

Cloning Posts

Mike Short, 2018-09-19

Our website has a Wordpress plugin (add on) called “Duplicate Post” that allows an item like a Page, Post, or Event to be copied as a new item.

It can often be a lot quicker and even save some mistakes to copy an already published item to a new item then modify some of the content.

Using it is extremely simple although there are several ways to make a clone.

The examples below are for cloning an Event but most applies to cloning any type of item (page, post, etc.).

When an Event is cloned information like Time & Date, Venue, and Categories is retained in the copy, you will only need to change that information as required for the new event. Choosing an Event to clone that already has the Venue and Location you want makes sense.

The new Title will be the same as the original with ‘ (Copy)’ appended, the slug will not be written until you Publish.

From the Dashboard:

Click Events on the left then hover over the title of the event to copy. Click ‘clone’ to just make a copy, click ‘New Draft’ to make a copy and edit it (Classic mode).

From viewing or editing an Event:

Click ‘Copy to a new draft’ in the ‘Admin Bar’ along the top of the page. If you are viewing a page you need to be logged in to see the black Admin Bar at the top.

Once an Event is cloned you will need to edit the Title, some of the content, Date, Excerpt, and Featured Image.

That’s all there is to it!