

# Moving a Page

This page tells you how to move a page. When you move a page, all page content such as attachments and comments on the page will be moved with the page. Additionally, all child and descendent pages and their page contents will also be moved.

To move a page, you need the following permissions:

- **Edit** permission on the page you are moving, and
- **View** permission on the page's parent page. So if you are moving the page to a different parent, you need 'View' permission on the new parent.

To move a page into a different space, you will also need:

- **Remove** permission on the space you are moving from, and
- **Create** permission on the space you are moving to.

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## Quick guide to moving a page

Open the '**Tools**' menu and select '**Move**'.

- Select one of these options to move your page underneath a new parent page:
  - **'Known Location'** – Specify the parent page by entering the space and page name.
  - **'Search'** – Search for the parent page.
  - **'Recently Viewed'** – Select the parent page from a list of pages that you have visited recently.
  - **'Browse'** – Select the parent page from the tree of pages in a space.
- Select the **'Reorder'** check box to position your page sequentially amongst the child pages.
  - A new dialogue box opens. Move the horizontal bar **\*** by moving your mouse, to position your page among the other child pages.

The rest of this page gives more details of the above procedure and additional options.

## Moving a Page to a New Parent Page

There are two ways to open the 'Move Page' or 'Set Page Location' dialogue box.

- The instructions below tell you how to do it via the '**Move**' option in the '**Tools**' menu. This option opens the 'Move Page' dialogue box.
- The other way is to move your page when you are already editing the page. When the page is in edit mode, click the '**Edit**' link next to '**Location**'. The 'Set Page Location' dialogue box opens. This dialogue box is identical in functionality to the 'Move Page' dialogue box.

### To move a page to another location in your Confluence site:

1. Open the '**Tools**' menu and select '**Move**'. The 'Move Page' dialogue box opens. See screenshot [below](#).
  2. Choose one of the options in the left-hand panel to help you find the parent page for your page, that is, the new location where you want to move your page:
    - **Known Location** – Use this option to specify the parent page by entering the space and page name:
      - Enter the name of a space in the '**New Space**' field. Confluence will suggest options as you type, using autocomplete to guess what you want.
      - Use the mouse or the up and down arrows on your keyboard to move up and down the list of suggested spaces and select one.
      - Enter the name of the new parent page within the selected space. Again, use the autocomplete feature to select the required page.
    - **Search** – Use this option to search for a parent page:
      - Enter keywords in the search box. These should be words that are contained within the parent page's title or content.
      - If you wish, you can restrict the search to the current space by selecting it from the dropdown list.
      - Click the '**Search**' button.
      - A list of matching pages appears. Select one of these pages to become the new parent page.
    - **Recently Viewed** – Use this option to select the parent page from a list of pages that you have recently visited.
    - **Browse** – Use this option to select the parent page from the tree of pages in a space:
      - Select the required space from the '**Space**' drop-down list.
      - Once the tree of pages has loaded, if necessary, browse through the tree to open the required branch.
      - Select one of the pages to be the new parent page.
- i** If the current space is selected, your page (to be moved) will be *italicised* in the page tree and its current parent will be

selected by default.

3. If you want to move a page to a different position amongst the child pages, put a tick in the **'Reorder'** check box. See more instructions on reordering pages [below](#).
4. Click the **'Move'** button (if you are using the 'Move Page' dialogue box) or the **'OK'** button (if you are using the 'Set Page Location' dialogue box).
5. If you are editing the page, click the page's **'Save'** button once you have finished editing. (You can continue editing the page after clicking the 'OK' button. However, the new position of the page is not saved until you click the page's 'Save' button.)

*Screenshot above: The 'Move Page' dialogue box (same as the 'Set Page Location' dialogue)*

The **'Current Location'** and **'New Location'** breadcrumb trails at the bottom of the page indicate the current parent page and new parent page:

*Screenshot above: The breadcrumb trail at the bottom of the dialogue box*

## Reordering – Positioning your Page Sequentially Amongst the Child Pages

The above instructions tell you how to move a page to a location underneath a new parent. You may also want to move a page to a different position amongst the child pages (its siblings). We call this 'reordering'.

### To position a page sequentially amongst the child pages:

1. If you have not already opened the 'Move Page' or the 'Set Page Location' dialogue box, open the 'Move Page' dialogue now by selecting **'Move'** from the **'Tools'** menu.
2. If you wish to move your page to a new parent page, follow the instructions [above](#) then continue here.
3. Put a tick in the **'Reorder'** check box at the bottom of the dialogue box.
4. Click the **'Move'** button (if you are using the 'Move Page' dialogue box) or the **'OK'** button (if you are using the 'Set Page Location' dialogue box).
5. The reorder dialogue opens, as shown in the screenshot [below](#).
6. Move the horizontal bar by moving your mouse, to position your page among the other child pages.
7. Click the left mouse button to select a position. You can keep moving the bar and clicking until you are happy with the position.
8. Click the **'Reorder'** button.
9. If you are editing the page, click the page's **'Save'** button once you have finished editing. (You can continue editing the page after clicking the 'Reorder' button. However, the new position of the page is not saved until you click the page's 'Save' button.)

*Screenshot above: Reordering a page*

## Other Ways of Moving and Copying a Page

The above instructions tell you how to move a page that you are currently viewing or editing. Alternatively, you can follow the instructions on [rearranging pages in a space's tree view](#). Use the tree view if you want to drag and drop pages into position or if you want to move more than one page without having to edit each page individually.

If you want to **copy** rather than move a page, please refer to the instructions on [copying a page](#).

### Related Topics

[Moving Pages within a Space](#)  
[Sequential Order of Pages](#)  
[Copying a Page](#)  
[Overview of Pages](#)  
[Overview of Page Families](#)

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