move.

**Document List**

[+ Add Document](#) [Modify Selected](#) [Remove Selected](#) [Export Data](#)

Displaying 10 of 3 Matching Documents << Page 1 of 1 >>

| <input type="checkbox"/> Document Title                          | Password |
|--|----------|
| <input checked="" type="checkbox"/> BBC World News - Middle East |          |
| <input type="checkbox"/> Donovan, Z. (1992)                      |          |
| <input type="checkbox"/> Wiemer, K. (2003)                       |          |

Click on **Modify Selected**.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees

Password

Place in Folder - Islam ▼

Limit Visibility Dates?  -  -   
 -  -

Check box to automatically remove from course reserves page on end date.

Save Cancel

From the **Place in Folder** drop-down menu, select the new location for your document. If you choose to not have the document in any folder, select **Root Level**.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees

Password

Place in Folder Root Level ▼

Limit Visibility Dates?  -  -   
 -  -

Check box to automatically remove from course reserves page on end date.

Save Cancel

Click the **Save** button to move the file to its new location.

★ Success! Your changes have been saved in the system. Use the tabs provided to make additional changes, or the link at the bottom of the page to return to the list.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees

Password

Place in Folder Root Level ▼

When the **Success Banner** appears, click on **Close Window** to return to the **Page Management Tab**.