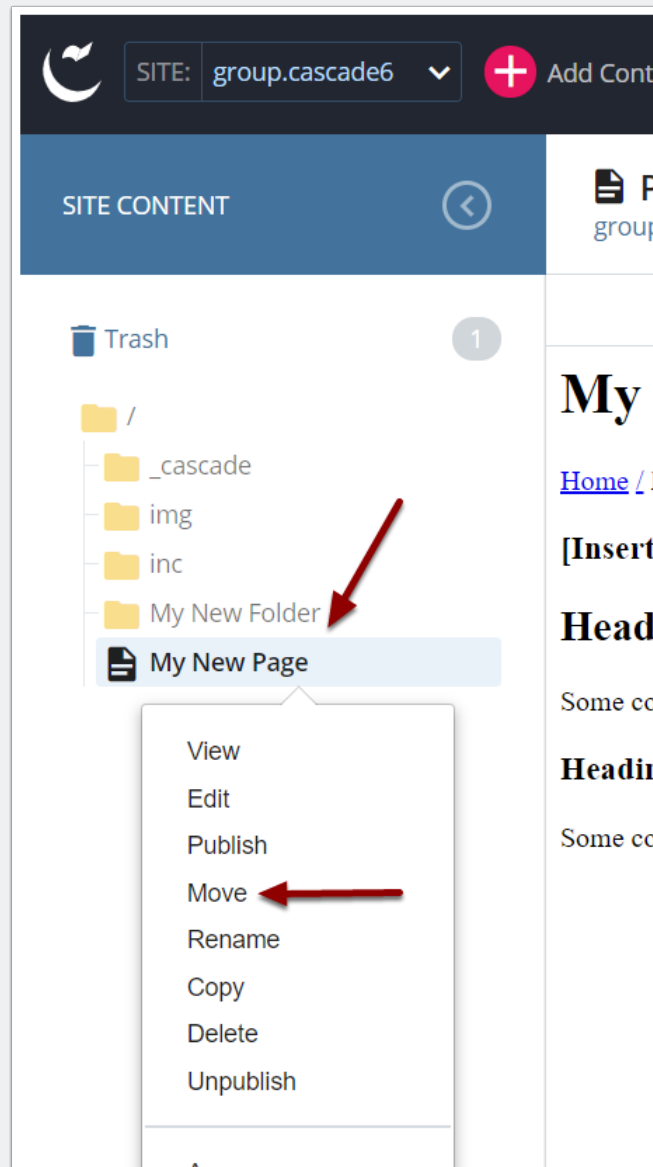


# Moving a File

## Select the File you Want to Move.

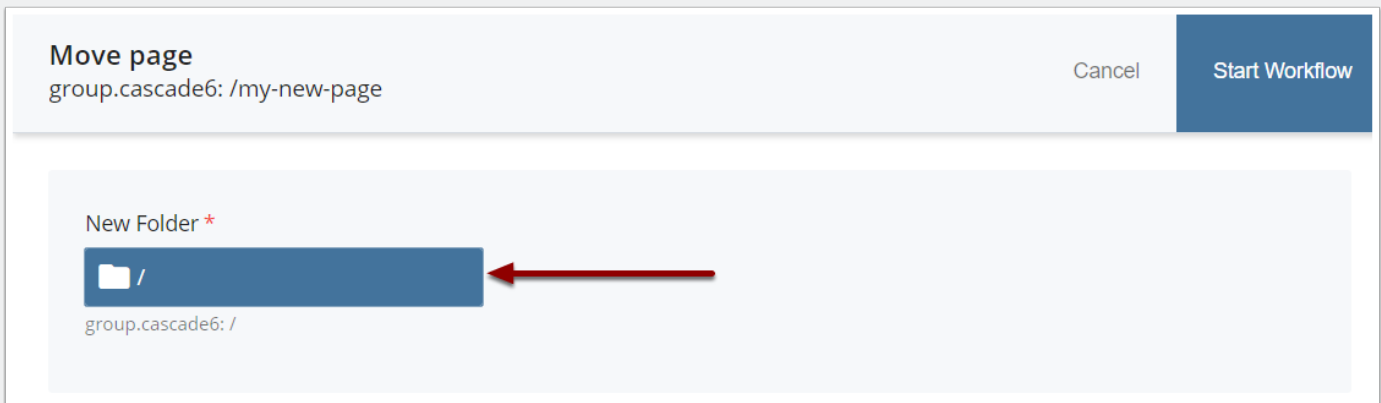
Move your mouse over the file that you want to move and click on the small arrow to the right. Click on Move.



