

How to

## Copy the layout of an existing page

Prerequisites: Read or watch *How to log in* and *Overview of the page builder*.

This lesson will teach you how to copy the layout from one of your existing pages so you can use it in a new page. You can combine this with the lesson called *How to create a new page* to make each of the pages across your website uniform with the site's original design. Page duplication can save you time if you need to create a new page that looks similar to one of your old ones.

1. Log into your website (as shown in the lesson *How to log in*).
2. Once you are logged in, look for the black bar that runs across the top of the page. On this bar, click the name of your website (which is most likely the name of your business). You will be directed to your website's homepage.
3. Navigate to the page with the layout you would like to copy.
4. Look again at the black bar that runs across the top of the page. Click *Edit Page*.
5. Find the Divi Builder (which is the large purple section in the middle of the page) and click the purple Save to Library tab directly underneath the Divi Builder's title.
6. Enter a name for the layout (such as "My About Page Layout"), then click the Save button.

You just copied everything that was on your first page and stored it in your *Library*, which you can reference when you are building pages in the future. Continue to the lesson *Create a new page* for instructions on how to create a new page with this layout.

### Additional Notes

*Add new pages to your menu*

Add your new page to the navigation menu with the lesson *How to create a new page*.

*Keep pages similar*

Keep your page layouts similar to ensure your customers learn how to access information while browsing your site. For instance, if your page is usually laid out with a title on the top, a sidebar on the right, and an image on the

bottom, you should not introduce a page that adds the image above the title and moves the sidebar to the left.