2.4. Duplicating a Section (Moderators Only)

Sections can be duplicated into other areas of the site. This can either give you a basis to create a similar section (by duplicating the content) or create an identical section (by mirroring the content).

1. From the Site Structure view, find the section you would like to duplicate

2. Click on the Actions button to the right of the section you have chosen, and the Actions menu will appear. Choose 'Duplicate branch'.
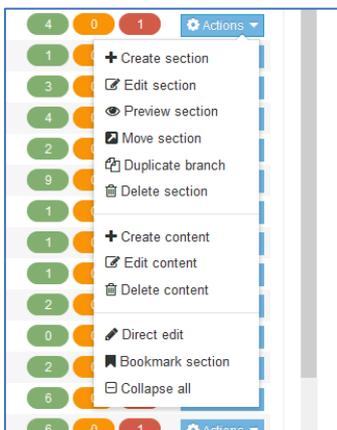
3. The Duplicate Branch screen will appear.
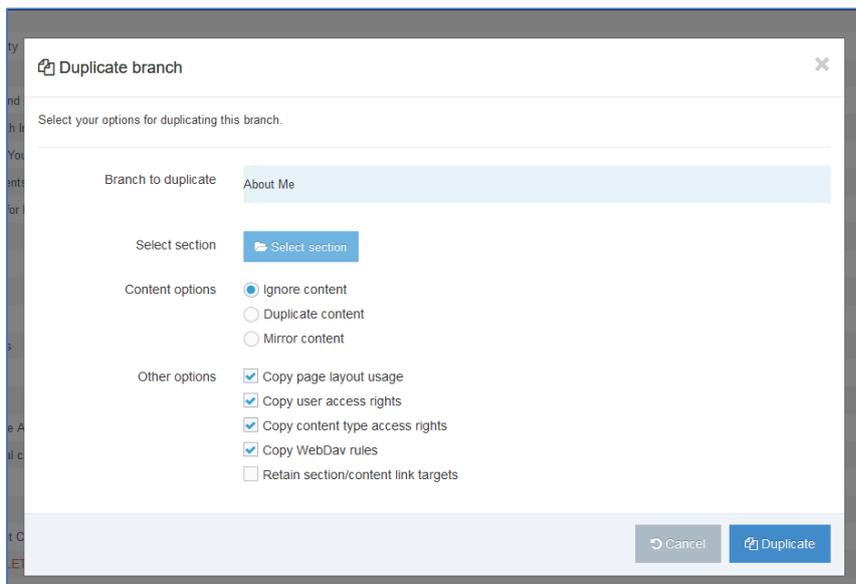
4. Click on the 'Select section' button and choose the section that you want the duplicated section to appear under

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5. The section you have chosen will now appear on the Duplicate branch screen:
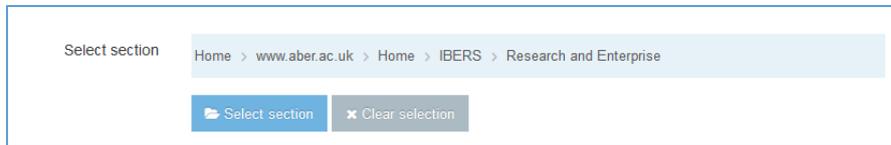
Note: When you duplicate a section, it will also duplicate any sub-sections that are inside it. Check that this is what you want to do.

6. You are now able to choose what type of duplication you will be using for this section:

   a. 'Duplicate Content' - duplicate the content into the new section (so that it can be edited and changed)

   b. 'Mirror Content' - mirror the content into the new section (so the new section will remain identical to the original section).

   c. 'Ignore Content' - ignore the content and just duplicate the section(s).

7. Click the Duplicate button, to copy the section into the new location.

8. You will see a message telling you what the CMS is doing and will then be returned to the Site Structure when you click elsewhere on the screen.