# COPY A CONTENT ITEM

Items in ulearn can be copied typically from one course to another, or from one area of a course to another. Copying makes a duplicate of an item but it you need to move items, view this guide on how to [move content items](#).

Instructions

1. To move an item, **hover** over the item title to display the down arrow to the right of the item. Click the **down arrow** and select **Copy** from the menu.
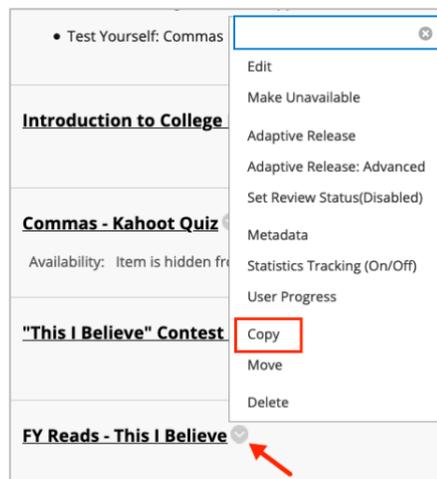
2. On the Copy page, under Destination, the current course will automatically be selected. If you wish to copy the item to another ulearn course, open the drop down menu and **Select** a new course.

3. **Browse** to the Destination Folder of the Destination Course you selected.

4. Select whether you wish for links and attached files to be copied, or to be copied and embedded.

5. Click **Submit**.

6. The item will now be located in both the original location, AND the course and folder destination you copied to.