

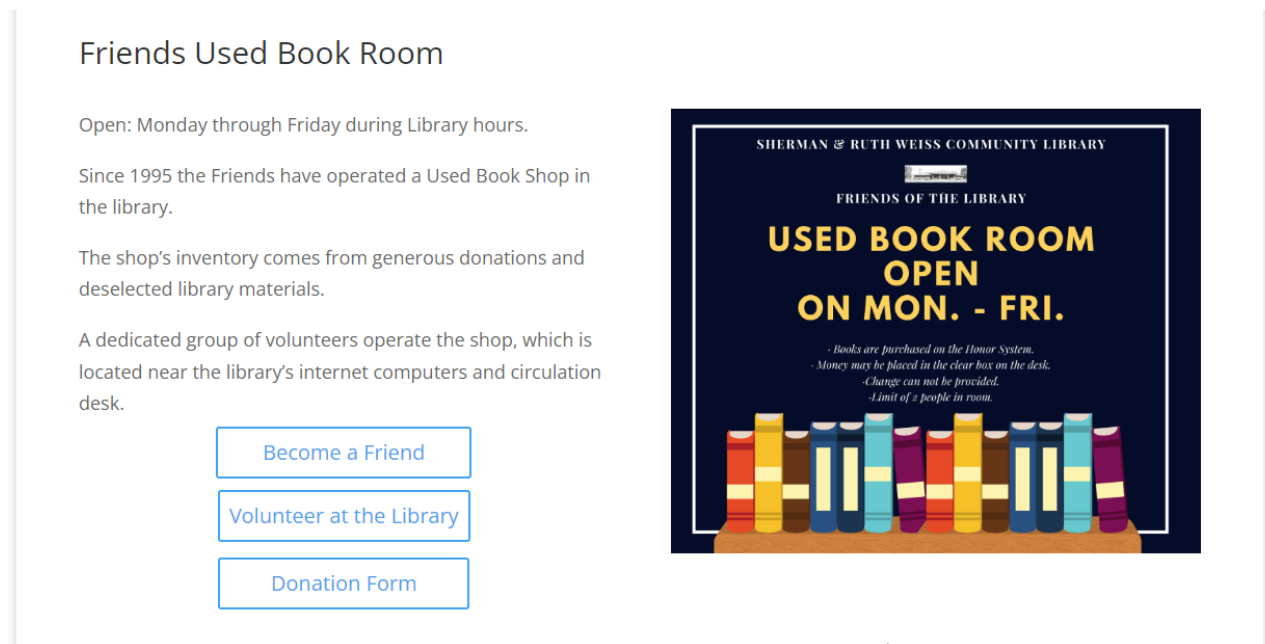
Copying (Cloning) a page on your website (bonus – embedding a link to a YouTube video)

There will come a time when you want to add new content via a new page on your website. But building a page from scratch is intimidating, messy, time consuming, and generally unnecessary.

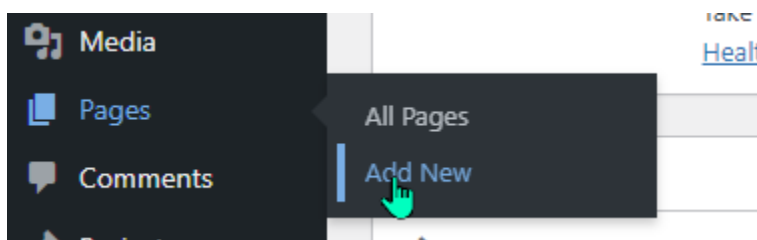
The easiest way to create a new page is to copy, or “Clone,” a page. This will keep all of your existing header/footer information intact, and, if you can find a page close enough to model what you want in a new page, leave you with minimal editing to make the page functional.

Note: if you see a page from another library’s website (example, Library Board/Library Policies, Foundation information page, a fun program page, a local history page, etc.) that doesn’t currently exist on your website, there IS a way to copy a page from one Divi website to another. Send a ticket to the helpdesk and we can assist you.

In this example, Sherman and Ruth Weiss Community Library (Hayward, WI), wants to add a YouTube video tour of their library to their website. There doesn’t need to be a lot of content on the page, so we could copy the “Friends Used Book Room” page which has an image and some text and buttons in addition to the standard header/footer information.



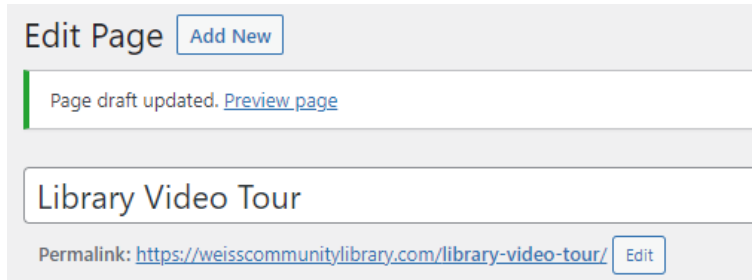
Once we find a page we like, make note of it, and log in to your site’s dashboard. On the lefthand side menu, hover over “Pages” and click “Add New.”



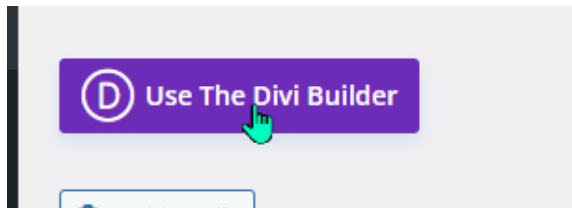
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This will open the Add New Page Editor.

