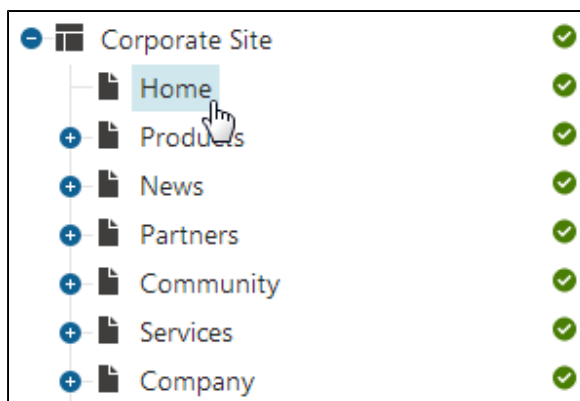


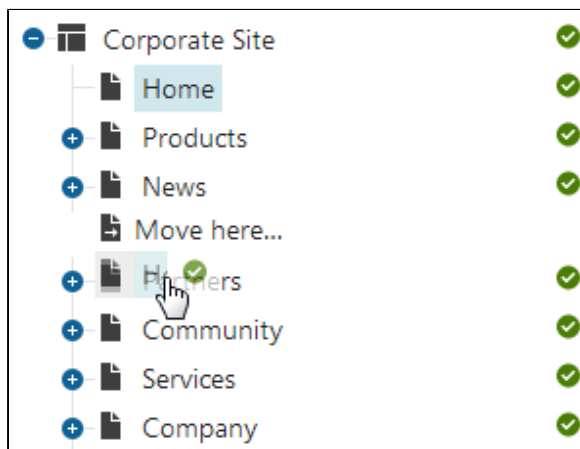
You can perform the *copy*, *move* and *create linked page* operations with pages quickly by dragging and dropping in the content tree.

Copying and moving pages in the Pages application

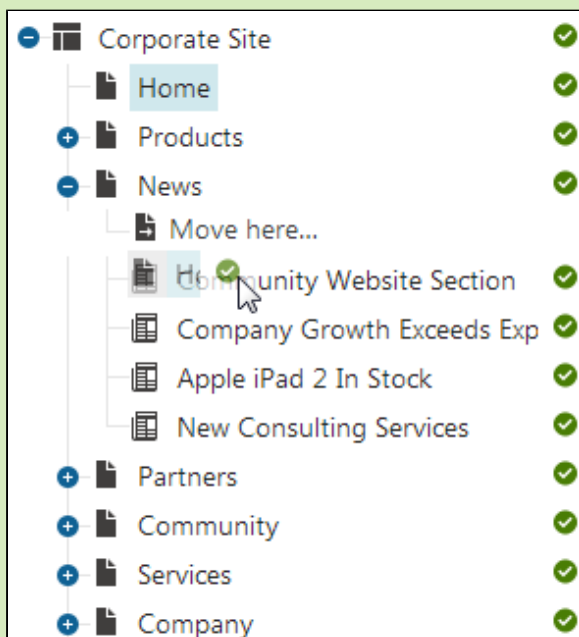
1. Open the **Pages** application.
2. Depending on the operation that you want to perform, you may need to hold one of the following buttons:
 - a. **Move** - drag and drop only
 - b. **Copy** - hold CTRL while performing drag and drop
 - c. **Create linked page** - hold CTRL+SHIFT while performing drag and drop
3. In the **Content tree**, select the page that you want to move.



4. Move the mouse to the target location while still holding down the mouse button.



✓ **Tip:** If you drag the page a bit to the right, the page is placed under the page above it.



5. Release the mouse button.

The system moves the page to the chosen location.

Creating linked pages in the Pages application

Linked pages represent a link pointing to another page in the content tree. These links do not store any content by themselves but they have their own configuration for certain properties tabs.

