Copy Content
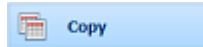
From the Dashboard:

1. Select the icon for the content you wish to copy.

2. Choose the radio button by the name to be copied.

3. Select 'Copy' on the right.

4. Create a new name for your content in the box provided.

5. Select 'Continue'.

6. You may edit your content.

7. If you enter an expiration date and time,

 the system will
automatically archive your content on the date entered.

8. Choose any action buttons you want displayed on your content.

9. Choose whether you would like to display the content on your App or keep it private for internal use by clicking the appropriate radio buttons.

10. If you chose Publish, you may choose a date to publish it.

11. If Category Level appears, choose an appropriate category from the drop down menu.

12. If you chose to keep your content Private, click 'Save'.

13. If you chose Publish, click 'Submit'.