Create a title for your page and hit enter. This will create your page link with the new “slug” at the end. You can edit this link to customize the slug to your liking.

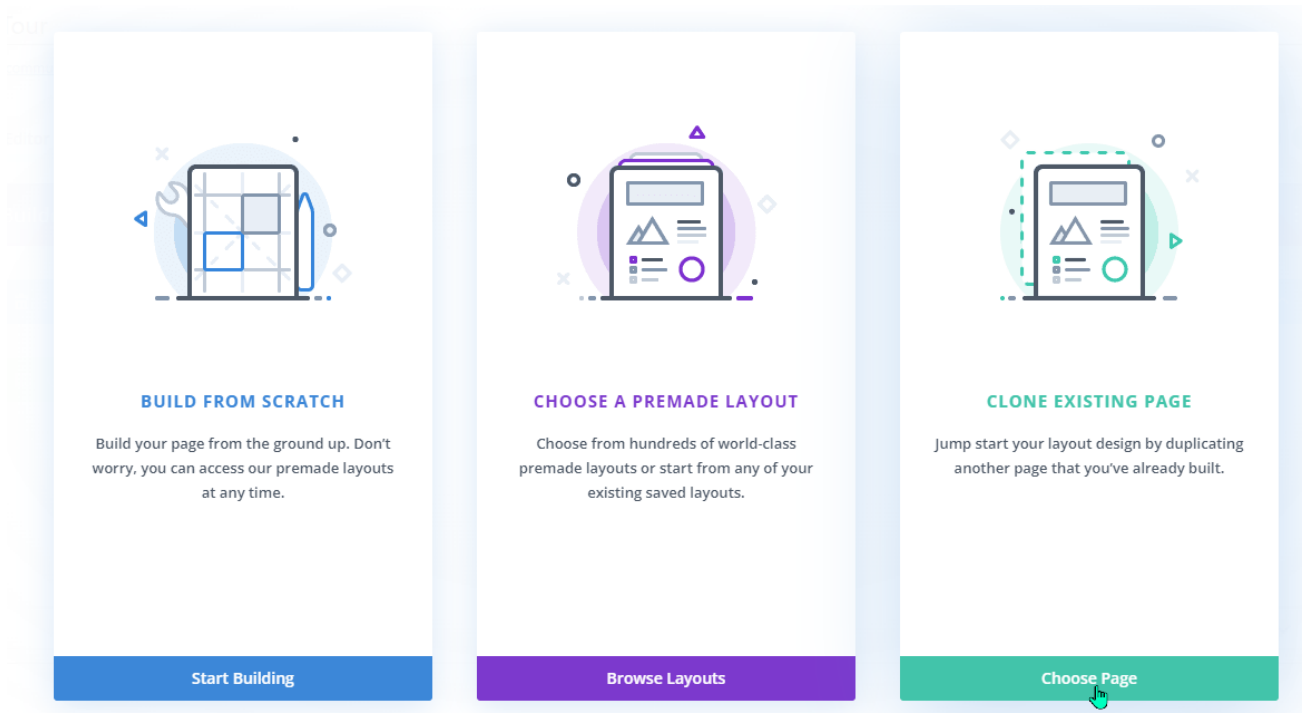


Next click on “Use the Divi Builder.”



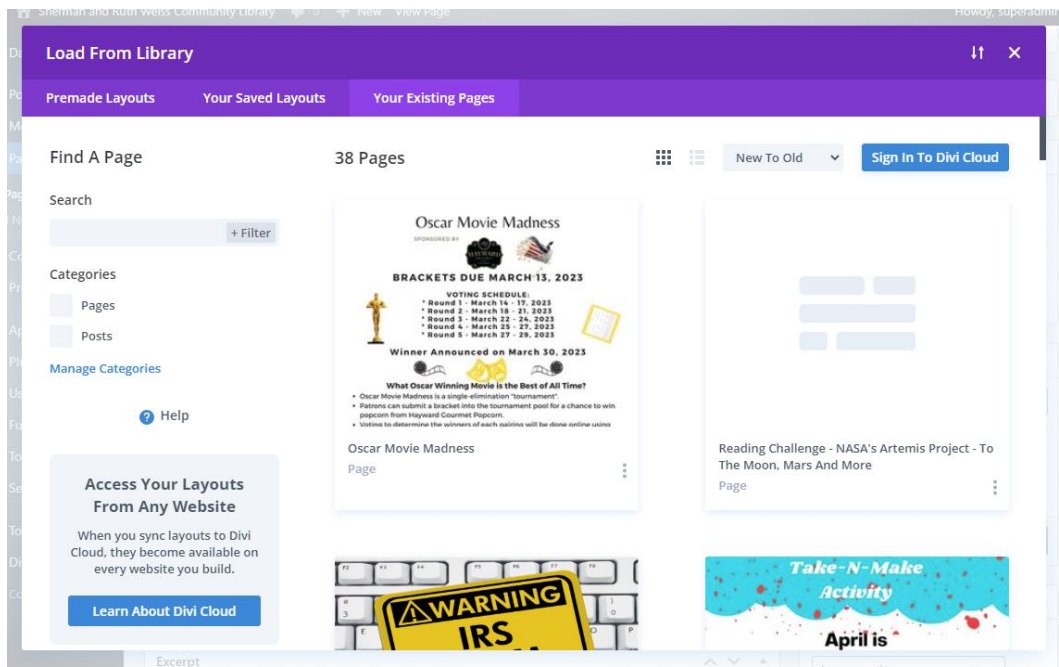
You will see three choices: Build From Scratch, Choose a Premade Layout, or Clone Existing Page.

