

Copying a Folder

You can copy a folder to create a duplicate of the entire folder, including all of the assets within. You will need to rename the folder, because a folder name must be unique within a site.

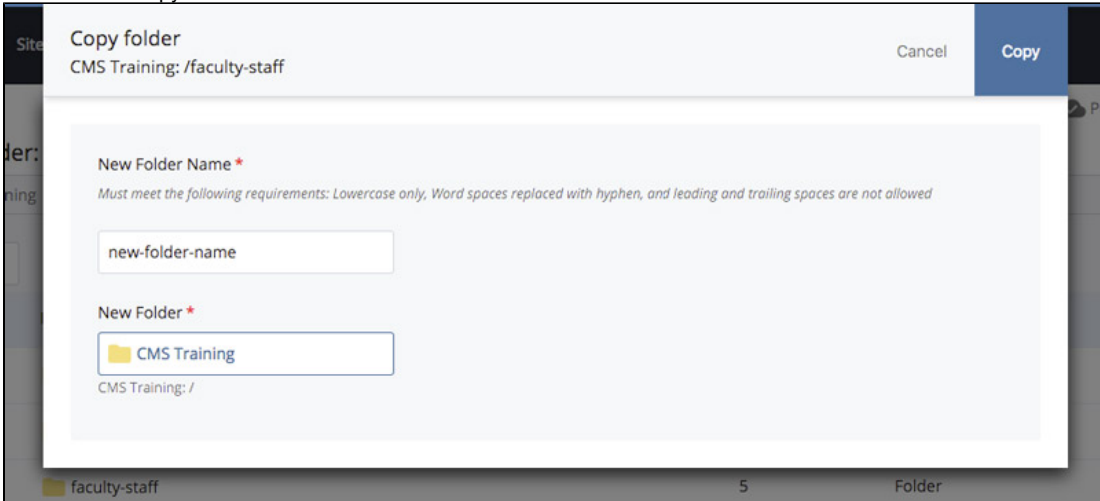
To copy a folder,

1. View the folder you want to copy.
2. Under the **More** (...) menu located to the upper right of the preview, click on the **Copy** link.
 - You can also access this link by right-clicking the folder's name in the left-hand site menu.
3. Rename the shared content block by updating the **New Folder Name** field.
4. If you need to move the new folder to a different folder, you can edit the **'New Folder'**. Refer to the instructions on [Moving a Folder](#).
5. Click the **Submit** button.

More information about copying folders

- Copying a folder will duplicate all of the assets within the folder.
- You can copy individual [pages](#) and [files](#).

Screenshot: Copy a folder



The screenshot shows a 'Copy folder' dialog box. At the top, it says 'Copy folder' and 'CMS Training: /faculty-staff'. There are 'Cancel' and 'Copy' buttons. Below this, there is a section for 'New Folder Name *' with a note: 'Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed'. A text input field contains 'new-folder-name'. Below that is a section for 'New Folder *' with a dropdown menu showing 'CMS Training' and 'CMS Training: /' below it. At the bottom of the dialog, there is a breadcrumb trail: 'faculty-staff > 5 > Folder'.

Related Topics

- [Creating a New Folder](#)
- [Working with Folders Overview](#)

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