# Moving a File

## Select the Folder to Move to.

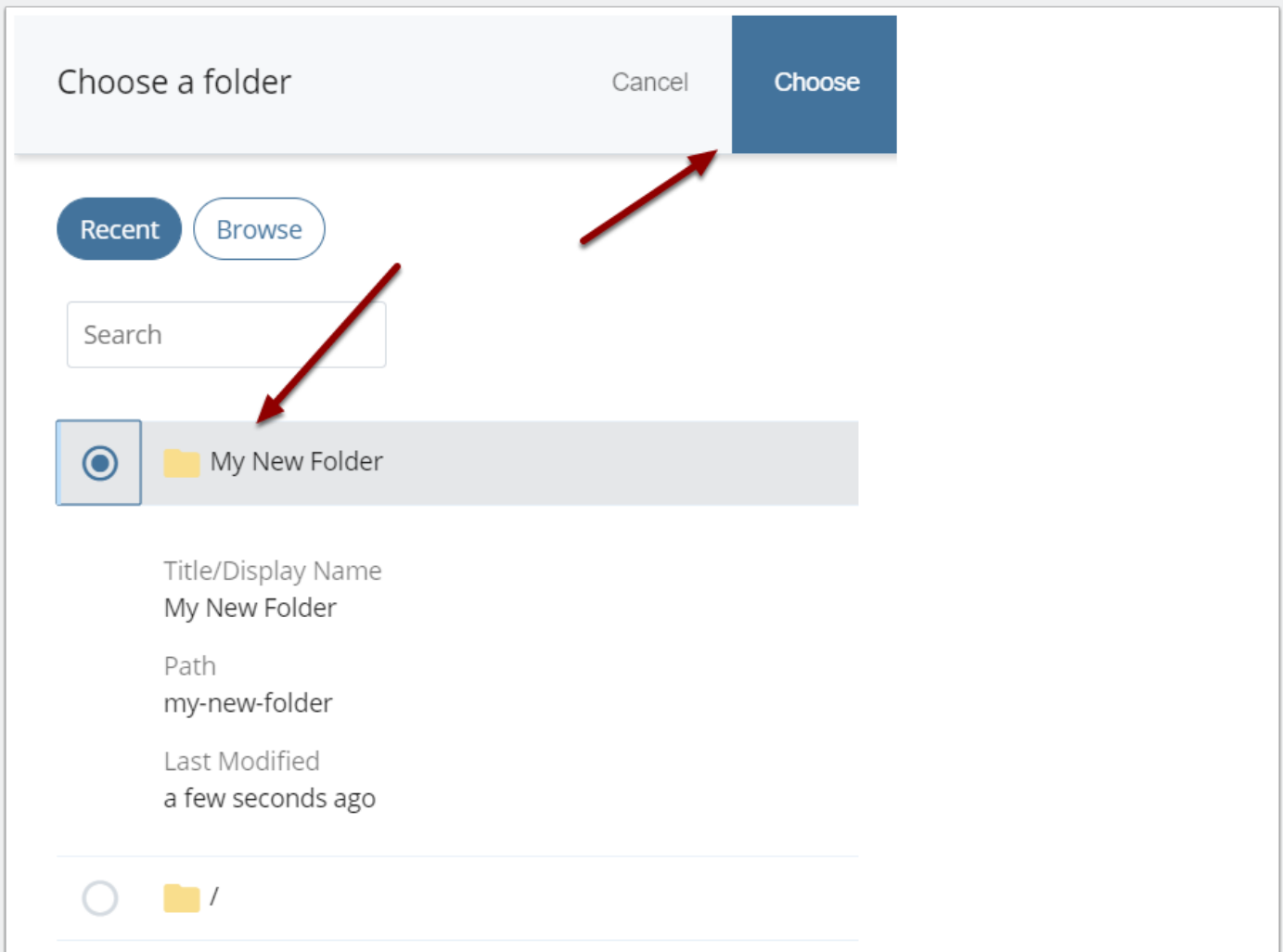
Click on the New Folder button to select the folder you want to move the file to.



