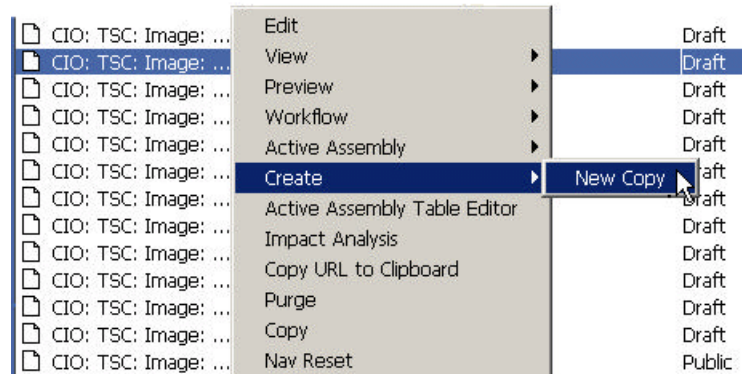


How can I create a copy of an existing content item that I can modify into a new content item on the Rhythmyx Content Management System (CMS)?

*Note:* This technique for creating new content simply reduces the amount of keystrokes you have to use if some of the text exists in another content item on your site.

### Search for existing content and create a copy

1. Search for the content item you want to duplicate so it appears in the display pane.
2. Put your cursor on the item you want to copy and display the menu using a right click (PC) or a control click (Mac).
3. Choose 'Create', then 'New Copy'.



The content item that you have created will have its own content ID number and is independent from the original version.

*Note:* The CMS title of a New Copy will be modified to start with the text 'Copy (#) of'. You will need to remove this when you update the contents of the CMS title so it conforms to the CMS title standards.