Copying vs. linking pages

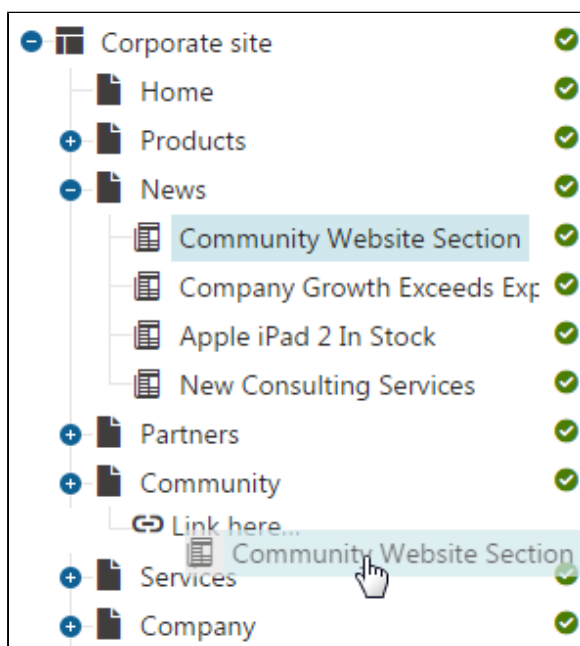
When you create a copy of a page, the new page behaves as an independent page. This means that if you edit the copied page, the original page is not affected.


If you want the copied page to reflect changes made to the original, you need to create a linked page. The linked page is a virtual copy that exists in the new location, but its content is linked to the original page – changing the original means that the virtual copy changes as well, and vice versa.

Linking a page

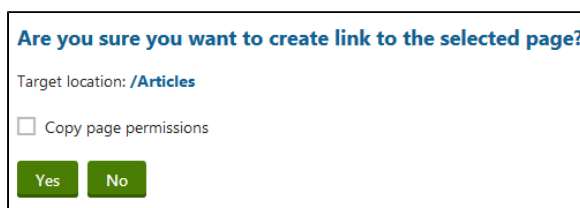
1. Open the **Pages** application.

2. In the content tree, press and **hold CTRL + SHIFT**, and **drag the page** you want to create a link for to the desired place in the content tree.



 **Tip:** If you drag the page a bit to the right, the page is placed under the page above it.

3. Release the mouse button. The following confirmation dialog appears.

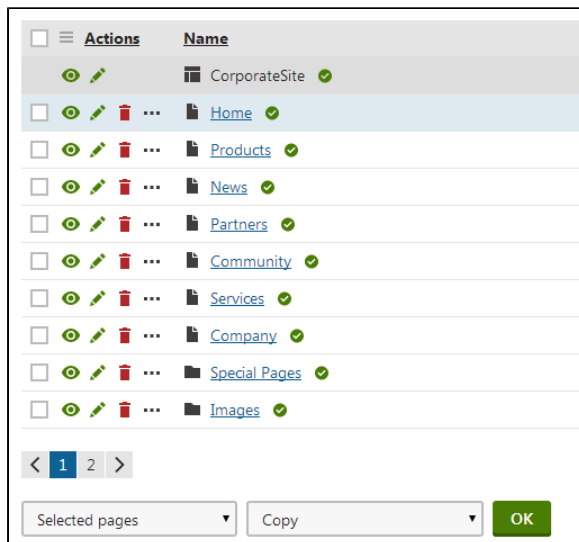


4. (Optional) Select **Copy page permissions** if you want the linked page to retain the same [permissions](#) as the original.
5. Click **Yes**.

The page is now linked. Any changes made to the original page will be reflected on the linked page as well, and vice versa.

Copying and moving pages, creating linked pages on the Live site

1. Log on to the live site.
2. Click on **Edit page** in the top left corner.
3. Click on **Browse**. The **Page listing** dialog box opens.
4. Select the pages for which you want to perform the **Copy**, **Move** or **Link** action.



5. In the bottom drop-down list, select the action that you want to perform.
6. Click on **OK**. A new dialog box opens.
7. In the left content tree, navigate to the destination.
8. (Optional) If the page has children, select the target children in the right content tree.
9. (Optional) Select **Copy page permissions** if you want the linked page to retain the same [permissions](#) as the original.
10. Click on **Copy**, **Move** or **Link**.