

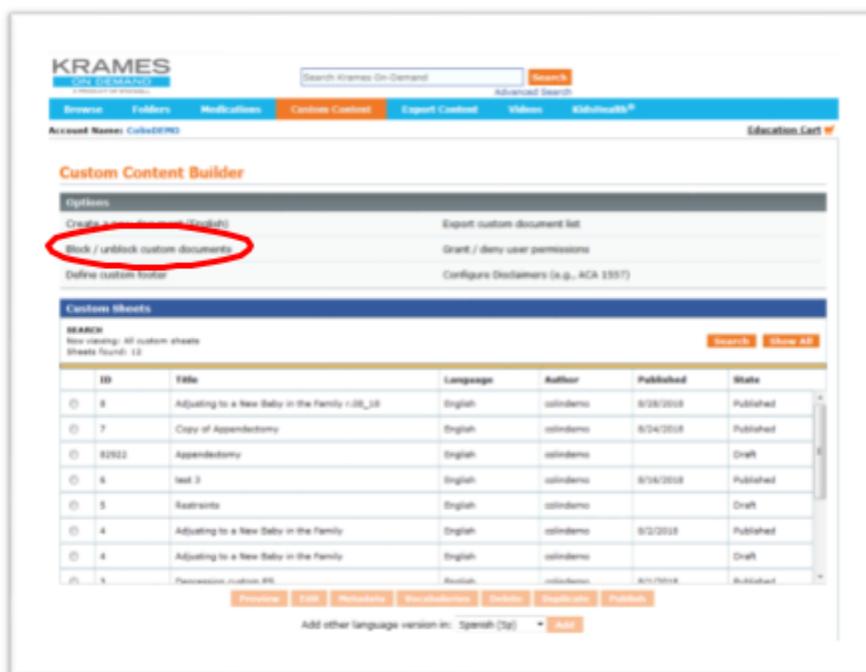
Ignite On-Demand Custom Content Builder

Duplicating HealthSheets – Tips & Tricks

If revisions are made to a custom document, Custom Content Builder overwrites the original. To help our clients address the need to keep a record of the original title, we created this help sheet to outline those steps.

To duplicate a custom document, please review the following recommended steps:

1. Open the Custom Content Builder. Highlight the custom document you wish to duplicate by selecting the radio button. Once your document is highlighted, click **Duplicate** in the bottom menu.
2. Document information will now appear. Delete “Copy of” from both the *Title* and *Display Title*.
3. *Recommendation:* At the end of both the *Title* and *Display Title*, include the revision date (i.e. “r. 08_19”) then click Save.
4. Publish the duplicate document.
5. Next, you will need to block the original version, which can be done in the Custom Content Builder. Under the *Options* menu, click **Block / unblock custom documents**.



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- Next, select and highlight the original version of the custom document. Then click **Block** to move the document over to the *Blocked Custom Sheets* column. Lastly, click **Save**.

