

How to

Copy the layout of an existing page

Prerequisites: Read or watch *How to log in* and *Overview of the page builder*.

This lesson will teach you how to copy the layout from one of your existing pages so you can use it in a new page. You can combine this with the lesson called *How to create a new page* to make each of the pages across your website uniform with the site's original design. Page duplication can save you time if you need to create a new page that looks similar to one of your old ones.

1. Log into your website (as shown in the lesson *How to log in*).
2. Once you are logged in, look for the black bar that runs across the top of the page. On this bar, click the name of your website (which is most likely the name of your business). You will be directed to your website's homepage.
3. Navigate to the page with the layout you would like to copy.
4. Look again at the black bar that runs across the top of the page. Click *Edit Page*.
5. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
6. Incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
7. Occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

You just copied ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud, which you can reference when you are building pages in the future.

Additional Notes

Add new pages to your menu

Add your new page to the navigation menu with the lesson *How to create a new page*.

Keep pages similar

Keep your page layouts similar to ensure your customers learn how to access information while browsing your...