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.

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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 Yes 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.

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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 Proje ct detail or Document detail page, see section Editing resource name and

description.