Select “Choose Page” under “Clone Existing Page.”



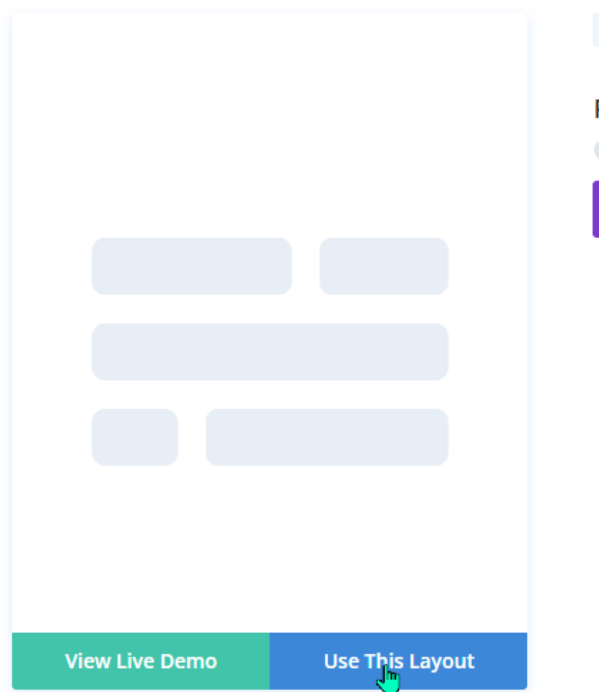
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Now you'll see a menu full of your websites current pages.



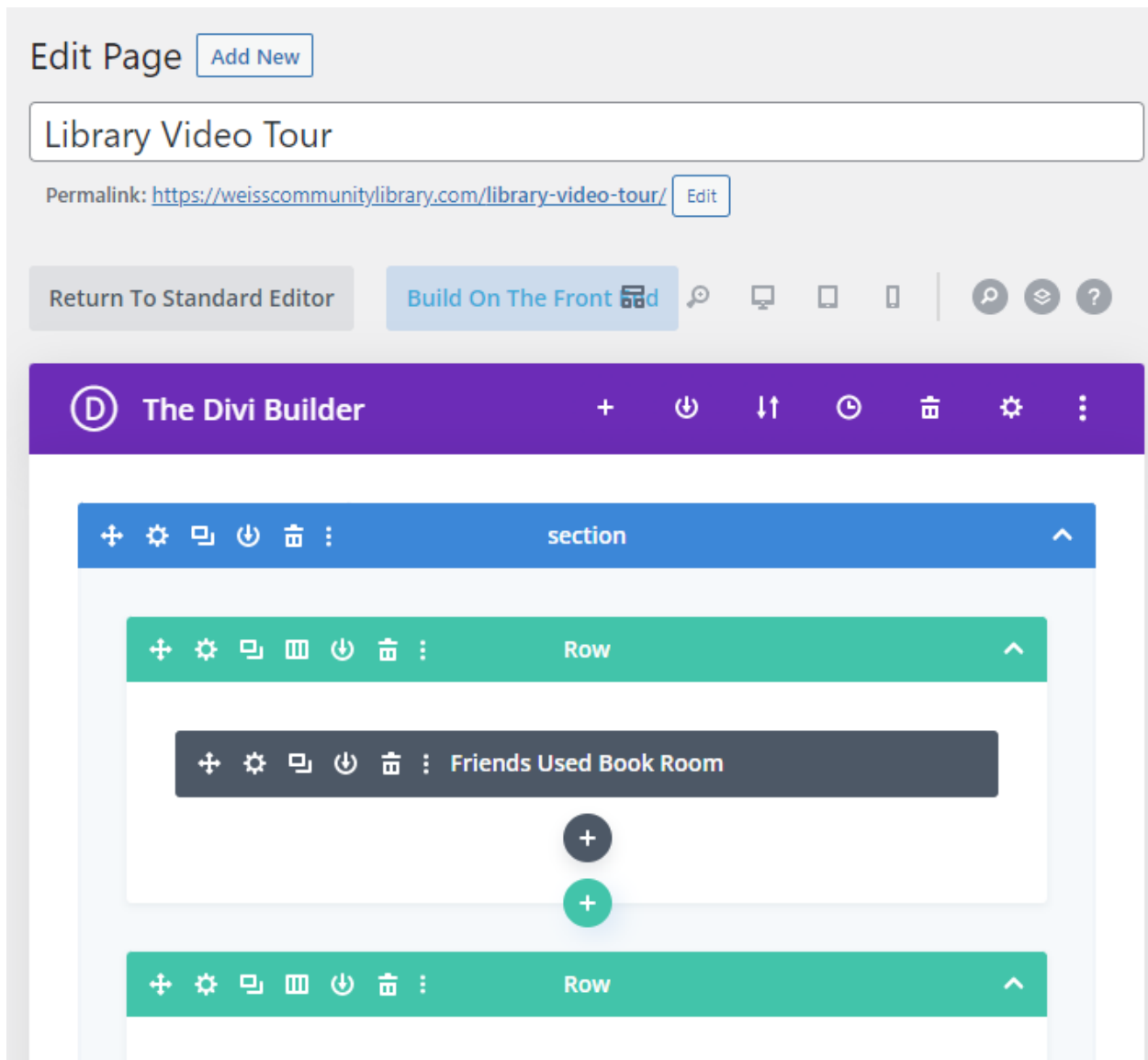
Scroll down until you see the page you wanted to clone ("Friends Used Book Room") and select it, then click on "Use this Layout."