# Moving a File

## Confirm

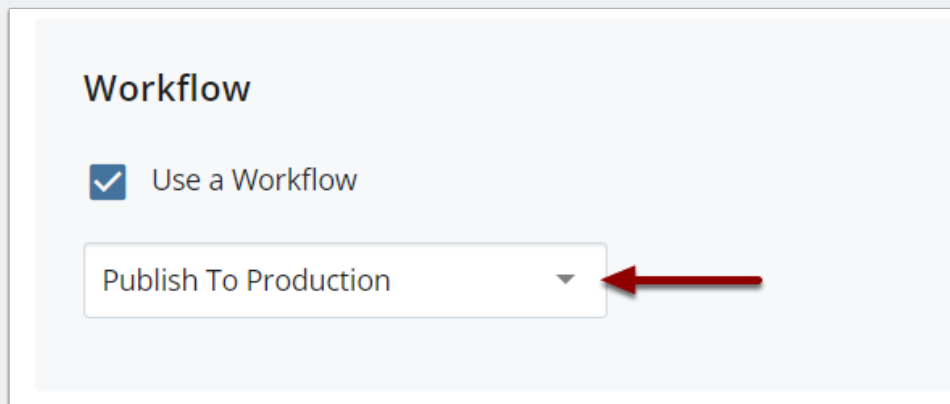
Click on the folder that you want to move the file to and click Choose.



# Moving a File

## Select Test or Production

Which ever you select is where the file will be moved. If you move the file on test, it will not be moved on production until you publsih to production.

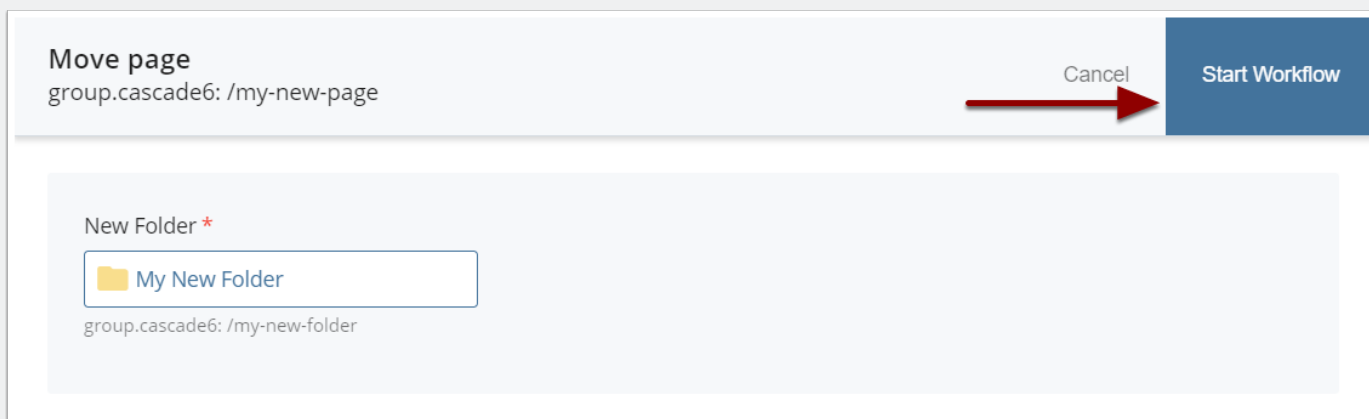


**Workflow**

Use a Workflow

Publish To Production ▼

## Send to Workflow



**Move page**  
group.cascade6: /my-new-page

Cancel Start Workflow

New Folder \*

My New Folder  
group.cascade6: /my-new-folder

# Moving a File

## Complete the Workflow and Review Your Change

Follow the steps on screen to complete the workflow. You will now see your file in the new location.

