

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



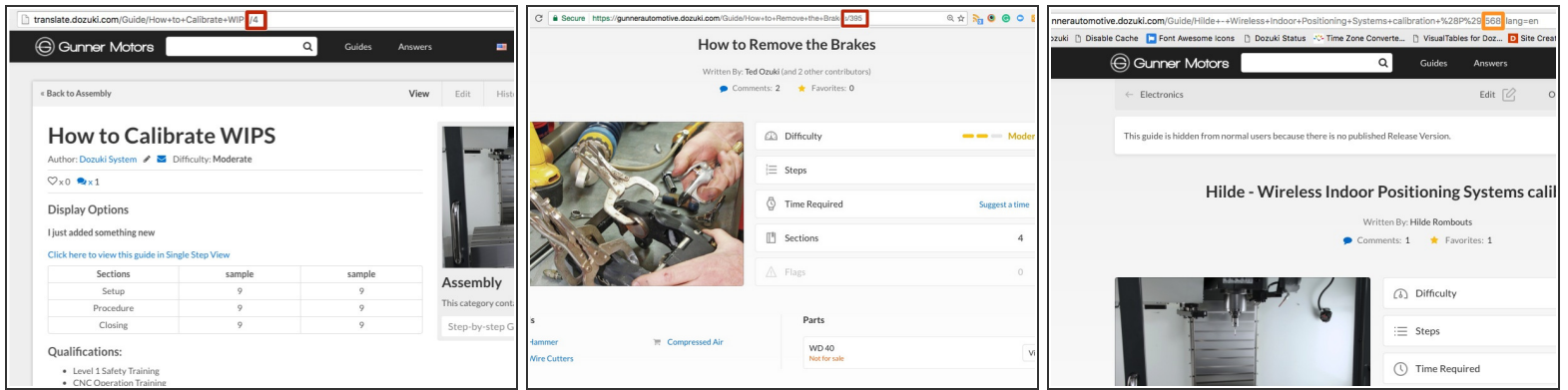
INTRODUCTION

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



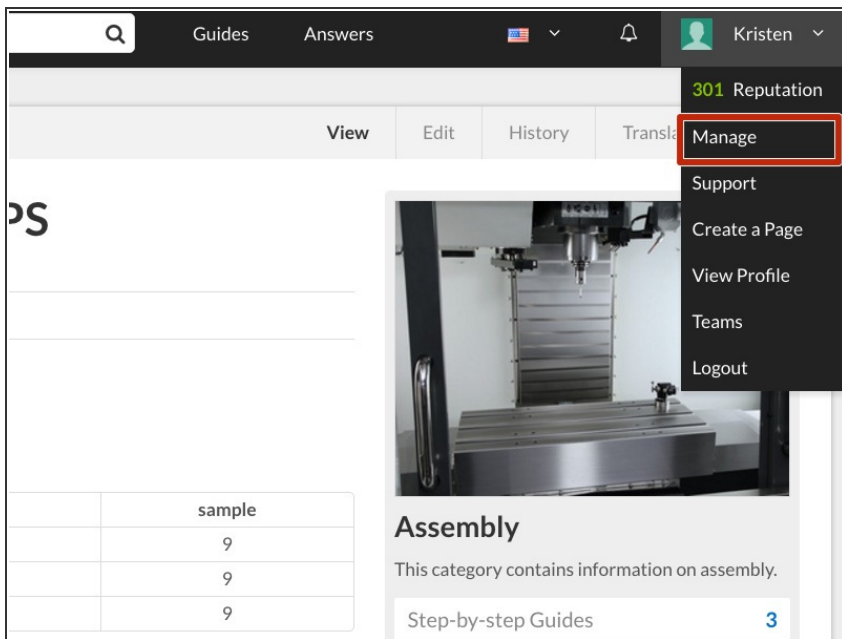
- The guide ID is found at the end URL of the guide.

