

Columbia University Finance Training

Job Aid: Cloning Content Items on Columbia Sites Do's and Don'ts

This job aid details the best practices of cloning content items on Columbia Sites. It is designed for users who make edits to the following websites: Finance; Travel & Expense; Student Financial Services; Registrar; Student Service Center; and University Policies.

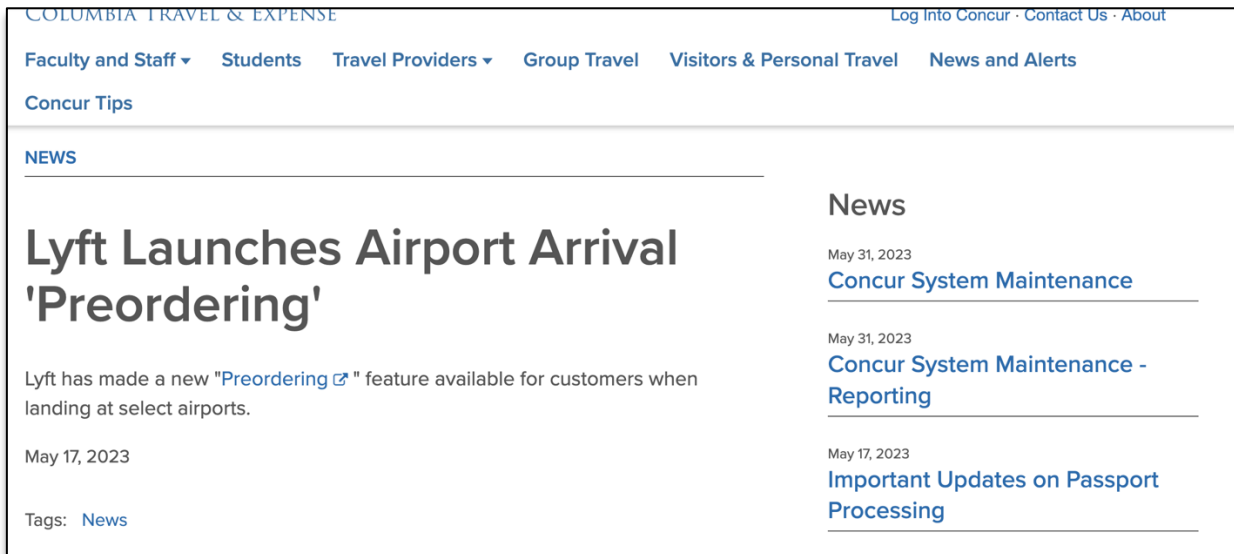
What is cloning?

Cloning content items on Columbia Sites can be helpful to create a new or slightly different version of an existing content item. Content items where it is best practice to clone to create are news, alerts, and announcements.

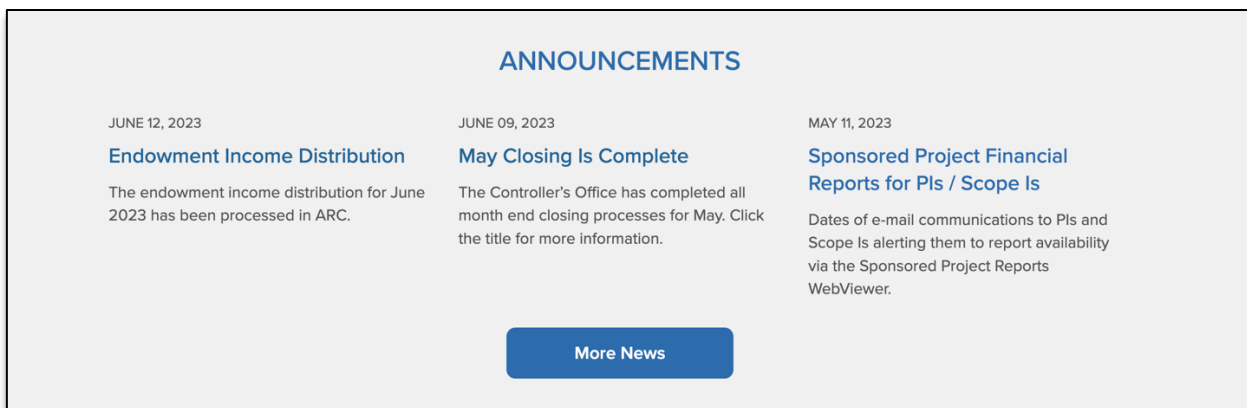
Cloning is used when the **Format** if your of your content needs to look the same way, but the **Content** itself is different.

