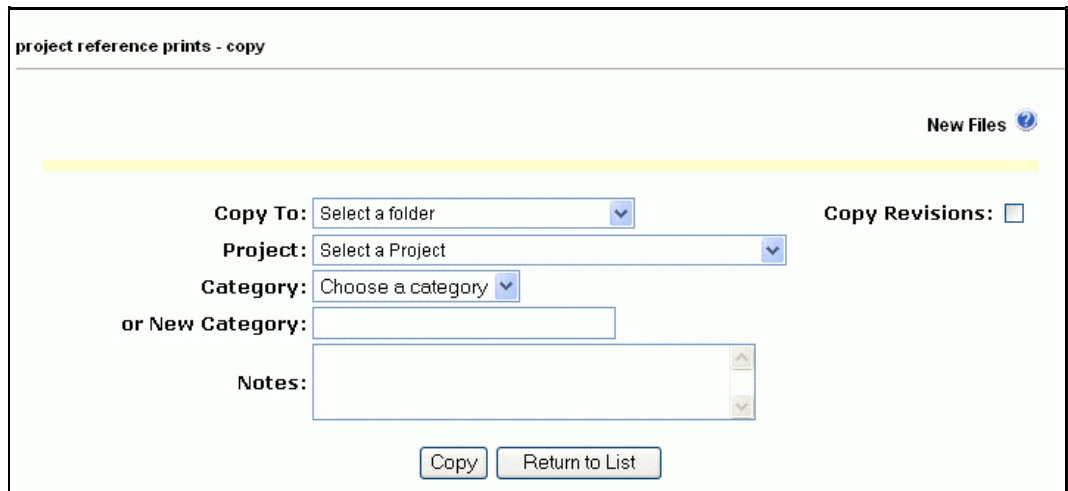


## How To Use Projxs Files Copy Page

### Copy Page Overview.

The copy page allows you to indicate where you would like to copy the pages you selected on the main page.



You can indicate:

- Folder (required)
- Copy Revisions (or just the current file)
- Project (of which you are a member)
- Category
- Notes (included on all files that you are copying)

### Copying the files.

Select the "Copy" button to copy all files to the newly selected location.



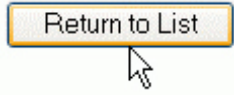
At the conclusion of the copy the current file folder is displayed showing any files that did not copy with the reason why and the total number of files copied.

\* Record for file "T-1.02.pdf - Garage Outlets - West" already exists.  
\* 2 file(s) copied.

## How To Use Projxs Files Copy Page

### Returning to the files list.

Select the "Return to List" button to return to the file folder.



### Adding a file to the folder.

To add a file to the folder, click the "New Files" link in the right top corner, and the "New Files" dialog page will appear.

