
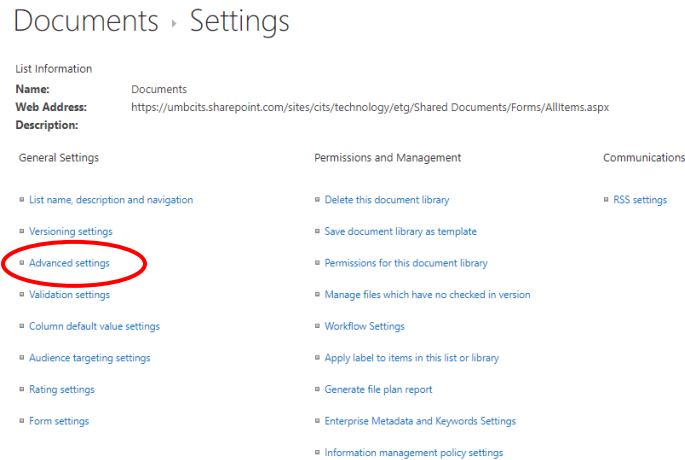


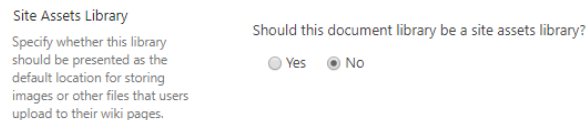
Transferring Folders and Subfolders

SharePoint allows for the ability to drag and drop files and folders into a document library for easy transfer. However, in order to transfer both folders *and* subfolders, it's necessary to designate the document library as a "Site Assets Library".

- Access the library where the files will be moved to.
- Click the **Settings** icon. 
- Select **Library Settings**.
- Under *General Settings*, select **Advanced settings**.



- Scroll down and locate **Site Assets Library**.



- Select the **Yes** radio button.
- Scroll to the bottom of the page and click **OK**.

The library is now a Site Assets Library and folders, subfolders and files can now be dragged and dropped into the document library.