You should not clone existing basic pages or landing pages because it will disrupt the navigation and organization of the site.

Example of content items that can be cloned:



The screenshot shows a news article on the Columbia University Travel & Expense website. The page title is "COLUMBIA TRAVEL & EXPENSE" and the navigation menu includes "Faculty and Staff", "Students", "Travel Providers", "Group Travel", "Visitors & Personal Travel", and "News and Alerts". The article is titled "Lyft Launches Airport Arrival 'Preordering'" and is dated May 17, 2023. The article text states: "Lyft has made a new 'Preordering' feature available for customers when landing at select airports." The article is tagged with "News". To the right of the article is a "News" section with three items: "Concur System Maintenance" (May 31, 2023), "Concur System Maintenance - Reporting" (May 31, 2023), and "Important Updates on Passport Processing" (May 17, 2023).



The screenshot shows an "ANNOUNCEMENTS" section on the Columbia University website. The section is titled "ANNOUNCEMENTS" and contains three items:

- JUNE 12, 2023**
Endowment Income Distribution
The endowment income distribution for June 2023 has been processed in ARC.
- JUNE 09, 2023**
May Closing Is Complete
The Controller's Office has completed all month end closing processes for May. Click the title for more information.
- MAY 11, 2023**
Sponsored Project Financial Reports for Pls / Scope Is
Dates of e-mail communications to Pls and Scope Is alerting them to report availability via the Sponsored Project Reports WebViewer.

At the bottom of the section is a blue button labeled "More News".

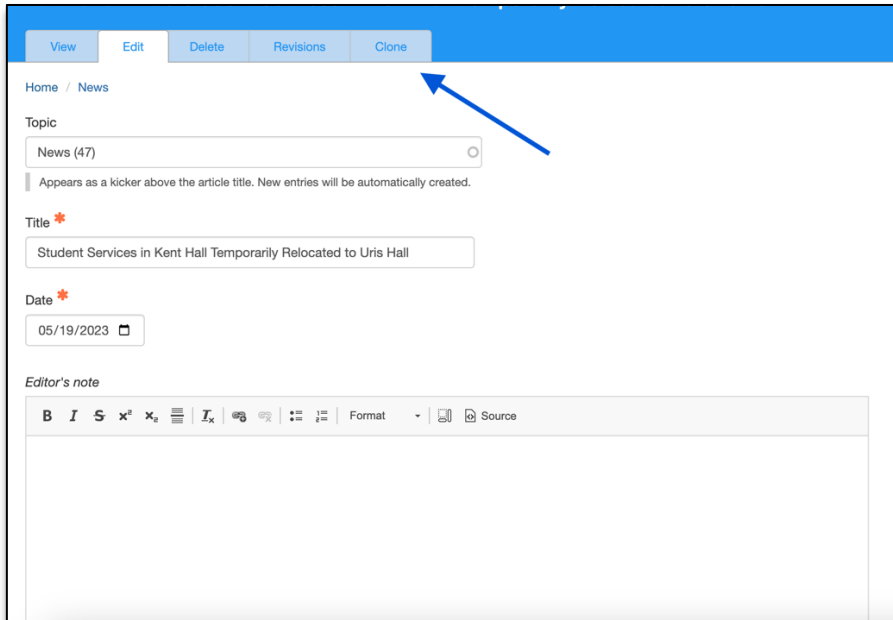
How do I clone a content item?

1. Log in to the **site you're trying to edit**. To log in, go to the homepage URL and type "/user" at the end of the URL (do not include the quotation marks), then hit **Return** to navigate to that page. You will be asked to authenticate, which will log you into the site and return you to the homepage.

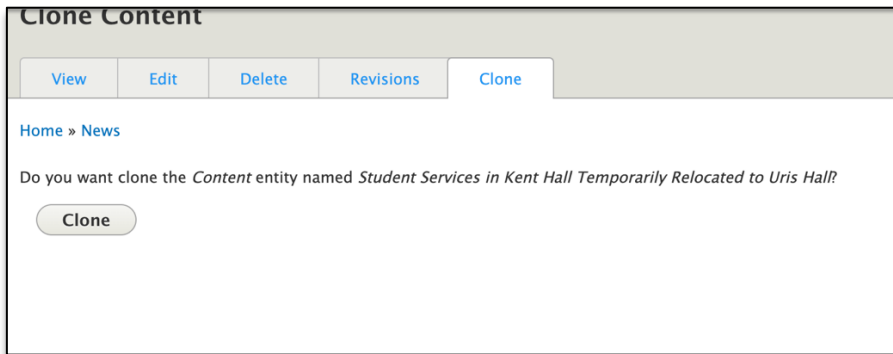
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2. Look for the editor ribbon on the page and select **Edit**. This ribbon is toward the top of the page underneath the main navigation menu. It will only appear if you are logged into the site. Once you click **Edit**, you will be taken to a backend editor's view of the page.
3. At the top of the backend view of the page, you will see a navigation bar with a horizontal list of actions. Click **Clone**.



