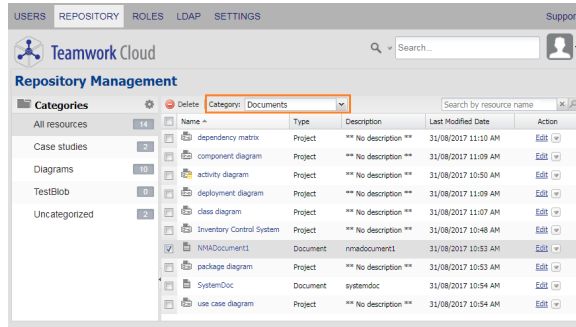


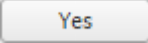
Moving resources from one category to another

You can move a resource (a project or a document) from one category to another by selecting a new category from the **Category** drop-down menu or dragging it to a category in the **Categories** list.



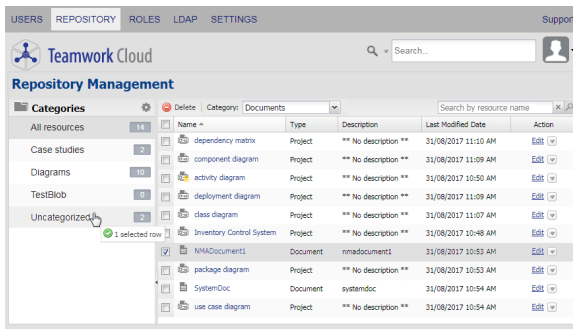
Moving a document from one category to another using the **Category** drop-down menu on the Repository Management page.

To move a resource from one category to another by using the **Category** drop-down menu

1. Open the **Repository Management** page.
2. Select a check box of a resource you want to move to another category.
3. Click the **Category** drop-down menu button and select a new category for the resource.
4. A confirmation dialog will appear. Either press **Enter** or click  to move the resource to the selected category.

To move a resource from one category to another by dragging it

1. On the **Repository Management** page, select a resource and drag it to a category name on the left-hand side.



2. Either press **Enter** or click  to move the resource to the selected category.

Tips

- You can select several resources and drag them from one category to another at the same time.
- Alternatively, you can move a project or document to another category by clicking the name and selecting a new category from the **Category** drop-down menu on the **Project detail** or **Document detail** page, see section [Editing resource name and description](#).