

Bulk copy spaces

Copy multiple spaces in a single go.

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How to select multiple spaces

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

Simply browse to the [space navigator](#) and **select** multiple spaces 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 spaces, right-click on one of the selected items and you will see all available bulk actions.

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

1

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

2

Select the **Bulk copy** action.

3

Select a **new space name**.

4

Define a **new space key**.

5

Advanced content options

Option	Description
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 pages	Select if you want to retain or drop all pages.

By default, all advanced copy options are enabled.

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Advanced permission handling

Option	Description
Copy space permissions	Select if you want to retain or drop existing space permissions.
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.