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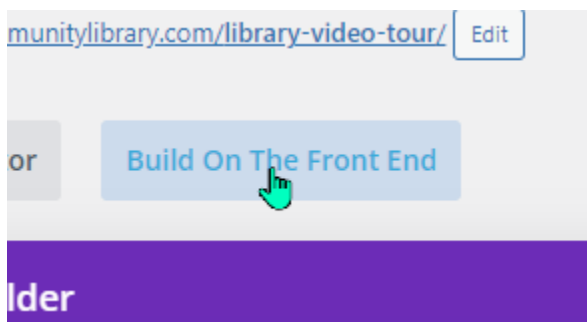


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Now our “Library Video Tour” is pre-populated with the information from the Friends Used Book Room.



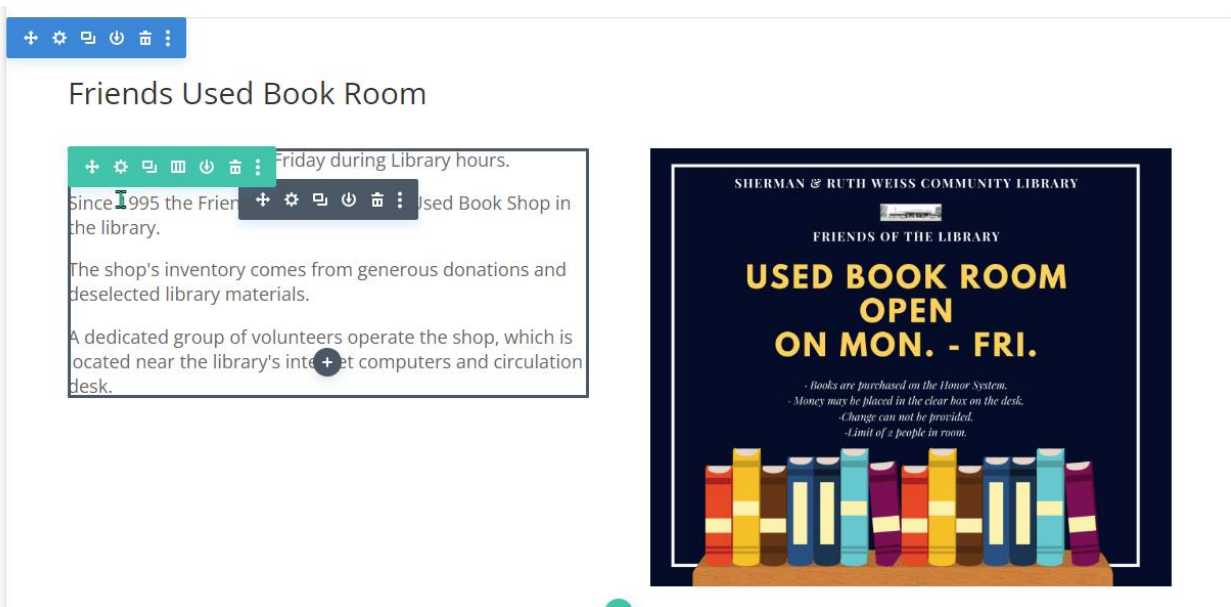
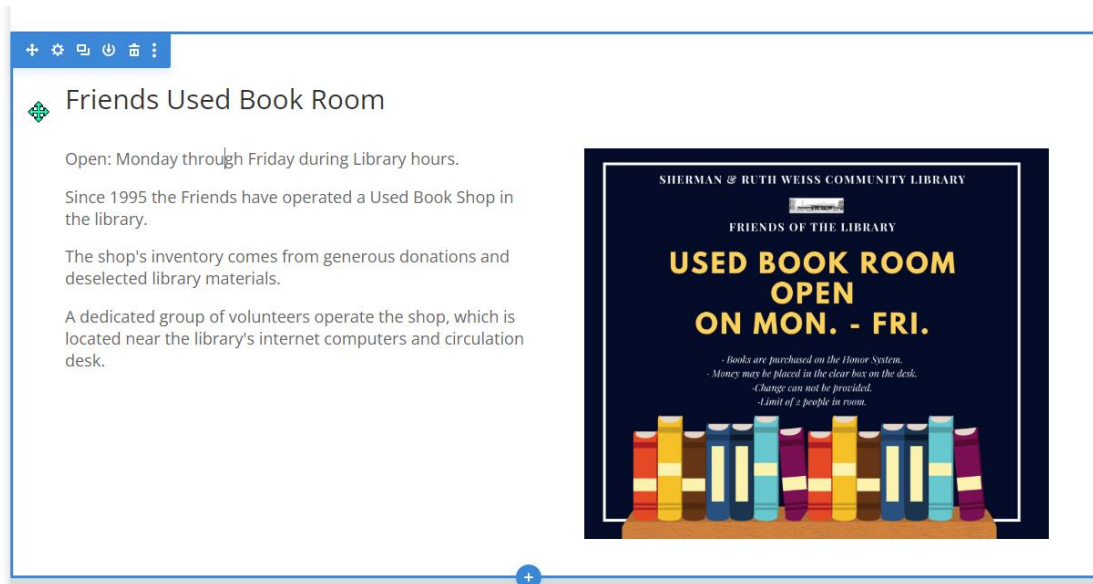
At this point I am going to switch to “Build on the Front End” so I can see what I’m working with.



I’m going to start with deleting the content I know I don’t need (extra image modules, buttons, etc.)

