

# CUT AND PASTE

**EASILY CUT, COPY OR MOVE ITEMS IN SHAREPOINT™.** Cut and Paste is a SharePoint™ module that provides an easy way to move or copy documents from one document 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 are also maintained when documents are copied to the new location.

## 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. This includes sub folders and documents contained within the folders.

## SPECIFICATIONS

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



## KEY FEATURES

- Copy individual documents and folders
- Preserve document attributes and owner information
- Cut/Copy/Paste operations are integrated into the short cut menus
- Preserve document versions
- Saves valuable time by allowing users to cut/copy/paste documents and folders without using explorer view or network neighborhood

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