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**.