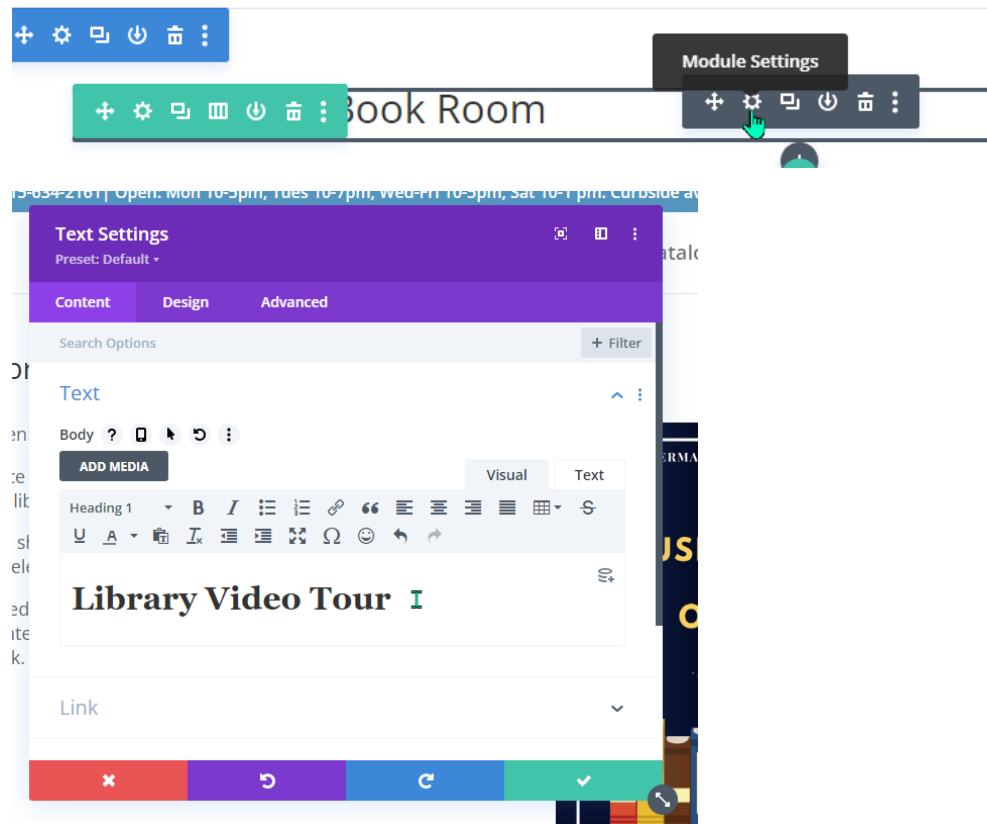
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Now I'm left with a **blue** section container with two row containers – the first one has the “Friends Used Book Room” title module in it. The second has two side-by-side modules, one with text and one with an image.

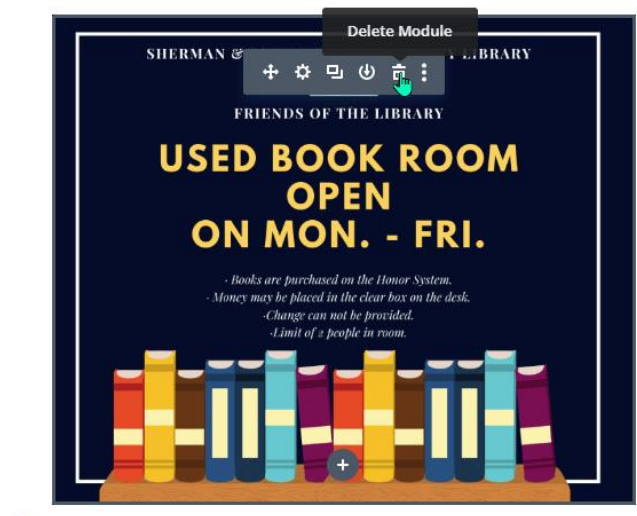


Next step is to change the header title by hovering over until the black box appears and clicking on the gear icon. The editor opens up and I can change the page title.

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Now we're actually going to delete the image module by clicking on the black trash can and change it to a video link.

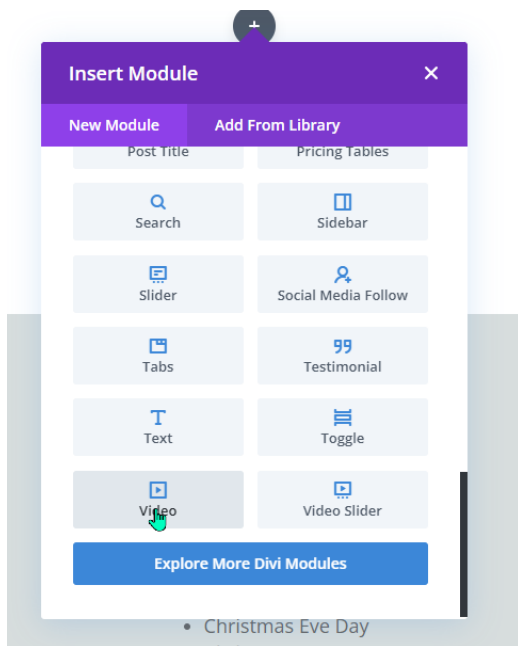


We're left with a big empty hole with a black + circle. Click on the circle to open the module menu:

