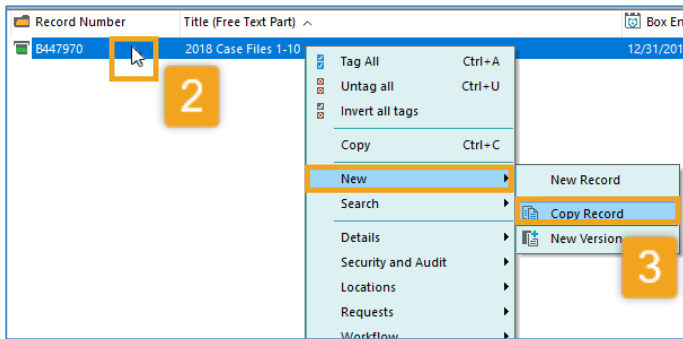




Use “Copy Record” to Duplicate Boxes and Folders

This is guidance for how to use the “Copy Record” feature to **duplicate box or folder entries** in Content Manager. This should only be used for data entry for boxes or folders with similar data entry (For example – multiple boxes with the same category, same dates, similar titles, etc.)



1. Create the first record that you want to duplicate (refer to [Create a Box](#) or [Create a Folder](#) job aid)

2. Right click on the record

3. Select New and Copy Record

4. Select all properties that you want to duplicate. (*Hint: click ‘Select all’ unless there are any properties that you definitely do not want to duplicate.*)

5. Under Number of copies, enter the number of copies/duplicates you want to make. (*Hint: if you have 20 total records, enter 19 (i.e. 19 in addition to the 1 you already created).*)

6. Click OK

7. The duplicated records will immediately be displayed.

8. From there, you must manually edit the record(s) to change what is needed. (Refer to [Edit a Box](#) or [Edit a Folder](#) job aids).

If any records have been created in error and need to be deleted, please contact Records Management at records.management@kingcounty.gov.

