How do I copy the content of a knowledge base article into a new knowledge base article?

Q: How do I copy the content of a knowledge base article into a new knowledge base article?

How do I clone a knowledge base article?
How do I copy a knowledge base page?
Can I duplicate an existing knowledge base article?

Answer

You might want to copy an article if it is similar in content or structure to an article you'd like to create. Copying an article opens an editing window with that article's content pre-filled in the fields. You can tell it's a copy because the words "Copy of" appear before the title.

In order to copy an article you must:

- Have authoring permissions. Authoring permissions are available to MIT community members. You can, Request authoring permission (MIT community only)
- Be logged in. Click on the "Login for more" link at the top-right corner of the screen.

To clone/copy an article:

1. Navigate to the article you want to copy.
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2. At the top of the page, click on **View > This page > Page information**.

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Result: The page information is displayed.
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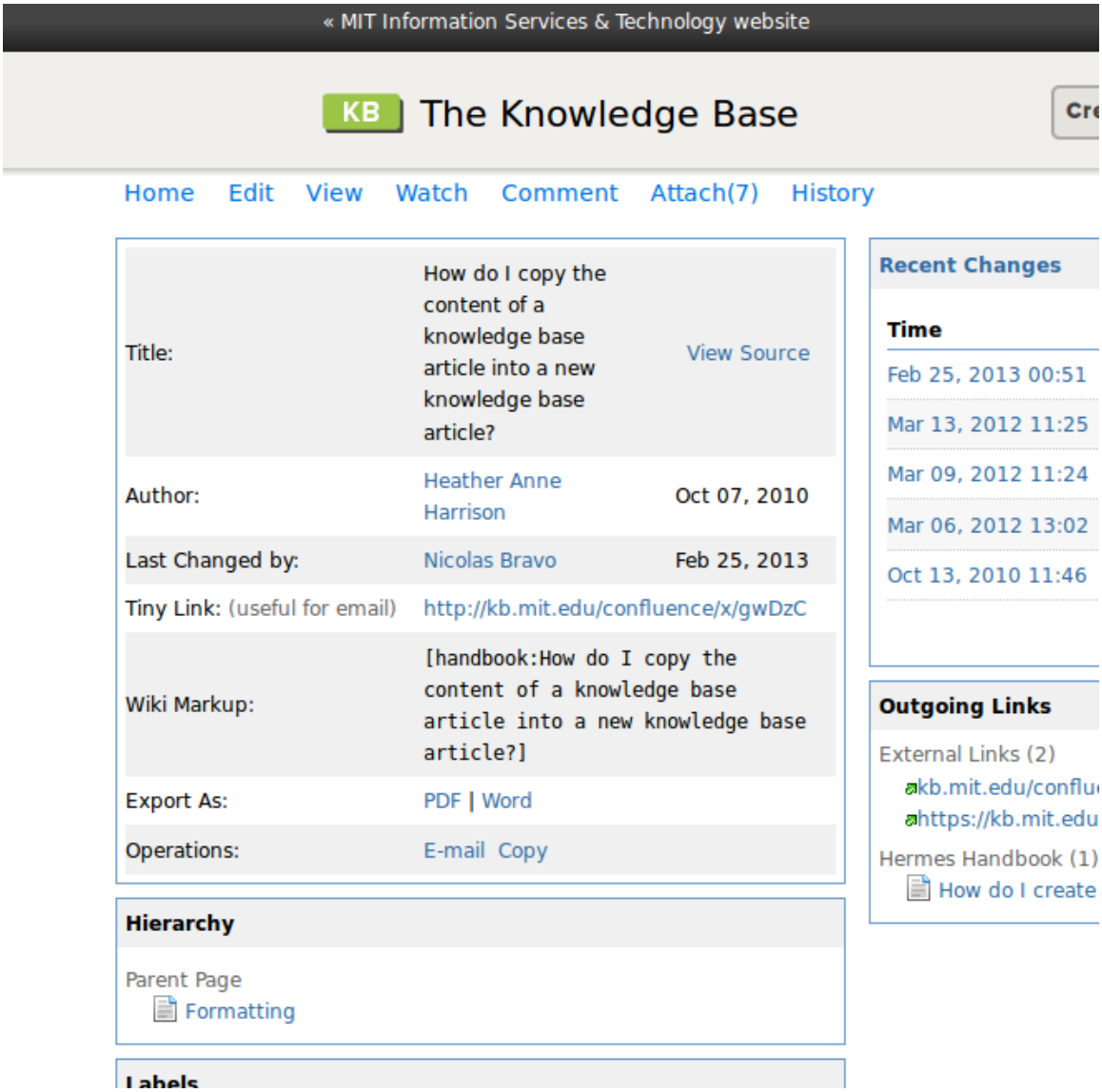

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3. On the left side of the screen, next to Operations, click on **copy**.
   Result: You are taken to the editing screen. The content of the article you copied is prefilled in the fields in the editing screen. You can be sure this is a copy you are editing, not the original article, because the words "Copy of" have been prepended in the title.
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4. Edit the content of the article as desired. Be sure to remove the "Copy of" when you update the title. Note that the new article defaults to being in the same space as the original. You can change that in the drop-down menu if you prefer a different space. For more information about the spaces in the knowledge base, see Q: What do the knowledge base spaces mean?. For more information about creating articles, see: How do I create a new knowledge base article?
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5. Once you have finished editing your article, click **save**.
   Result: Your new article is saved and is displayed.
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6. Review your article. If you need to make any changes, you can click the **Edit** link to return to the article editing screen and make any necessary changes.