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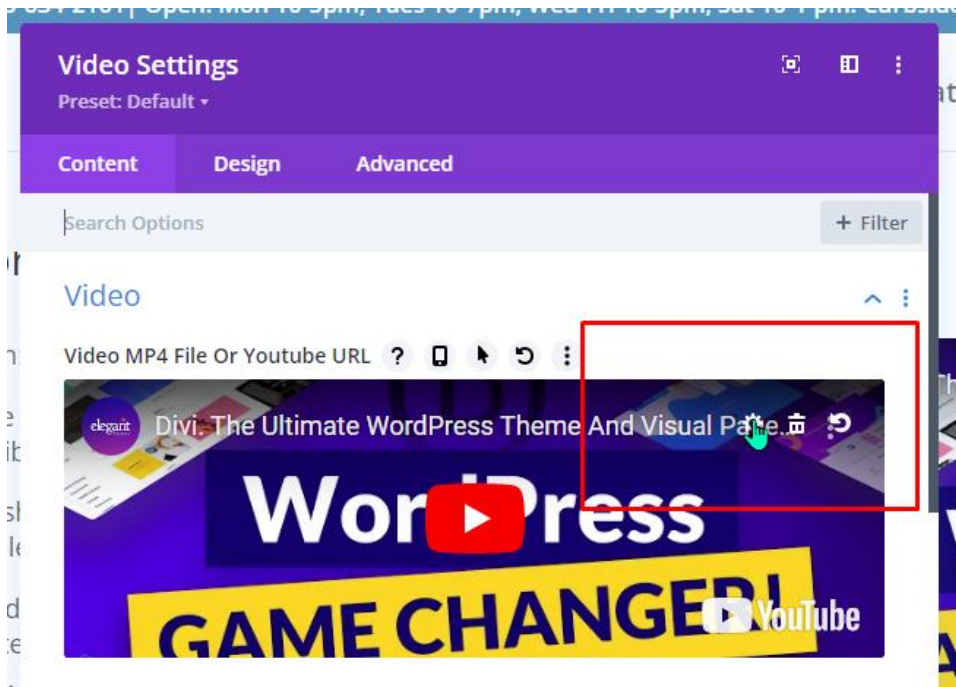


And for this one, we're going to scroll all the way to the bottom to find the "Video" module and select it.

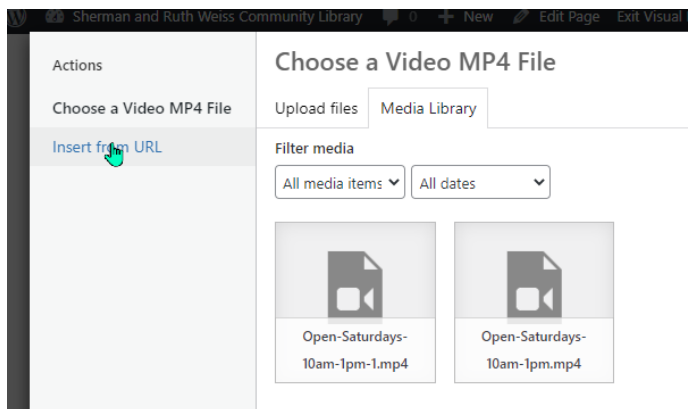


Divi loves throwing it's advertising around, but if you can see on the right side in the mess, there is a gear icon and a trash icon. Click on the gear.

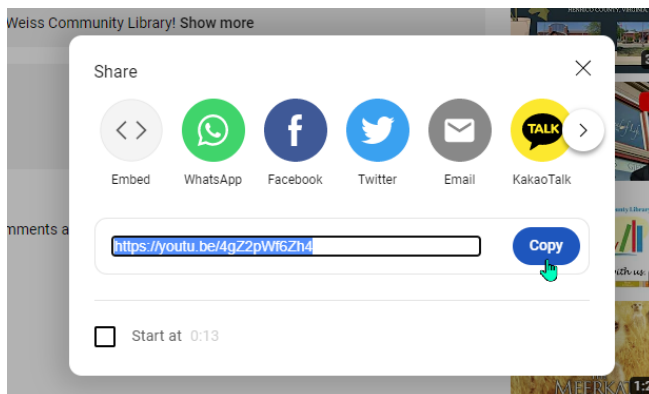
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This will ask you to choose a Video MP4 File, but there is the option to “Insert from URL” on the far left side.

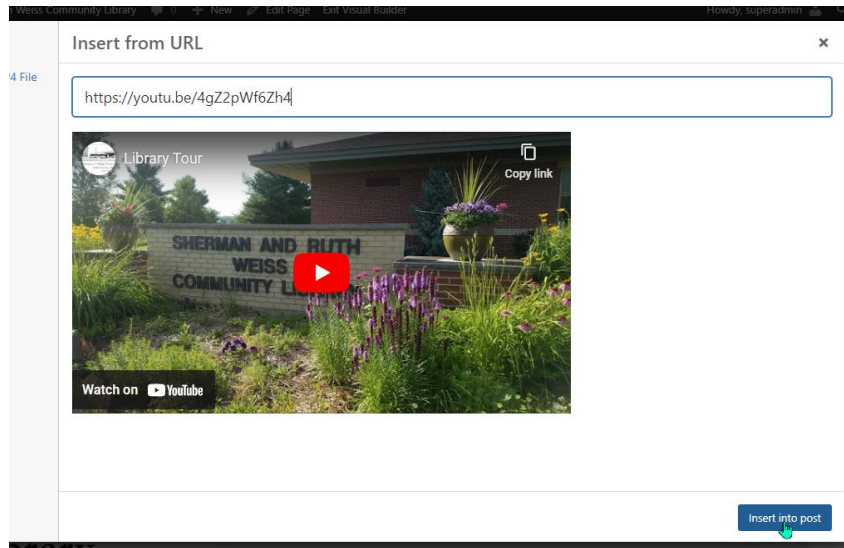


Now we go to YouTube and copy the video link.

