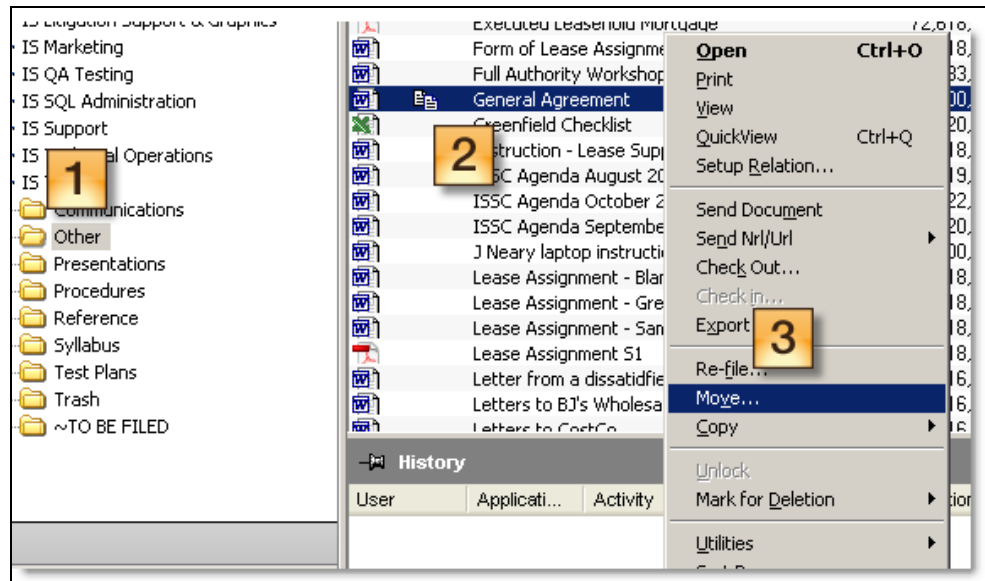


**Concept:**

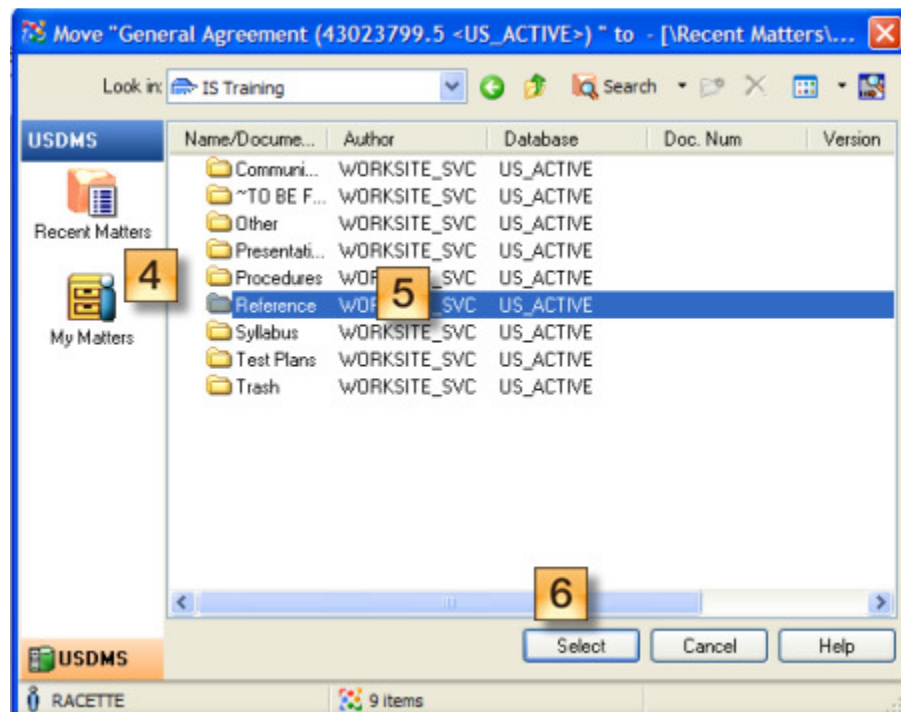
A document can be moved from one workspace folder to another, automatically updating its profile and security. Documents that were migrated from DOCS Open should be moved from the ~To be filed folder into the appropriate folder within the matter workspace.

**Quick steps to move a document to a different folder**

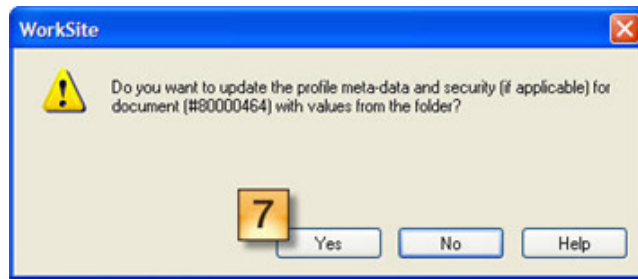
1. Select the current folder to display its contents
2. Right-click the document in the document grid
3. Select **Move**



4. Navigate to the destination folder
5. Select the folder
6. Click **Select**



7. Click **Yes** to update the profile and security



8. Click **Close**



### **Tips:**

- When a document is moved from one folder to another, the document will inherit the security of the destination folder (any previously applied security will be removed). It is good practice to check the document's security before and after moving so that rights can be re-applied in the destination folder as needed.
- To move multiple documents, hold down the **CTRL** key and select the documents.
- Dragging and dropping a document from one folder to another will also move documents. However, never drag and drop from a search window or from **Recent Documents**. This will leave a link to the document in the current folder.

### **Resources for help:**

- Please contact the IT Helpdesk at ext. 1234 or 1-800-555-1234 and select option 2, or contact your local IT staff.