



How to Duplicate a Guide

This guide demonstrates how to make an exact copy of a guide with the guide duplicator.

Written By: Dozuki System



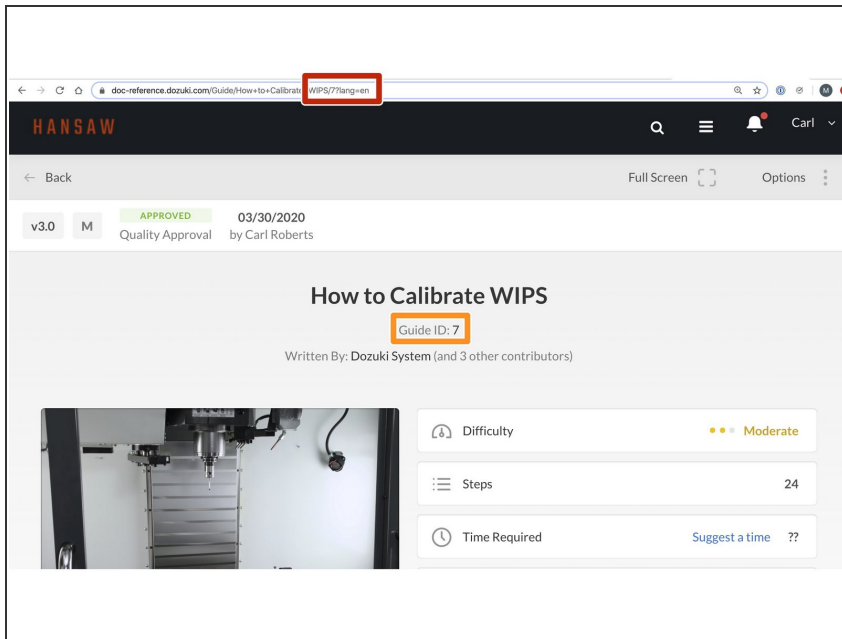
INTRODUCTION

This guide demonstrates how to make an exact copy of a guide with the guide duplicator.

Requirements

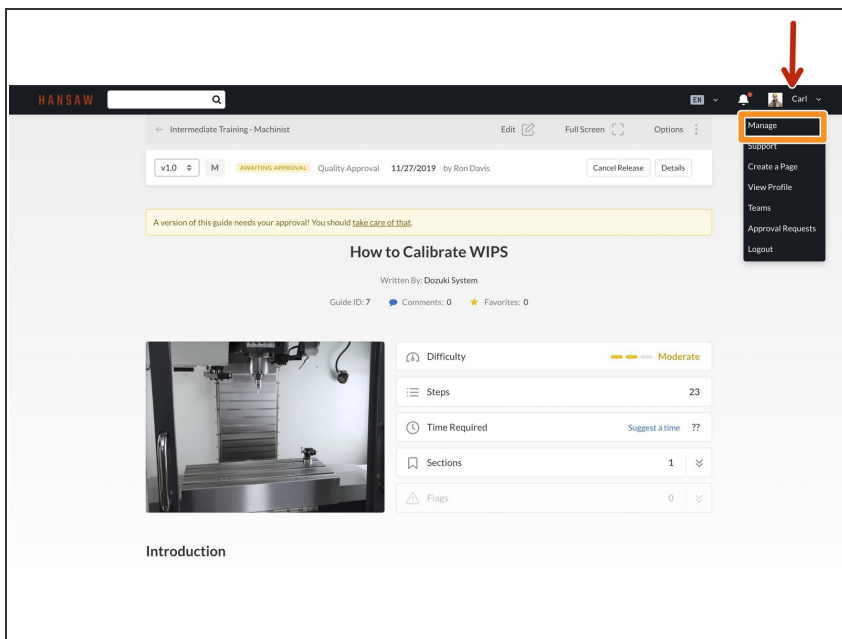
- For sites using Version Control, you must first [Publish an Initial Release](#) of a guide before the guide can be duplicated.

Step 1 — Locating the Guide ID



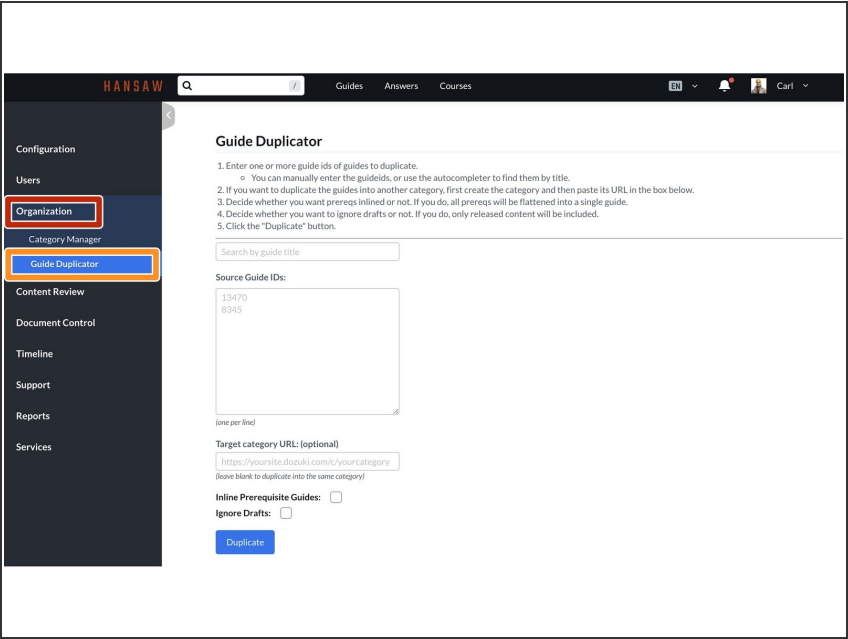
- Locate and open the guide you want to duplicate.
- The guide ID is found at the end URL of the guide.
- In this example, the guide ID is 7.
- The guide ID is also visible in the Introduction of the guide, under the title.
- **ATTENTION:** For sites using Version Control, you must first [Publish an Initial Release](#) of a guide before the guide can be duplicated.