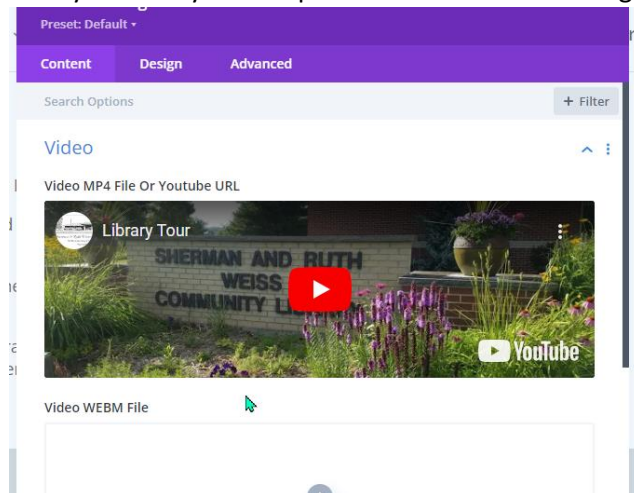


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Paste the link on your Divi page, and you'll see a preview picture from the video. Click "Insert into Post."

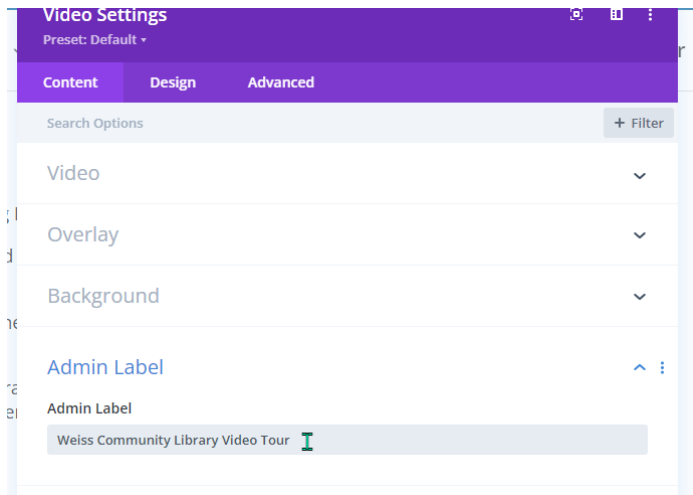


Now you'll see your still preview in the Video Settings menu:

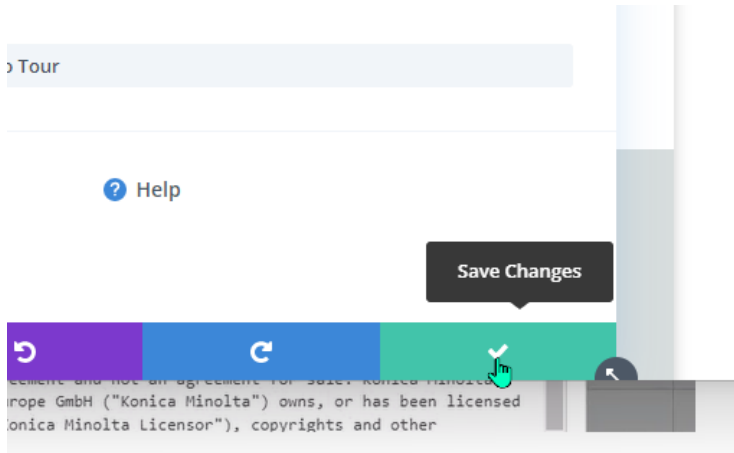


Be sure to set the Admin Label at the bottom of this menu:

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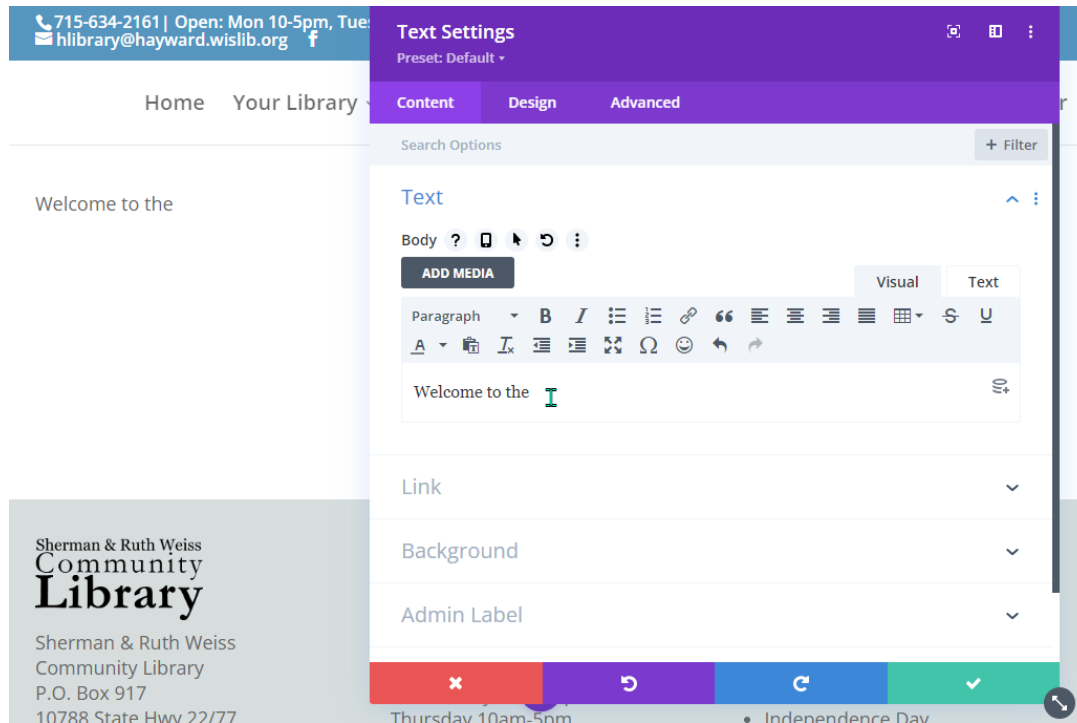


