



# cut & paste

## CUT, COPY, AND MOVE DOCUMENTS

### Easily Cut, Copy or Move items in SharePoint™

Cut and Paste is a SharePoint™ module that provides an easy way to move or copy list items from one library to another. The cut/copy/paste operations are integrated into SharePoint's user interface so there is no need to use explorer view or network neighborhood to copy a document from one location to another. Versions and meta-data are also maintained when documents are copied to the new location. Multi-select items in a view and perform operations such as delete, download, cut and move.

#### Benefits

##### Preserve Versions

When copying documents from one document library to another the version history is also copied.

##### Preserve Modified By User Information

The modified by users are maintained when a document is copied to another document library. Attribute information on Office documents are copied to the destination document library as well.

##### Copy Folders as well as Individual Documents

Provides the ability to copy an entire folder structure or the entire contents of a list. This includes sub folders and documents contained within the folders.

##### Multi-Select Items

Provides a view that enables check-box selection of multiple items and set of operations on those items. Delete multiple tasks, download multiple documents.

#### Key Features

- Copy individual documents and list items
- Preserve item attributes and owner information
- Cut/Copy/Paste operations are integrated into the short cut menus
- Preserve document versions
- Send multiple SharePoint items as links or attachments to an email
- Save time by allowing users to cut/copy/paste documents and folders without using explorer view or network neighborhood

#### Specifications

**Servers:** Microsoft SharePoint Server 2010 / SharePoint™ Portal Server 2003 / Office SharePoint™ Server 2007 and/or Windows SharePoint™ Services 2.0 / 3.0 using SQL Server backend