❗ In this example the guide ID is 4

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

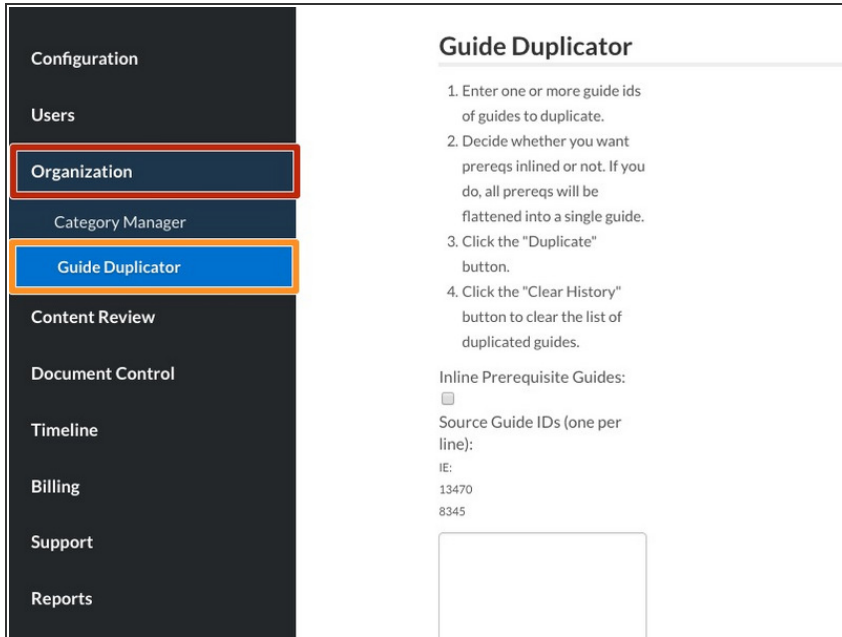
- Sometimes, the guide ID is located before the lang ID in the URL.

Step 2 — How to Duplicate a Guide



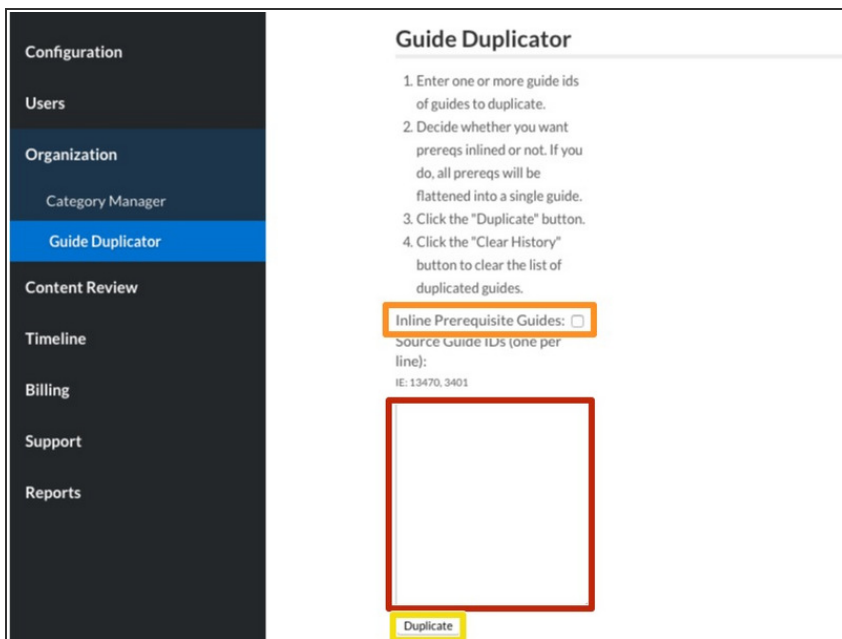
- Once you know the ID of the guide you need to copy, click on the user menu in the top right corner of the site and select **Manage** from the drop-down menu.


Step 3



- Click on **Organization** in the Navigation Menu.
- Select the **Guide Duplicator** subsection.



Step 4



- Click in the large text field and enter the Guide ID of the guide to be copied.
-  To make copies of multiple guides, separate each new Guide ID onto a new line.
- If you'd like all prerequisite guides associated with the guide you'd like to copy to remain as steps in the guide, select the **Inline Prerequisite Guides** checkbox.
- Click the **Duplicate** button.

Step 5

Guide Duplicator

1. Enter one or more guide ids of guides to duplicate.  Duplicating **How to Calibrate WIPS**
2. Decide whether you want prereqs inlined or not. If you do, all prereqs will be flattened into a single guide. 
3. Click the "Duplicate" button.
4. Click the "Clear History" button to clear the list of duplicated guides.

Inline Prerequisite Guides:

Source Guide IDs (one per line):

IE: 13470,3401

[Duplicate](#)

- Once your guide is copied, the status will display as **Success**.
- Click on the link to the **New Guide** to open the copy and change the title to differentiate the new guide from the original.

This document was last generated on 2018-02-22 03:16:33 PM.