And click “Save Changes”

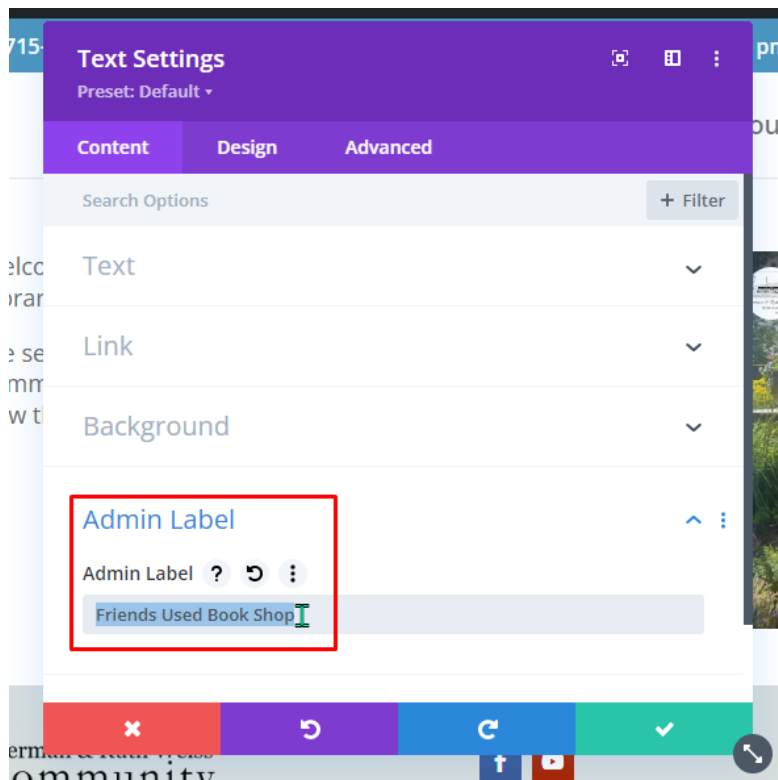


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Now to update the text on the left side module.



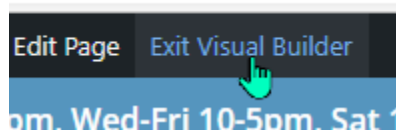
Be sure to update the “Admin Label” so it doesn’t have the info from your cloned page.



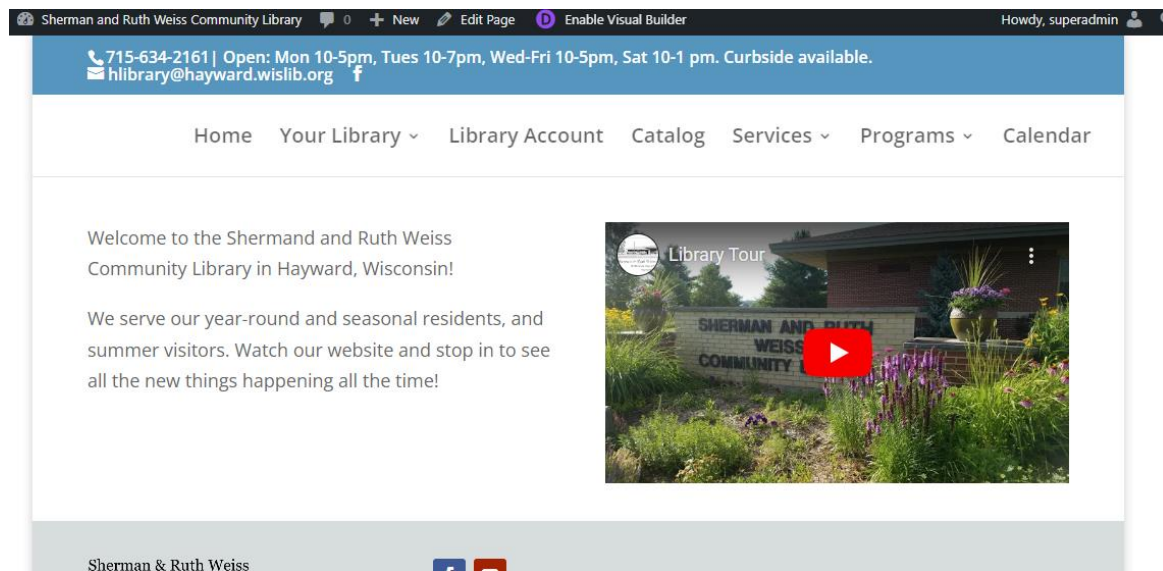
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Hit save, exit visual builder,

et_id=1&pagespeed=on



and sit back and admire your work!



If you like what you've got, hit that purple button at the bottom of the page and hit "Publish" on the far righthand side – and your page will be live for the public to view.

BUT WAIT. THERE'S MORE!

You've created a page. But now you have to put it somewhere for people to find it!

See "Adding a Page to the Website Primary Menu Bar," or you can copy the link of to that page and make it accessible from another page.