Configuring

# Copying media objects

You can copy a media object so you can use it as a template for creating another media object. Copying media objects can save you time, especially when you need to create several media objects with similar properties.

To copy a media object:

1. Click the **Administration** tab.

2. In the left pane, click **Media ⇒ System Media** or **Media ⇒ Printer Media**.

3. Right-click the media object that you want to copy and select **Copy**.

4. Fill in the required and optional properties that need to be adjusted to match your environment.
   If you copy a printer media, you can change the printer that the media is associated with. When you save the media, the name of the new printer is added to the front of the Media name. We recommend removing the original printer name from the **Media name** value.

5. Click **OK**.

Parent topic: Defining media objects