DOZUKI

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
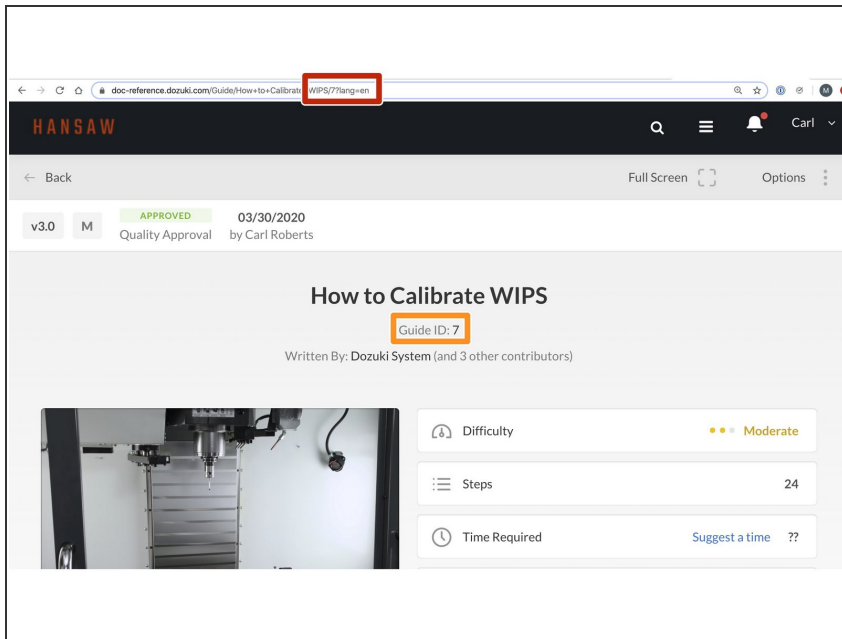
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INTRODUCTION

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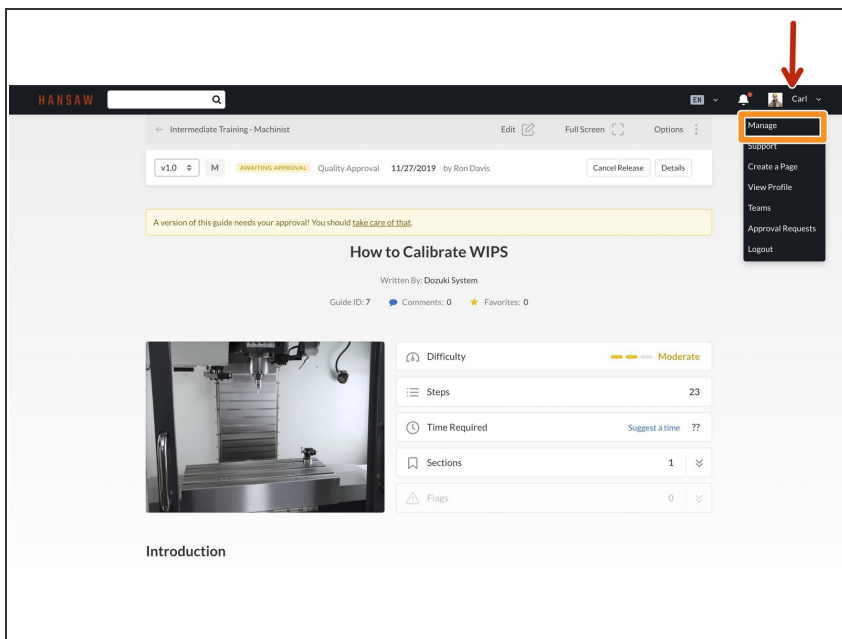
Requirements

