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# Recipe Management: Copying a Recipe

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## Copying a Recipe

When you copy a recipe, everything from the existing recipe (including multi-media files) is copied. A new recipe will be created in the same group as the original. The name of the recipe will be appended with "Copy of". Once the recipe is copied, you can change the name and edit as needed.

- 1. From the Recipe System, click on **Recipes**.
- 2. Highlight the recipe you want to copy.
- 3. Right click and choose the **copy recipe** option.
- 4. At this point you can edit the name.
- 5. Choose **Save** when you are finished editing the copy.

