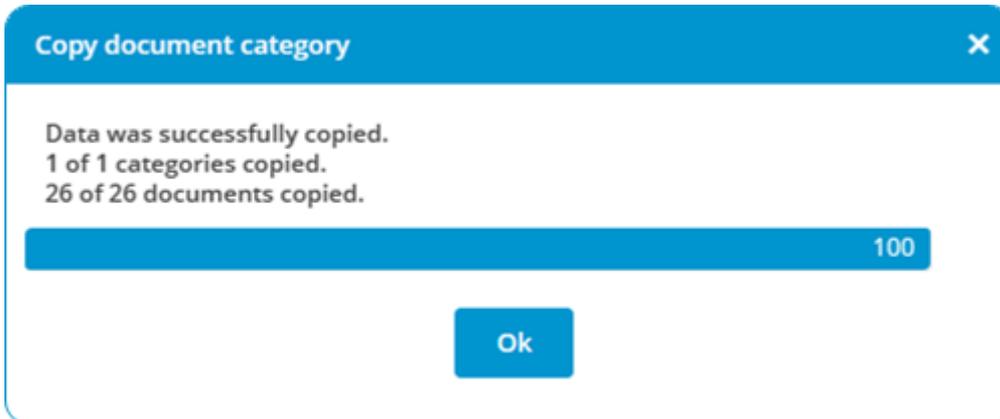


How do I copy a category?

1. Right-click on the category and select **Copy**.
2. Select the location you want to copy the category to.
3. Right-click on the category and select **Paste**.
4. A new category will be created with the copied documents. The pop-up window shows how many documents and categories have been copied.



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