You will be prompted to confirm you'd like to clone this page. Click **Clone**.

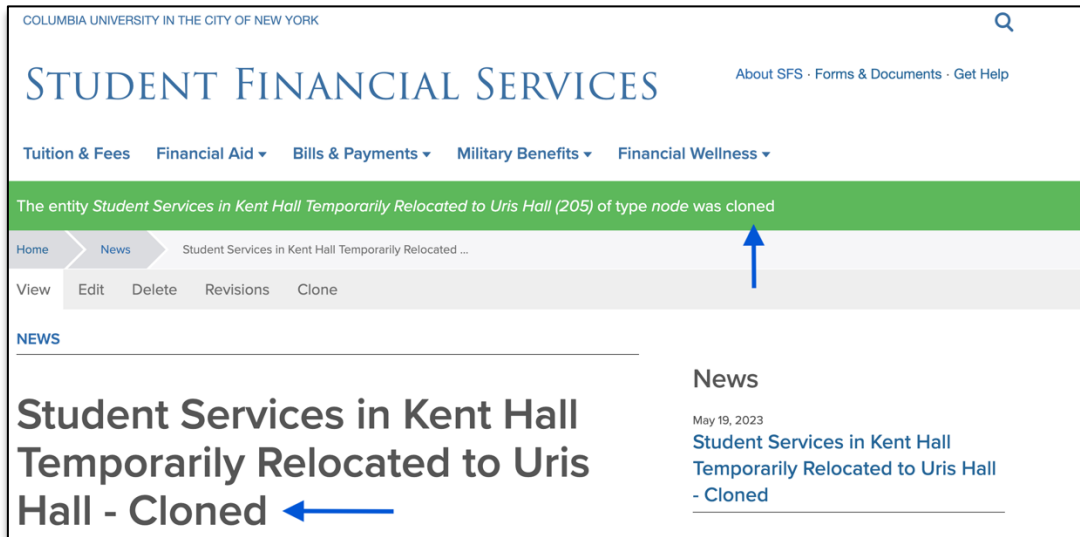


Once you click this, your content item will have been cloned. It will have the same name as the item it was cloned from with the word **Cloned** at the end. Otherwise, they will be identical.

4. After you clone your item, it will take you to new cloned content item on the site. The word Cloned will be in the title. It will look the same as when you save an update on the site, with the green ribbon above the navigation bar.

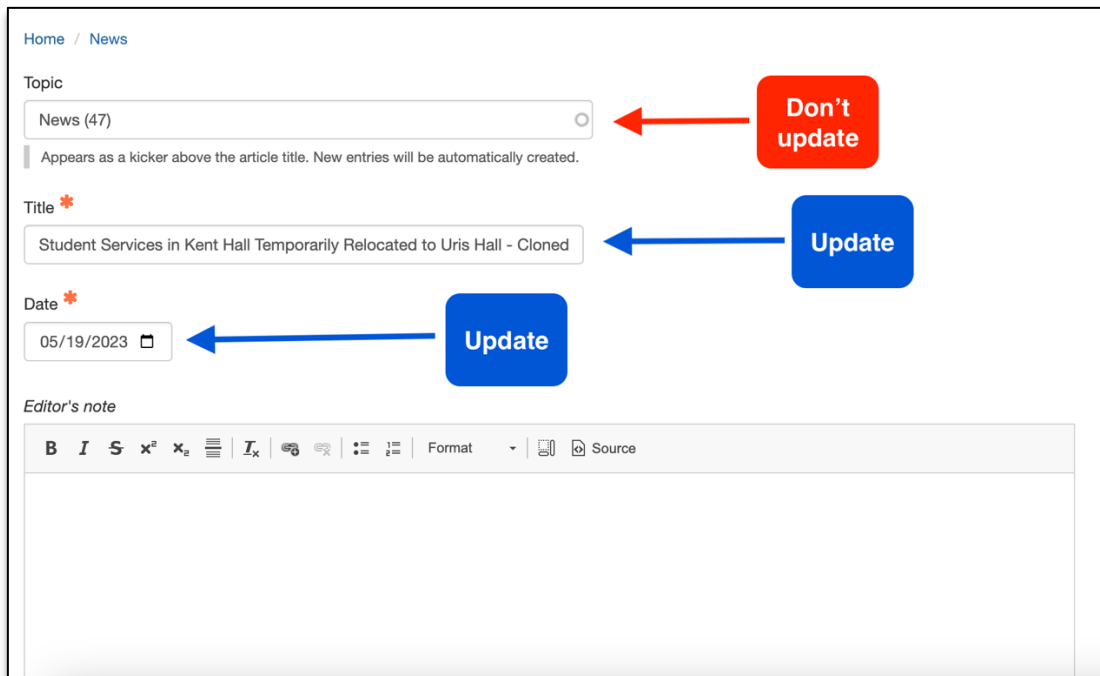
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If the content item you cloned had been PUBLISHED its clone will be published as well!

