Copy a Block

How do I copy a Block from another page?

- First, go to the page that has the **Block** you want to copy
- Next, click on the **Document Overview** at the top left (or *Shift+Alt+O*)
- You will now see a dropdown of the **List View** of all your **Blocks**
- Find the **Block** you want to copy and click on it
- In the **List View** that **Block** will now be highlighted.
- Click the three dots for that **Block** and then click **Copy**
- Now go to the page where you want to copy the **Block** to
- On that page, click the plus sign where you want to copy that **Block**
- Type in the **Block** name and when it comes up on the page, click the icon and then the **Ctrl & V keys**
- You should now see that **Block** with all the copied data from the other page

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