

# Copy To and Move To

**Copy To** and **Move To** are functions that shortcut the cut, copy and paste functions.

1. Find the file or folder you'd like to cut or copy and open the menu (3 dots) next to it.
2. Open the dropdown menu select **Copy To** or **Move To**.
3. Navigate to the location where you want to copy or move your file/folder. It can be on the same storage repository or any storage repository that you have connected to FileFlex.
4. Select **Copy** or **Move**
5. The Progress Manager will open as the file(s)/folder(s) are being pasted. This process will continue until finished even if log out or close FileFlex.

**Note:** Folders can be created within the Copy To or Move To process. After selecting the file/folder to cut or copy, navigate to where you want to create a new folder and select **Create Folder**, name the folder, then open the new folder and select Copy or Move.