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**Metalogix**

Cut and Paste for SharePoint 2010

# Cut and Paste for SharePoint 2010 User Guide

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## Using Cut and Paste

Cut and Paste is a custom SharePoint module that enhances the stock SharePoint cut and paste functions. Cut and Paste allows you to:

- Copy or move content, such as documents and folders, from one document library to another.
- Copy or move content to another site.
- Create shortcuts to a document or folder.
- Delete multiple files in a single action.

Cutting, copying, pasting, and deleting content using the Cut and Paste module is similar to Windows Explorer functionality. These actions are integrated into the shortcut menus and toolbar of the SharePoint user interface so you do not need to use other tools to copy content from one location to another. Metadata and versions are also maintained when content is copied to the new location.

Documents that are copied to the same folder create a new document named “Copy of <file>”, where <file> is the name of the original file. If you paste the document to the same folder more than once, then the “Copy of” file will be added as a new version. If versioning is not enabled, then the previous “Copy of” file will be overwritten.

If a user does not exist in the destination site, the current user name replaces the non-existing user. For example, if Mary last modified a document in the HR team site, John copied this document from the HR team site to the Sales team site, and Mary does not have an account on the Sales team site, then the Modified By column will contain John instead of Mary. This is because Mary is not a member of the Sales team site and cannot be assigned to any documents within the Sales team site.

Item-level permissions are not preserved when copying items from one list to another. The destination item’s parent determines the permissions granted.

The following table describes the enhanced actions available via Cut and Paste.

## Actions

### Cut

This feature moves content to the new folder or list. The original content is sent to the Recycle Bin. If the Recycle Bin is not enabled, the content is deleted immediately.

## Copy

This feature copies content to the new location. The original content is not deleted nor sent to the Recycle Bin.

## Copy Shortcut

This feature creates a shortcut to content in the destination folder or list. The file extension of the shortcut is `.aspx`.

## Download

This feature compresses the selected content and downloads it to the user's desktop. If the content is a folder, the subfolders and documents are also contained in the zip. The original folder structure is maintained.

## Folder Information

This feature provides information for the selected folder, including:

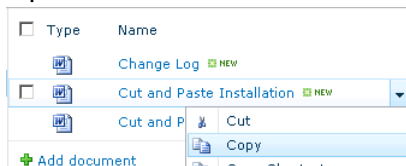
- Number of documents
- Number of subfolders
- Folder size (MB)

## E-mail Links

This feature links to the selected content are added to a new email message.

# Copying A Single Document

Open the document's context menu, and select **Copy**.



# Cutting A Single Document

Click the document's context menu, and select **Cut**.

## Copying A Shortcut To A Document

Click the document's context menu, and select **Copy Shortcut**.

## Copy or Cut Multiple Documents

1. Select the required content by placing checks in the box to the left of the items.
2. Select the required action in the "Cut and Paste" group in the Documents ribbon tab.

<input checked="" type="checkbox"/>	Type	Name	Modified
<input checked="" type="checkbox"/>	Folder	Archive	7/22/2010 5:18 PM
<input checked="" type="checkbox"/>	Folder	Customers	7/22/2010 8:22 PM
<input checked="" type="checkbox"/>	Folder	Deployment	7/5/2010 1:35 PM
<input checked="" type="checkbox"/>	Folder	Design	7/22/2010 5:19 PM
<input checked="" type="checkbox"/>	Folder	Emails	5/17/2010 10:08 AM
<input checked="" type="checkbox"/>	Folder	New Compound Document	10/26/2009 2:22 PM
<input checked="" type="checkbox"/>	Folder	Restricted Characters	5/17/2010 9:57 AM
<input checked="" type="checkbox"/>	Folder	Connect for Sharelink	5/17/2010 2:22 PM

## Pasting Items And Shortcuts

Click **Paste** from the Cut and Paste group in the Documents ribbon tab.

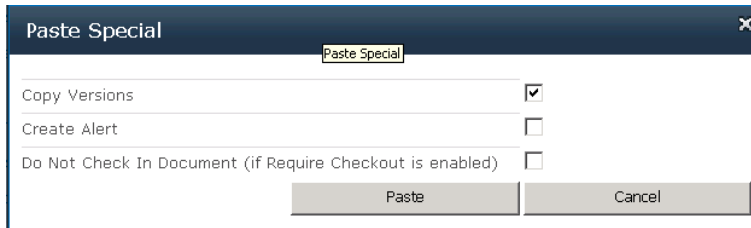
There are no items to show in this view of the "Research and Development" document library. To add a r

[+ Add document](#)

## Using Paste Special

The Paste Special option allows you to override the pre-configured file versioning settings when pasting items and folders. A dialog box that lets you choose the settings opens when you select Paste Special.

- Click the dropdown menu for **Paste** and choose **Paste Special**.



The following table describes settings that can be overridden.

