

How to Copy Documents to Folders

TI version 10.8

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate
- eISF

Documents may be required to appear in multiple locations in a data room. The ability to copy a document that already exists allows users to save time otherwise spent generating a second copy of the document.

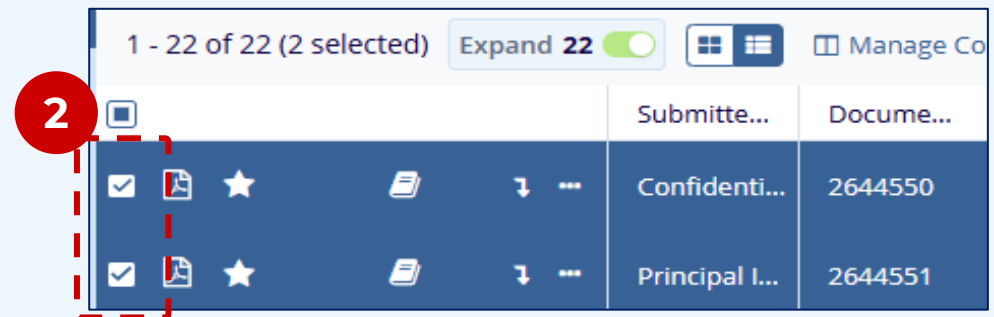
This job aid illustrates copying single or multiple files from one folder to another folder.

NOTICE: For instructions on distributing documents to multiple sites, please see the related job aid: How to Mass Copy a Document to All Sites.

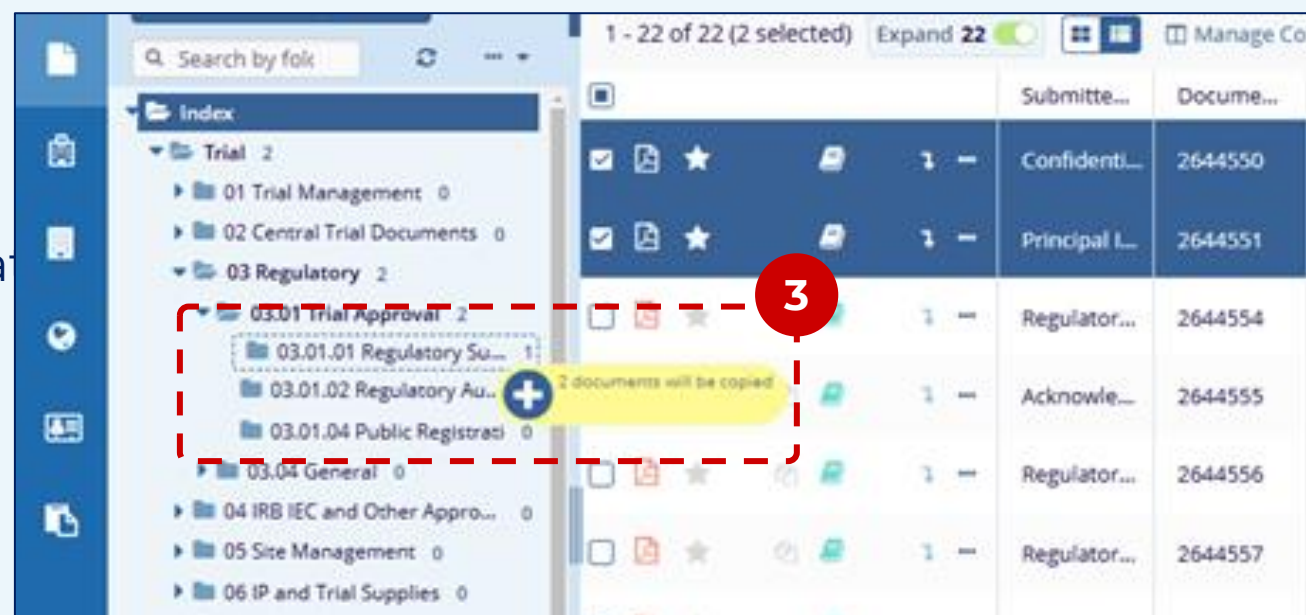
1 Locate the document(s) to be copied.



2 Check the box next to each document to select multiple items.



3 Click and drag the documents to their destination folder. Keep the **Ctrl** button (**Command** on Mac) pressed while doing so. The yellow tooltip will confirm that documents are going to be copied.



4 Release the mouse button to finalize copying the files to the target folder. Success!

