

# 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.

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**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
<b>Copy child pages</b>	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 <b>add a prefix</b> .
<b>Copy labels</b>	Select if you want to retain or drop existing labels.
<b>Copy attachments</b>	Select if you want to retain or drop existing attachments.
<b>Copy page restrictions</b>	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.