Copy Document

You can create copies of old documents in Salon. To create copies

Go to DOCUMENT MANAGER → COPY DOCUMENT

There are two options for these copies

1. **EDIT COPY (OPTION 1)**

   **1. EDIT COPY (Use this option if you need to edit the document-keep No Salon option)**

   **SAVE A COPY**

   | Title: History of Flipped Learning |
   | Salon: No Salon |

   1. DO NOT add any tags or questions until you are completely done EDITING
   2. After Editing the document, add tags and questions from DOCUMENT MANAGER
   3. Rename and assign the document to a salon.

2. **CREATE MULTIPLE COPIES WITH TAGS AND QUESTIONS (CANNOT EDIT IF YOU ADD TAGS/QUESTIONS and/or ASSIGNED TO SALON)**

   **2. CREATE SINGLE/MULTIPLE copies w/ tags and questions (NO EDIT)**

<table>
<thead>
<tr>
<th>Make:</th>
<th>COPIES</th>
<th>Salon</th>
<th>Title</th>
<th>Copy questions</th>
<th>Copy Tags</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Salon</td>
<td></td>
<td></td>
<td>History of Flipped Learning 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Note: If you copy tags and questions, the new document CANNOT be edited. If you need to edit use, EDIT COPY option above and manually add tags and questions after editing the document.

**Questions:** If you have any questions, suggestions or comments

please send email to: classroom-salon@andrew.cmu.edu