

Copy Space

Version 6

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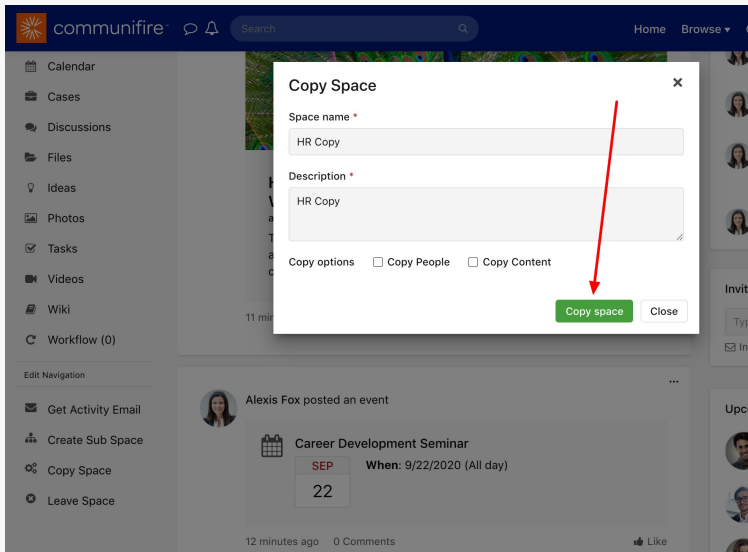
Copying a space will create a space with the same internal settings and none of the content or people. You can choose to keep content and people when you copy a space. If you copy a sub space of another space, your new space will be a sub space of the same space.

The screenshot displays the Communifire user interface. At the top, the 'Human Resources' space header is visible, including a search bar and navigation links for 'Home' and 'Browse'. The left sidebar lists various navigation options, with 'Copy Space' highlighted by a red arrow under the 'Edit Navigation' section. The main content area shows a post by Rebecca Kucera with a peacock image and a post by Alexis Fox for a 'Career Development Seminar' on 9/22/2020.

Notes:

- 1) To copy a space, you must have the following permissions:
 - Create Sub Spaces permission in the parent space in Manage Space > Permissions > Space
 - Create permission in Control Panel > Content > Spaces > Permissions
- 2) When copying a space, if the global navigation menu on the left is customized it will also be copied along with it to the new page.
- 3) If the space copied has a Page Builder homepage, the new space will have the same homepage as well.

- Fill out the space name and description
- To copy people or copy content into the new space, check the boxes



tags : member