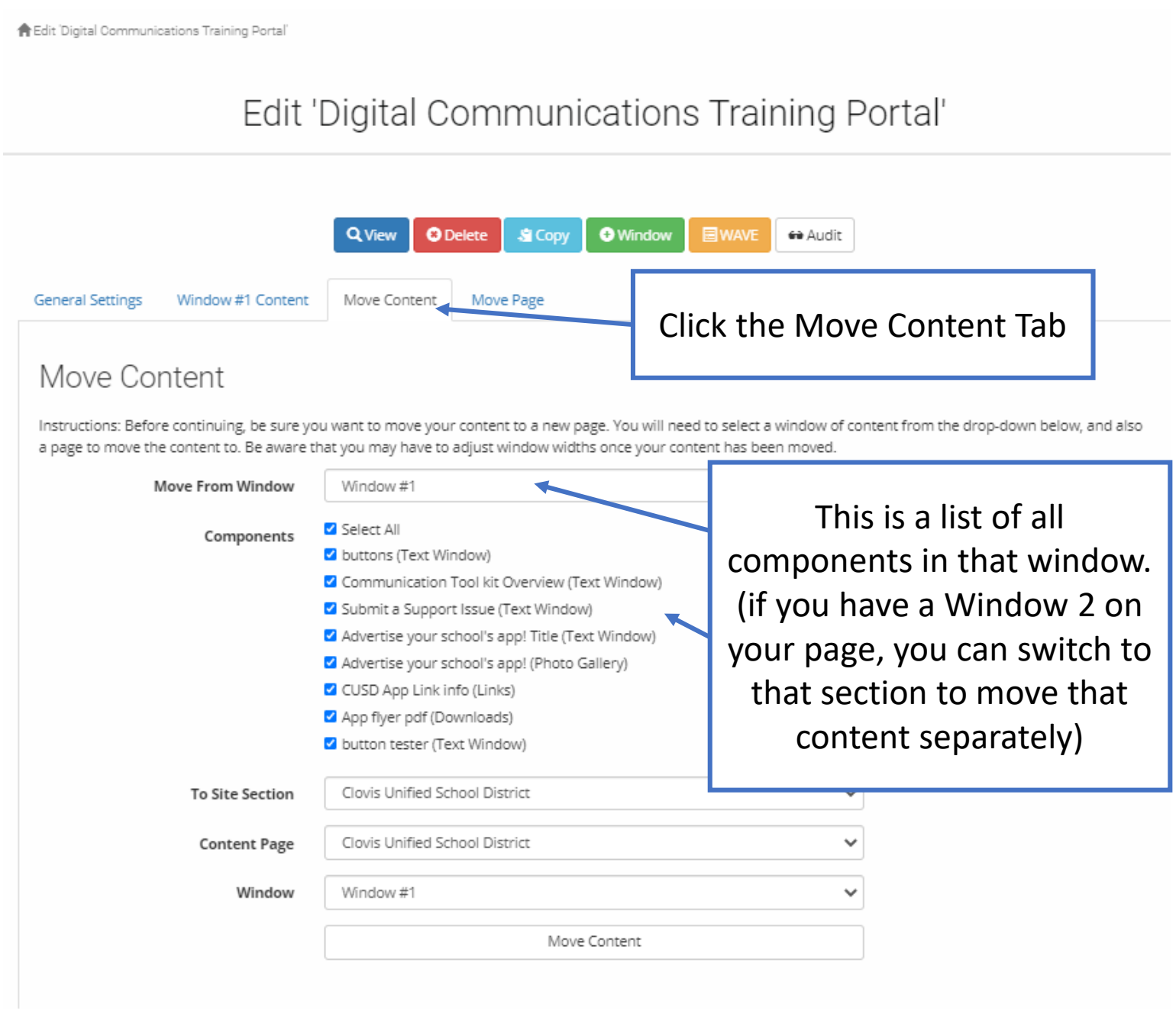