- For sites using Version Control, you must first [Publish an Initial Release](#) of a guide before the guide can be duplicated.
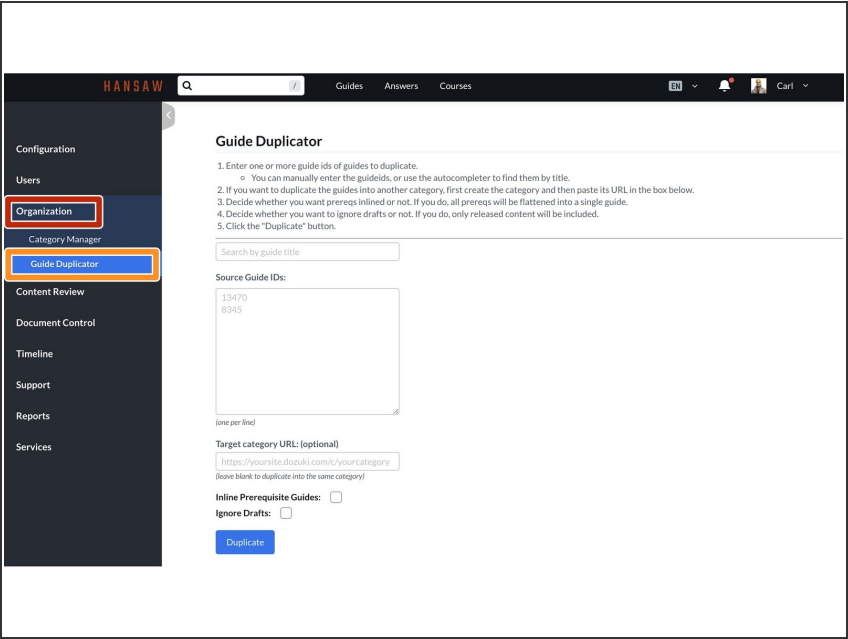
Step 1 — Locating the Guide ID

- 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.
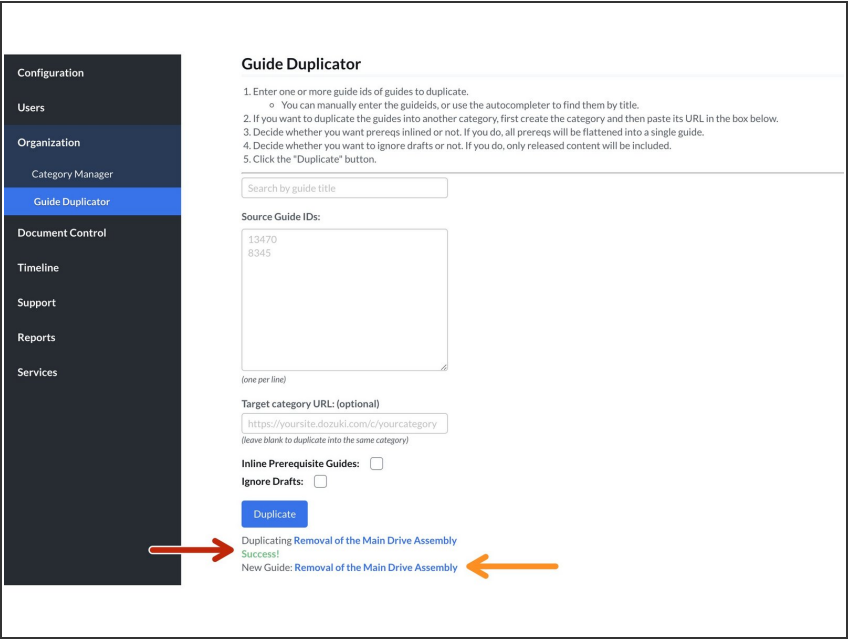- Select **Manage** from the drop-down menu.

Step 3

- Click on **Organization** in the side bar menu.

- Select the **Guide Duplicator** subsection.

Step 4

- Click in the **Source Guide IDs** text field and enter the Guide ID of the guide to be duplicated.
  - ⓘ 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**
  - ⓘ 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.

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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.