



## Copying a Frame

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In addition to moving a frame, it is also possible to place multiple occurrences of a frame on a page or to copy a frame to a different page in the publication. This process makes it possible to easily place repeating design elements on a page or within an entire publication. To copy a frame to another location, complete the following steps:

- ❖ Click a frame to select it.
- ❖ Do one of the following:
  - Click **Edit** on the **Menu Bar**, and then select **Copy**.
  - Click the **Copy** icon on the **Standard** toolbar (see illustration at right). 
  - Right-click the object and then select **Copy**.
- ❖ After the information is placed on the Clipboard, do one of the following:
  - Select the page from the status bar that the information is to be copied to.
  - Remain on the current page.
- ❖ Select one of the following options to place the information in the desired location:
  - Click **Edit** on the **Menu Bar**, and then select **Paste**.
  - Click the **Paste** icon on the toolbar (see illustration at right). 
  - Right-click in the page where the object is to be placed and then click **Paste**.
- ❖ If the item was pasted on the same page, the item will be pasted in the same area that it was copied from. It is then necessary to move it to the desired area.