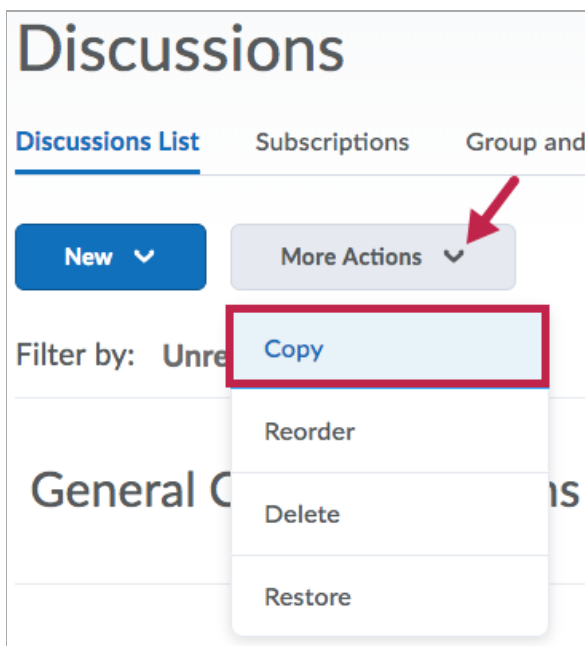


# Copy a Discussion Forum, Topic, Thread, or Post

Last Modified on 01/10/2024 12:27 pm CST

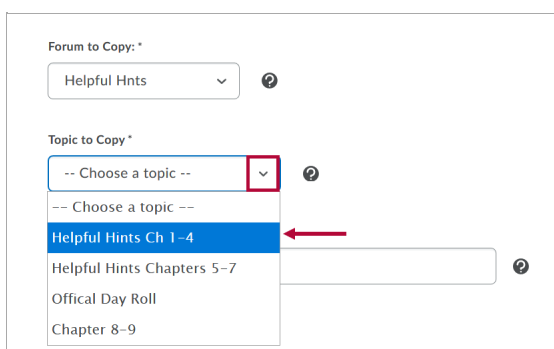
1. Click **[Collaboration]** on the **navbar** and choose **[Discussions]**.
2. Click on **[More Actions]** button and choose **[Copy]**.



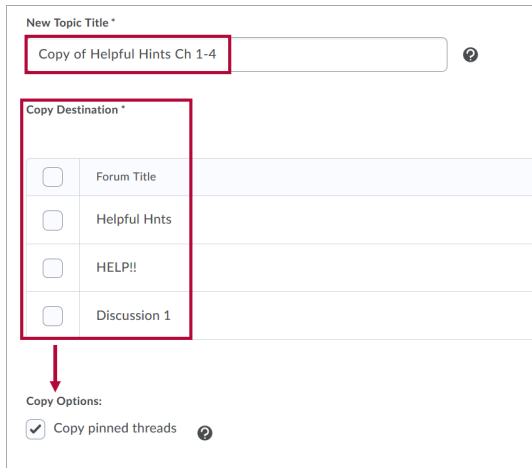
3. Choose whether you want to copy a forum or topic. In the following example we will copy a **Topic**.



4. Choose the forum and topic that you want to copy.



5. Enter a new title for the topic and select the forum where the copied topic will reside. You may also include pinned posts in the copied topic.



The screenshot shows a form with two main sections. The first section, 'New Topic Title \*', contains a text input field with the text 'Copy of Helpful Hints Ch 1-4'. The second section, 'Copy Destination \*', is a table with four rows, each containing a radio button and a forum name: 'Forum Title', 'Helpful Hnts', 'HELP!!', and 'Discussion 1'. A red box highlights the 'Copy Destination' section. Below the table, a red arrow points to the 'Copy Options:' section, which has a checked checkbox for 'Copy pinned threads'.

New Topic Title *	
<input type="text" value="Copy of Helpful Hints Ch 1-4"/>	?

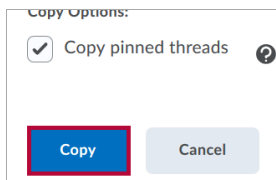
Copy Destination *	
<input type="radio"/>	Forum Title
<input type="radio"/>	Helpful Hnts
<input type="radio"/>	HELP!!
<input type="radio"/>	Discussion 1

↓

Copy Options:

Copy pinned threads ?

6. Click **[Copy]** once you have made your selections to complete the process.



The screenshot shows the 'Copy Options:' section of the form. It features a checked checkbox for 'Copy pinned threads' and a question mark icon. Below this, there are two buttons: a blue 'Copy' button and a grey 'Cancel' button. The 'Copy' button is highlighted with a red box.

Copy Options:

Copy pinned threads ?