


You can copy and move media library files directly in the **Media libraries** application.

To copy or move a media library file

1. Open the **Media libraries** application.
2. **Edit** () the **Media library** that contains the files that you want to copy or move.
3. Select the files that you want to copy or move. To select files, enable the check box next to the files. If you want to copy or move all the listed files, leave the check boxes disabled.
4. In the first drop-down list under the listed files, choose whether you want to perform the action on **Selected files** or **All files**.
5. In the second drop-down list, choose **Copy** or **Move**.
6. Click **OK**. The **Copy/Move files** dialog opens.
7. Select the folder into which you want to copy or move the files.
8. Click **Copy/Move**.

The files have been copied or moved to the selected folder.



Moving files may break your content

When you move a media library file into a different folder and the file is already used on some of your pages (i.e. the file is set as a background image of your home page), the file may become unavailable on the pages that display the file. This can occur if your website does not use permanent media library URLs.

To make the file available again, you need to manually select the file for each page from the new folder.