Action	Description
Copy Versions	Determines whether the document versions are copied to the new location
Create an Alert	Determines whether to create an alert at the destination for the selected items
Do Not Check In Document	The document will not be checked in automatically if “Require Checkout” setting is enabled. This option only applies if “Require Check Out” is enabled for the document library.

## Folder Information

This feature allows users to determine the details of a folder in a document library. The following information is provided:

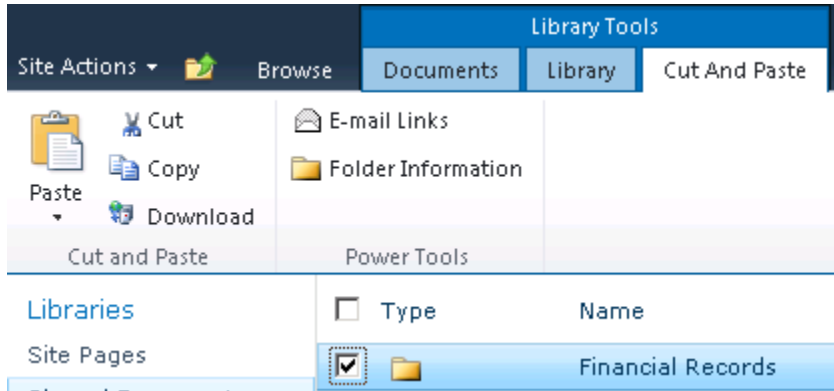
- Number of documents
- Number of folders
- Folder size (MB)

## Displaying Folder Information

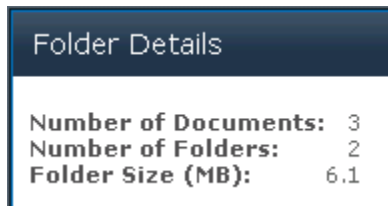
To see information about a folder:

1. Select a single folder.
2. In the ribbon, under Library Tools, select the Cut And Paste tab.

3. Click Folder Information. This button is only enabled when a single folder is selected.



The folder details are shown in the browser window.



## Enable / Disable Cut And Paste Features

When Cut and Paste is installed, all three of the features shown in the following table can be enabled, depending on the choices made during the installation procedure.







Feature	Description
Cut and Paste	Enables Cut and Paste features for libraries and lists.
Cut and Paste - Power Tools	Add actions for managing SharePoint lists, such as multi-item download, folder information, send links to email, and so on.
Cut and Paste - Tab	Adds Cut and Paste features to the ribbon tab.

Users may activate or deactivate any features they choose. The features are deployed at the site level, so each site must be configured independently.

1. Navigate to the site that you want to configure for Cut and Paste operations.
2. Click **Site Actions > Site Actions > Manage site features**.



Site Settings > Features

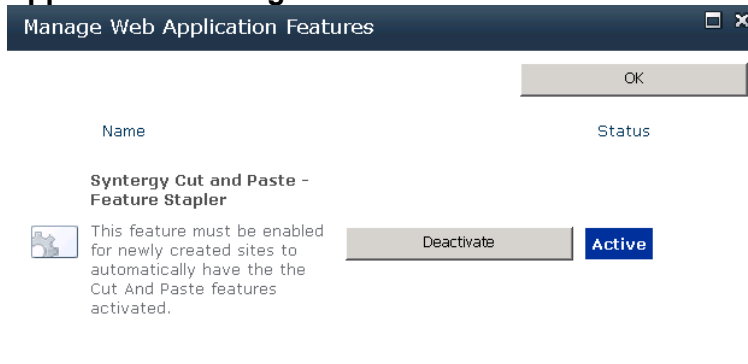
Name	Status
 <b>Group Work Lists</b> Provides Calendars with added functionality for team and resource scheduling.	Activate
 <b>Synergy Cut and Paste</b> Enable Cut and Paste features for document libraries, form libraries, task lists, issues list, etc.	Deactivate <b>Active</b>
 <b>Synergy Cut And Paste - Power Tools</b>	Deactivate <b>Active</b>
 <b>Synergy Cut And Paste - Tab</b>	Deactivate <b>Active</b>
 <b>Team Collaboration Lists</b> Provides team collaboration capabilities for a site by making standard lists, such as document libraries and issues, available.	Deactivate <b>Active</b>
 <b>Wiki Page Home Page</b> This site feature will create a wiki page and set it as your site home page.	Deactivate <b>Active</b>

3. On the Site Features page, click **Metalogix Cut and Paste – {Feature Name} > Activate or Deactivate.**  
Refer to the previous table for an explanation of each group of features.

## Adding Cut and Paste Features To New Sites

You can activate or deactivate adding Cut and Paste features to new sites.

1. Click **Central Administration > Application Management> Manage Web Application> Manage Features.**



2. Click **Metalogix Cut and Paste - Feature Stapler > Activate or Deactivate.**