Objective: Save Posting Steps by Duplicating News and Events

> You want posting news and events to take less time. This is the solution.
> To make the process easier, you’ll want to set up a story template in your news section.
  o You can label all the fields you need to change.
  o You won’t risk overwriting a story you’ve already worked hard to publish.

How To Duplicate a News Story or an Event

1. Create a story template following the standard news posting steps.
2. Once you’ve created the section, find it in the site structure and mouse over the yellow arrow box.
3. Select Duplicate Branch from the menu. This will open the duplication page.

How To Duplicate a News Story or Event (Continued)

4. There are two things you will need to select on the duplication page: Section to Copy Into and Content Options.
5. Click Select to the far right of Section to Copy Into - this will open a site structure box.
6. Select your Department News or Upcoming Events section.
How To Duplicate a News Story (Continued)

7. Next, select Duplicate Content from Content Options.
8. Click Duplicate. This will take you back to the site structure.
9. Open your duplicated story or event and fill in the blanks with your new content.
10. Make sure everything reflects your new story, click update and start the approval process.
   • Don’t forget to change the date on your events!