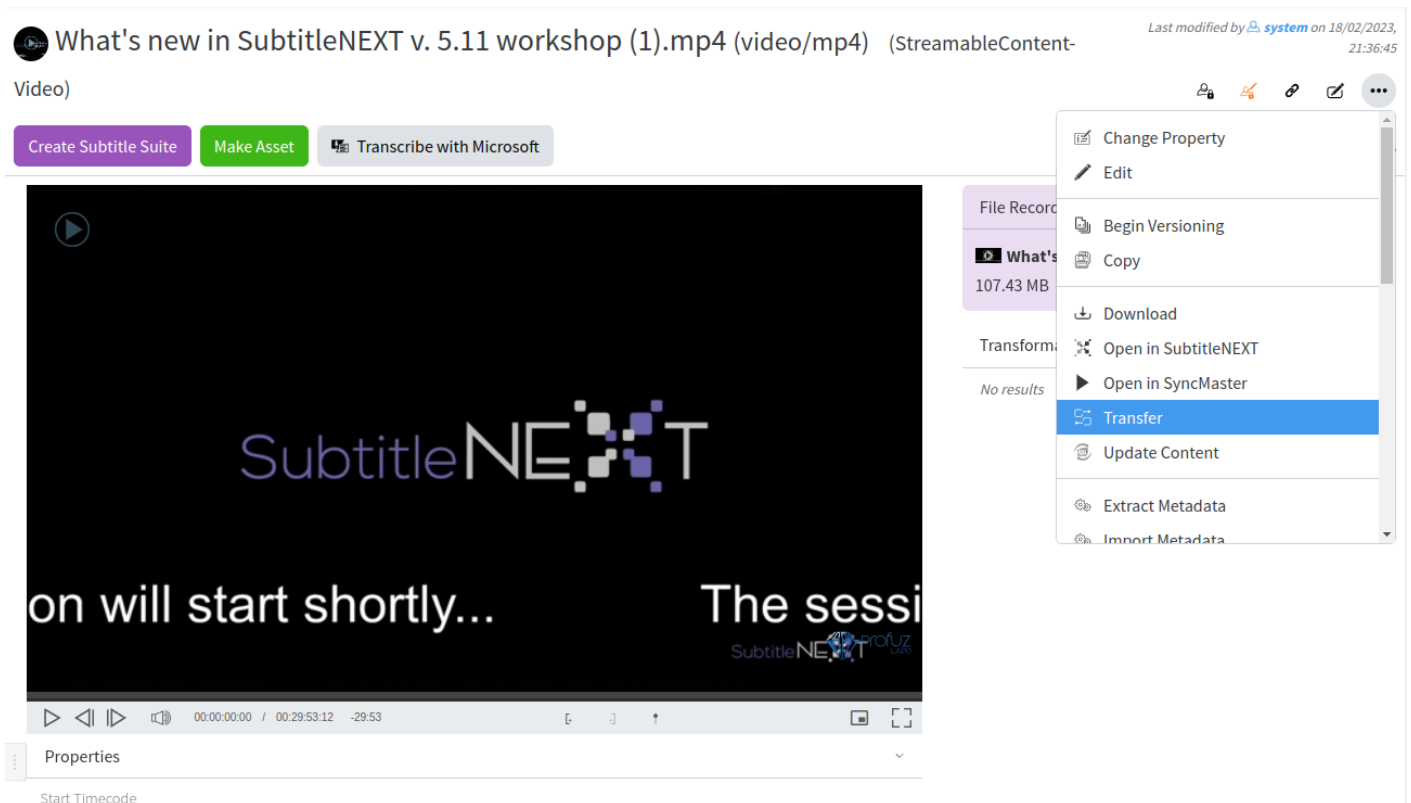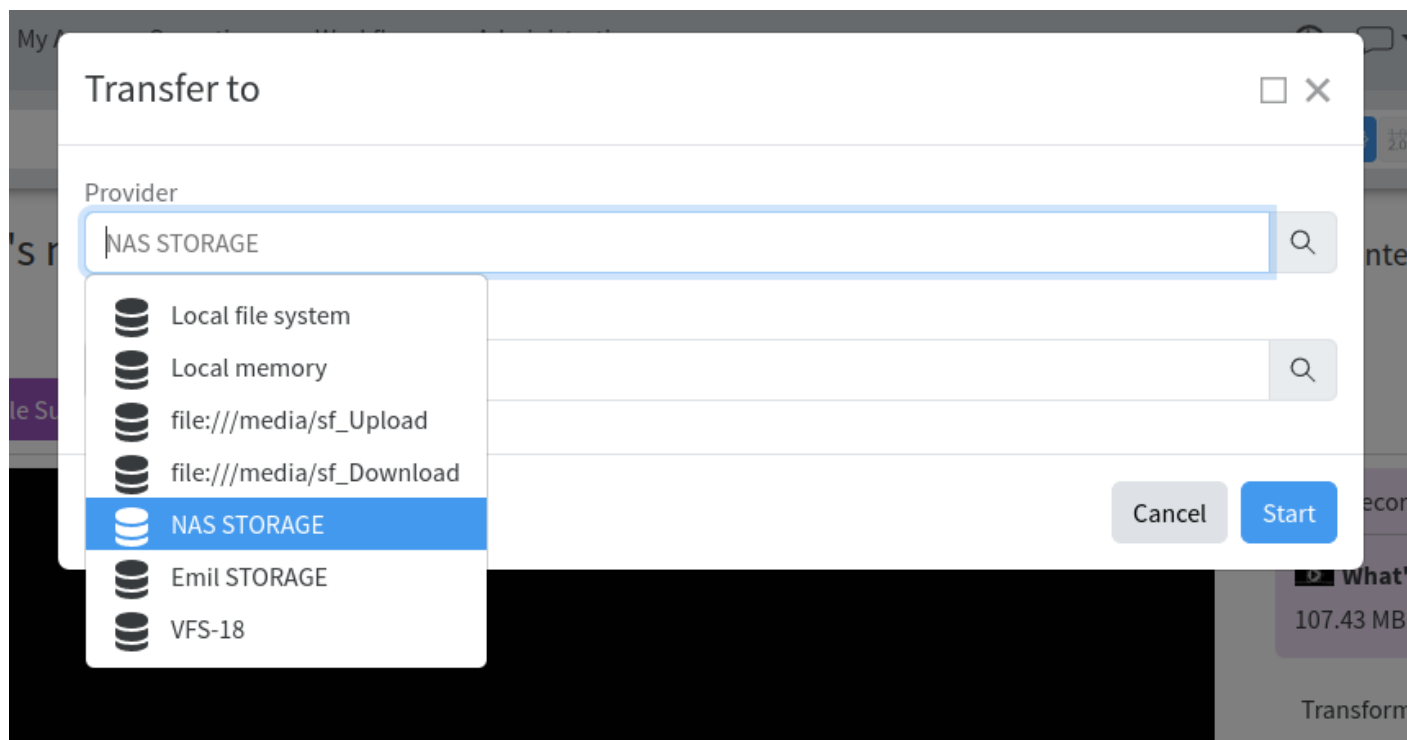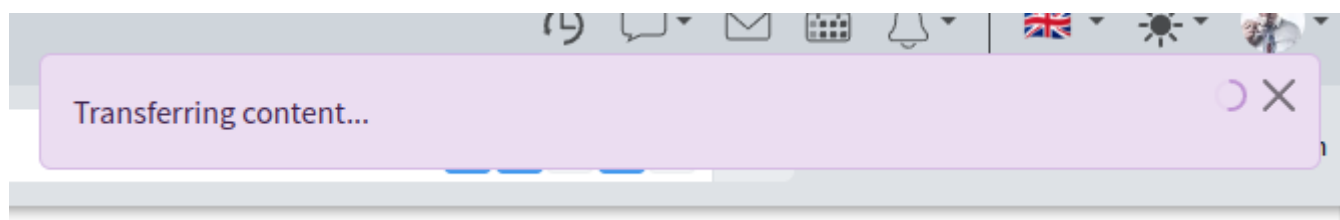# Moving contents

If you want to move a file from one location to another you can use the Transfer operation from the local Actions Menu of the corresponding file (s) as shown:

When you click on Transfer the following window will appear to choose your transfer destination:

Once the transfer starts, you will receive the following notification:

You can monitor progress in Current Transfers and see the ready transfer in Finished Transfers:

Transfers will create a File Record. A File Records contains all copies of the content in all locations:

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Drop files here, 🗁 choose files or
⬆ upload files

Transformations   ⌄ ⬤

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