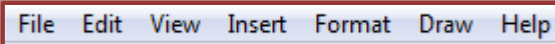


## CLONE A NOTEBOOK PAGE OR IMAGE

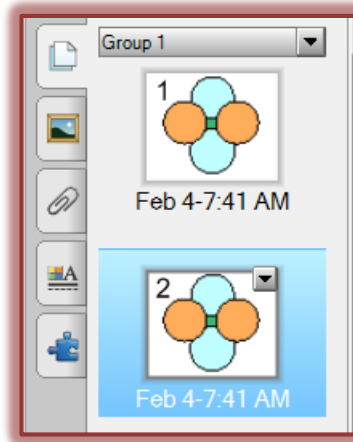
Cloning is the process of making an exact copy of an image or a page in the Notebook software. To complete this process follow the steps below.

### CLONE A PAGE

- ✦ Click the page image in **Page Layout** for the page that is to be cloned.
- ✦ Do one of the following:
  - ✦ Click **Edit** on the **Menu Bar** and then select **Clone**.

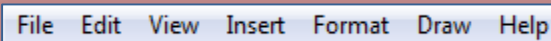


- ✦ Click the list arrow on the right side of the page image and then select **Clone Page**.
  - ✦ **Right-click** the page image and then click **Clone Page**.
  - ✦ Press the **Ctrl** button on the keyboard and then click the letter **D**.
- ✦ An exact duplicate of the selected page will appear in the document.



### CLONE AN IMAGE

- ✦ Click the image that is to be cloned.
- ✦ Do one of the following:
  - ✦ Click **Edit** on the **Menu Bar** (see illustration below) and then select **Clone**.



- ✦ Click the list arrow on the right side of the image and then select **Clone** (see illustration at right).
  - ✦ **Right-click** the image and then click **Clone**.
  - ✦ Press the **Ctrl** button on the keyboard and then click the letter **D**.
- ✦ An exact duplicate of the selected image will appear on the page.

### UNDO CLONE

- ✦ Do one of the following:
  - ✦ Click the **Edit** button on the **Menu Bar** (see illustration above) and then select **Undo Clone**.
  - ✦ Press the **Ctrl** button on the keyboard and press the letter **Z**.