

Bulk copy pages

Copy multiple pages in a single go.

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How to select multiple pages

Many of the actions you can perform on individual **pages** as **bulk actions**.

Simply browse to the [space navigator](#) and **select** multiple pages as if you were selecting multiple files in a file explorer.

- **Windows users:** hold the **CTRL** key and select the entities or select an entity and hold the **shift** key for faster multiple selections
- **Mac users:** hold the **command (cmd)** key and select the desired entities.

After selecting the pages, right-click on one of the selected items and you will see all available bulk actions.

Select a **single** page and **hold the shift key** while selecting another page for a quicker selection of all pages in between.

1

Right-click on the page selection or, **hover** over one of the selected pages and click on the **ellipsis** menu "..."

2

Select the **Bulk copy** action.

3

Optional: Select a **new target space**.

4

Select a new **parent page**.

5

Optional: If you intend to **copy child pages** (in the next step), you need to define a **prefix**. It will be added to all copied child pages to avoid duplicate page titles.

6

Advanced options

| Option | Description |
|-------------------------------|---|
| Copy child pages | All child pages of the page you want to copy will be copied too. If you select this option and copy the pages to the same space, you need to add a prefix . |
| Copy labels | Select if you want to retain or drop existing labels. |
| Copy attachments | Select if you want to retain or drop existing attachments. |
| Copy page restrictions | Select if you want to retain or drop existing page restrictions. |

By default, all advanced copy options are enabled.

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Click on **Copy**.

If you still have questions, feel free to refer to our [support](#) team.