Step 2 — How to Duplicate a Guide



- Once you know the ID of the guide, click on the user menu on the right of the site header.
- Select **Manage** from the drop-down menu.

Step 3



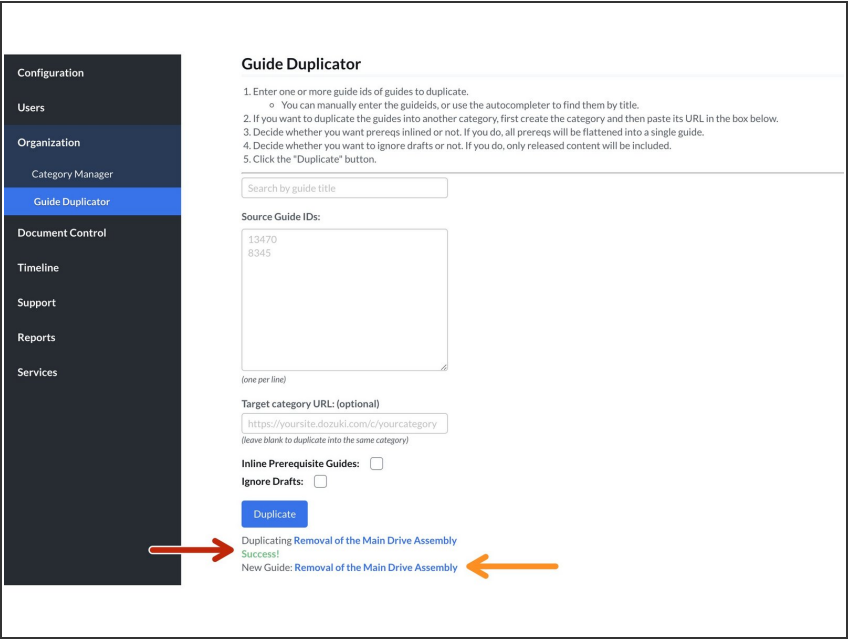
- Click on **Organization** in the side bar menu.
- Select the **Guide Duplicator** subsection.

Step 4

The screenshot shows the 'Guide Duplicator' interface in the HANSAW system. The left sidebar contains navigation links: Configuration, Users, Organization (with sub-links Category Manager and Guide Duplicator), Content Review, Document Control, Timeline, Support, Reports, and Services. The main content area is titled 'Guide Duplicator' and includes a list of instructions: 1. Enter one or more guide ids of guides to duplicate. (Note: You can manually enter the guideids, or use the auto-completer to find them by title.) 2. If you want to duplicate the guides into another category, first create the category and then paste its URL in the box below. 3. Decide whether you want prereqs inlined or not. If you do, all prereqs will be flattened into a single guide. 4. Decide whether you want to ignore drafts or not. If you do, only released content will be included. 5. Click the "Duplicate" button. Below the instructions, there is a 'Search by guide title' input field. A 'Source Guide IDs:' section contains a text area with the IDs '13470' and '8345', with a red arrow pointing to it. Below this is a 'Target category URL: (optional)' section with a text area containing 'https://yoursite.dozuki.com/yourcategory' and a note '(leave blank to duplicate into the same category)'. At the bottom, there are two checkboxes: 'Inline Prerequisite Guides:' (checked, with an orange arrow) and 'Ignore Drafts:' (unchecked, with a yellow arrow). A blue 'Duplicate' button is at the bottom, with a green arrow pointing to it.

- Click in the **Source Guide IDs** text field and enter the Guide ID of the guide to be duplicated.
 - ① To make copies of multiple guides, separate each new Guide ID onto a new line.
- Prerequisite guides associated with the guide may be retained as steps by selecting the **Inline Prerequisite Guides** checkbox.
- **Ignore Draft**
 - ① By default, the guide duplicator works with the most recently saved version of the guide, rather than the most recently approved and released version. With this option on, the duplicator will ignore a draft and go for the most recent published version instead.
- Click on the **Duplicate** button.

Step 5



- Once your guide is duplicated, the status will display as **Success**.
- To open the duplicate and change its title, click on the link to the **New Guide**.
 - ⓘ This differentiates the new guide from the original.
- 📌 If your source guide uses Dozuki's Data Capture, the Guide Duplicator automatically transfers the Data Capture to the new guide.