5. Click **Edit** on the cloned item at the top navigation bar. Go into the back end of the page and edit the content item with your new content.

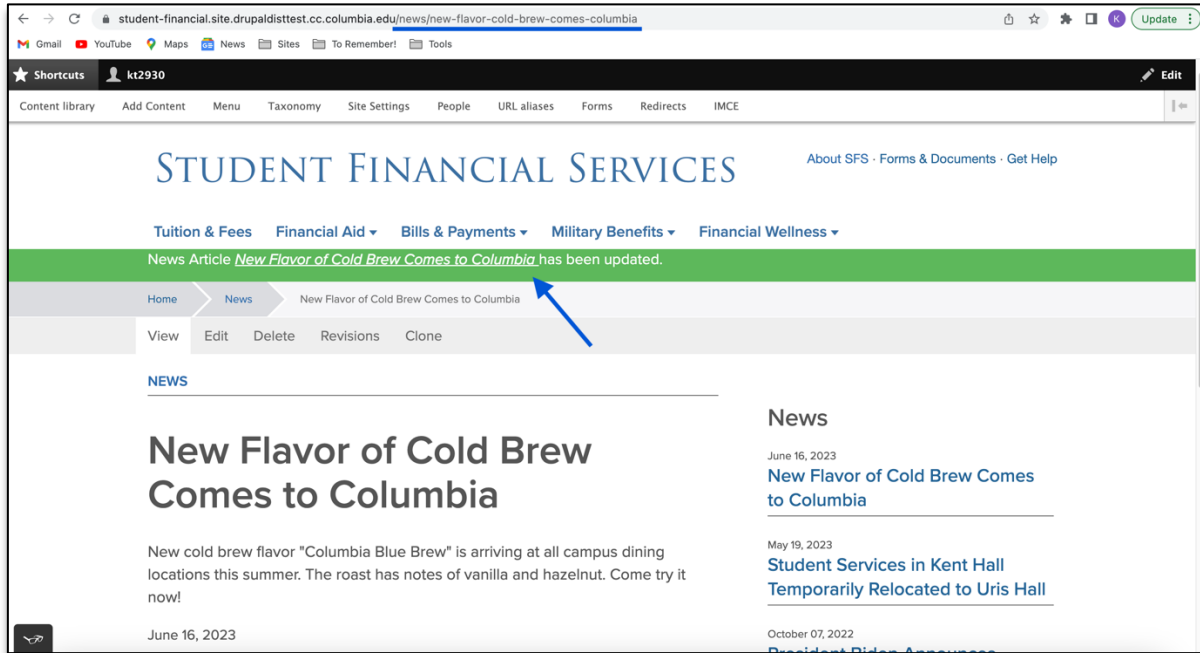


Update the **Title**, **Date**, and **Summary** of the cloned item.

6. Scroll to the bottom of the page and click **Save**, which will immediately record your changes and return you to the normal user's view of the webpage, reflecting your new updates to the page. The unique URL will be updated when you click **Save**
7. After you select **Save**, you will be brought back to the user view of the page you edited. There will be a green bar near the top navigation to alert you the page has been updated. Your new changes will appear immediately on the page.

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Getting Help

While editing a page, if you accidentally delete the wrong content and need to start over, simply click the **back arrow** in the top left of your browser or close out of the browser tab or window completely.

As long as you do not save any mistakes you will not publish any mistakes.

If you need assistance creating, editing, removing, or recovering an accordion on your website, please contact the Finance Web Team at financewebteam@columbia.edu with a **summary of your needs**.