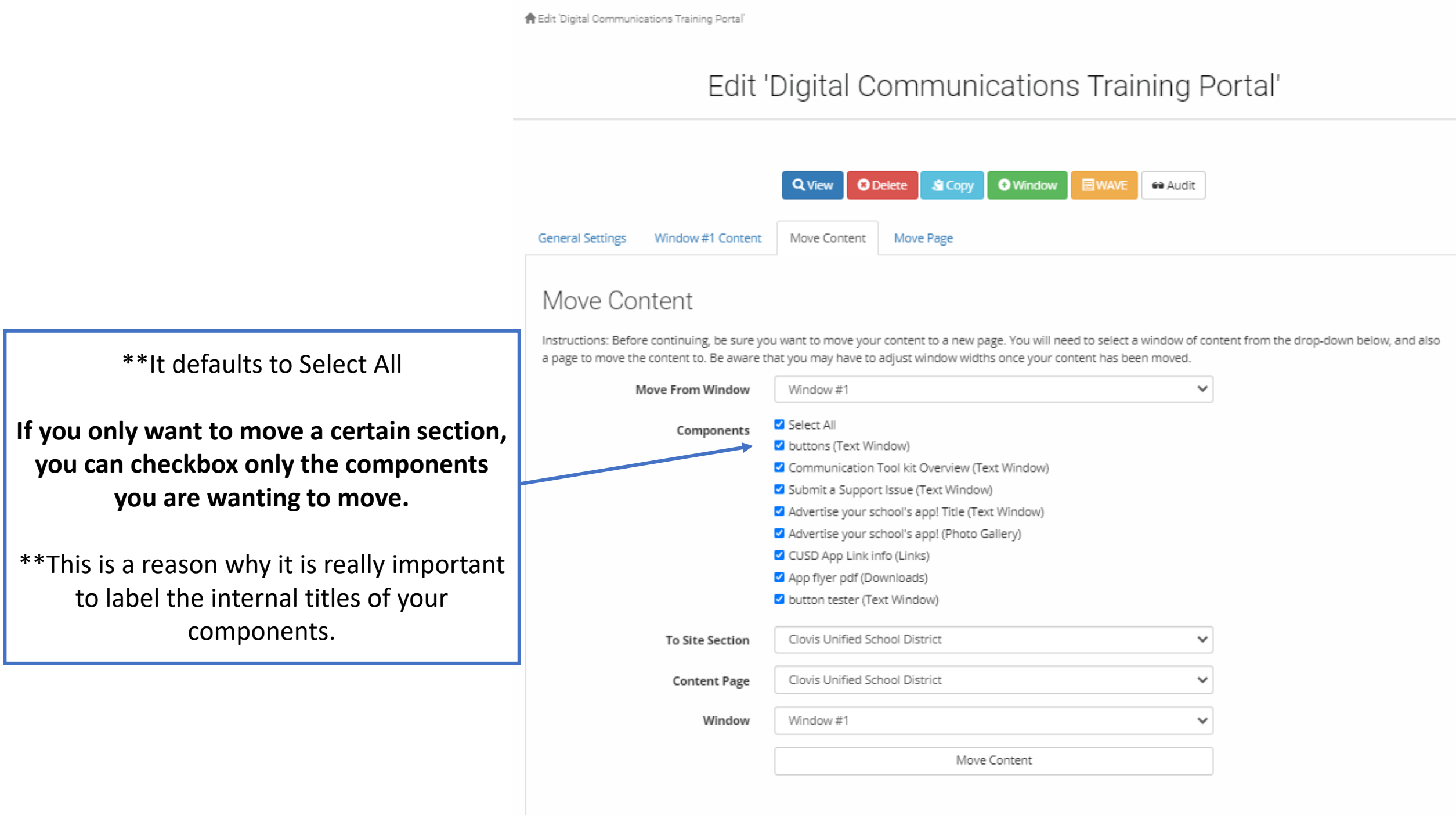
Move Content from One Page to Another

