

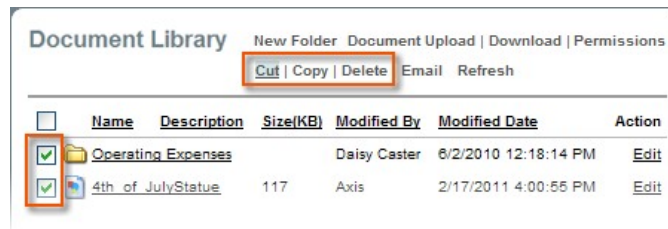
Move/Copy/Delete Folders and Files

[Control Panel > Document Library](#)

Move/Copy/Delete Folders and Files:

Moving and deleting folders and files is useful in cases where they were uploaded to the wrong place.

1. Go to **Control Panel > Document Library**.
2. Locate and select the desired file(s) or folder(s).
3. Click **Cut**, **Copy**, or **Delete** from the top menu.



4. If you wish to move or create a copy of the file(s) or folder(s) elsewhere, navigate to the desired folder and click **Paste**.

