

How to Make Your Page or Collection Copyable

Making a Page Copyable

Page copying is useful for setting up templates for other users to build their content on. It's also useful for putting the same page into multiple collections.

The screenshot shows the 'Share' page in the UAL system. The top navigation bar includes 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, there are sub-navigation options: 'Pages', 'Collections', 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. The 'Shared' option is highlighted in green. A red arrow points from a box labeled '1. Click Portfolio and Shared' to the 'Portfolio' and 'Shared' tabs. Another red arrow points from a box labeled '2. Click Pages' to the 'Pages' tab. A table lists various pages with columns for 'PAGE TITLE', 'ACCESS LIST', 'EDIT ACCESS', and 'SECRET URLS'. A red arrow points from a box labeled '3. Click Edit Access' to the 'EDIT ACCESS' column of the 'Introduction to Workflow' row.

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
Basic toolkit	Workflow Support Copyin	🔒	🌐
How to Create a Group (1)		🔒	🌐
Introduction to Workflow		🔒	🌐
new page		🔒	🌐
Profile page	Registered users	🔒	🌐
Research		🔒	🌐

The screenshot shows the 'Share | Edit access' page. The top navigation bar is the same as in the previous screenshot. The 'Shared' option is highlighted in green. A red arrow points from a box labeled '4. Click Advance Options' to the 'Advanced options' button. Below the navigation, there are search boxes for 'Collections' and 'Pages'. The 'Pages' search box contains 'Introduction to Workflow'. Below these are fields for 'SHARED WITH', 'FROM', and 'TO'. A 'Share with' dropdown menu is visible. At the bottom, there are 'Save' and 'Cancel' buttons.

Workflow Content Portfolio Groups Administration Jane Russell

Pages Collections **Shared** Shared with me Skills Export Import

ual: university of the arts london Search users

Share | Edit access

Collections Pages **Advanced options**

Allow comments: **Yes**

Enhanced users will be allowed to leave comments

Moderate comments: **No**

Comments will remain private until they are approved by you

Allow copying: **No**

Check this box if you would like the people who can see your shared pages / collections to be able to make their own copies of them, along with any files and folders they contain.

Overriding start/stop dates

Enter values into each of an overriding start and/or stop date. Other people will not be able to see your page before the start date and after the end date regardless of any other access you have granted.

Access start datetime

Use the format: YYYYMMDD-HH:MM

Access end datetime

Use the format: YYYYMMDD-HH:MM

5. Change Allow copying to Yes

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Share | Edit access

Collections Pages **Advanced options**

SHARED WITH FROM TO

Share with

Who do you want to share with?

Save

Terms and conditions Contact us Site News Support

6. Click Save

Making a Collection Copyable

Workflow Content **Portfolio** Groups Administration

Pages Collections **Shared** Shared with me Skins Export Import

1. Click Portfolio and Shared

2. Click Collections

COLLECTION NAME	ACCESS LIST	EDIT ACCESS	SECRET URLS
How to Guides	Workflow Support Copying is allowed		
International University Tours			
Main Menu	Workflow Support		
Project Runway	BirgittaHosea (Birgitta Hosea - bhosea)		
Research			
Spaces at LCF	BirgittaHosea (Birgitta Hosea - bhosea)		
UK University Tours			

3. Click Edit Access

Workflow Content Portfolio **Groups** Administration Jan 11:58 AM

Pages Collections **Shared** Shared with me Skins Export Import

4. Check the collection is correct

5. Click Advance Options

Search users

Share | Edit access

Collections: Pages:

SHARED WITH FROM TO

Share with Who do you want to share with?

Save Cancel

Terms and conditions Contact us Site News Support

The screenshot shows the 'Share | Edit access' page in the UAL system. The 'Allow copying' option is currently set to 'No'. A red arrow points from a text box to this option.

6. Change Allow copying to Yes

The screenshot shows the 'Share | Edit access' page with the 'Save' button highlighted. A red arrow points from a text box to the 'Save' button.

7. Click Save

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk



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