Last updated 6/30/20

Click Edit Page in the black bar

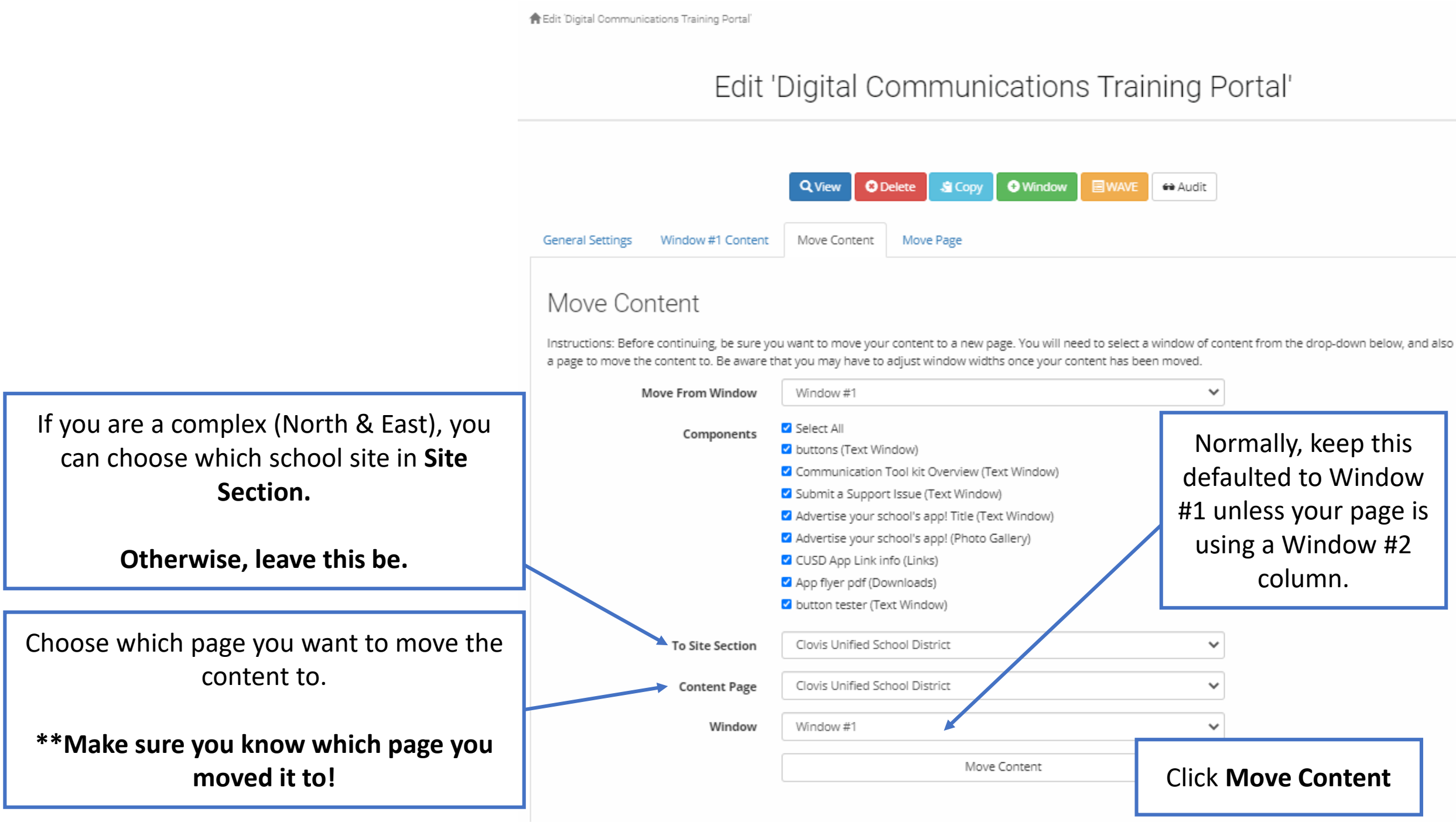




**It defaults to Select All

If you only want to move a certain section, you can checkbox only the components you are wanting to move.

**This is a reason why it is really important to label the internal titles of your components.



If you are a complex (North & East), you can choose which school site in **Site Section.**

Otherwise, leave this be.

Choose which page you want to move the content to.

****Make sure you know which page you moved it to!**

Normally, keep this defaulted to Window #1 unless your page is using a Window #2 column.

Click **Move Content**

Content will be moved to that other page.

- The components should disappear from the component list.
- To check, look at the page you moved it to.