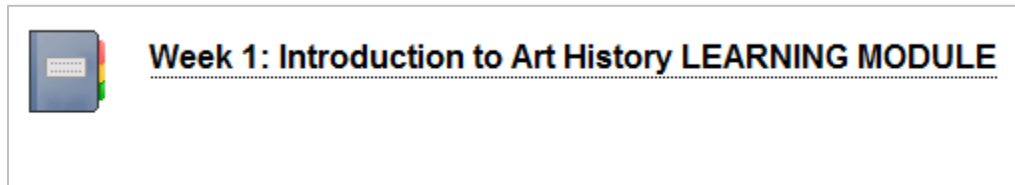


# Copying an Item to Another Content Area or Folder



This tutorial explains how to copy an item from one content area or folder into another content area or folder.

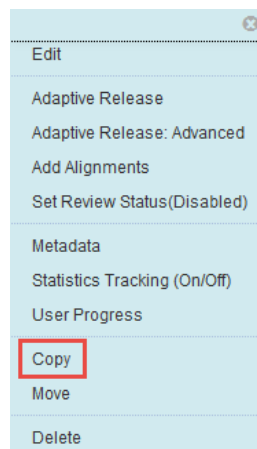
1. Navigate to the content area or folder containing the item you wish to move.



2. Click the down-arrow next to the title of the item you wish to move. A pop-up menu will appear.



3. In the pop-up menu, click **Copy**. A new page will open.



4. On the new page, from the **Destination Course** drop-down list, choose the course to which you want the item copied. The source course is the default option (in case you want to copy the item to another content area or folder within the same course).

**DESTINATION**

Destination Course: ART 102 Art of the 20th Century (32999.201509) ▼

Destination Folder:

Copy Alignments:  Yes  No

- Next to the **Destination Folder** field, click **Browse**. A pop-up window will appear containing an outline of your Blackboard course site.

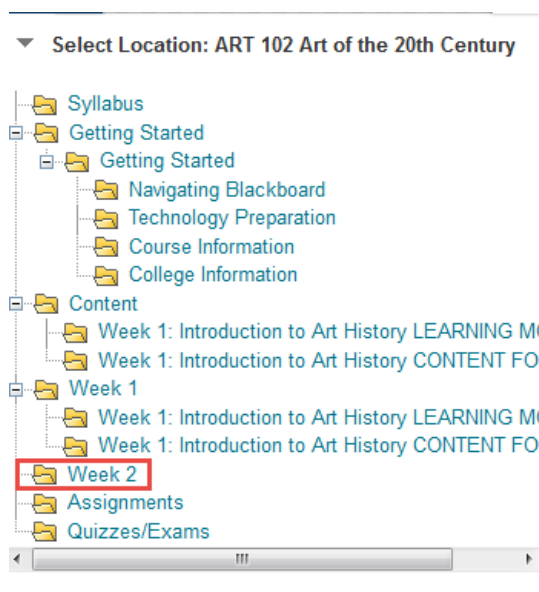
**DESTINATION**

Destination Course: ART 102 Art of the 20th Century (32999.201509) ▼

Destination Folder:  Browse...

Copy Alignments:  Yes  No

- In the outline, click the destination folder to which you want your item copied. The pop-up window will close.



- Click **Submit**.