



How to Clone a Reference

This document describes the purpose and workflow for using a Reference as a template to create another Reference.

Background

Why Clone?

Cloning is a useful tool in cases where an existing Reference has attributes very similar to the one a user wishes to create. Use this option when it is faster to edit an existing Reference than it is to create a new one.

What Happens when Cloning?

When cloning an existing Reference, the following fields in the new Reference will be identical:

- **Core Metadata Elements** (e.g, title, description and authors)
- **Links to Park Units**
- **Geospatial Bounding Areas**
- **Keywords**
- **Subject Categories**
- **Taxonomy**

These fields will NOT be copied to the new Reference:

- **Reference Code** - The new Reference will have its own unique and independent Reference Code.
- **Ownership** - Because any user can clone a Reference, the user that clones you will be assigned ownership. All 'other' owners will need to be manually added if desired.
- **Reference Lifecycle** - The Reference will be set to draft
- **Files and Links** - Files and links are not copied.
- **Related Projects** - No assumption is made that the new Reference is created by the same Project
- **Child References** - These are not copied. For example, cloning a Book does not automatically create new Book Chapters. However, when cloning a Book, the link to the Book Series will be preserved.

Step 1. Locate an Existing Template Reference

Locate a Reference that contains metadata that is close to the one you wish to create using any of the search options or by locating a Reference in your Dashboard.

Step 2. Select Clone Option

From the Reference Profile, select the Clone option under the Actions button in the top right of the window. Note that you do not need to own a Reference to clone it.

Unpublished Report - (Code: 4429)

Title	Carolina Sandhills National Wildlife Refuge. Annual Narrative Report: Calendar year 1987
Description	This narrative for Carolina Sandhills National Wildlife Refuge summarizes refuge activities for calendar year 1987. The report begins with a summary of conditions and land acquisition during the period. A planning section outlines management plans, compliance projects, and research conducted during the year. The administration section covers refuge programs and staffing. Habitat management discusses croplands, grasslands, wetlands, forestlands, and special areas. The wildlife section of the report covers endangered species, threatened species, waterfowl, migratory birds, mammals, fisheries resources, and wildlife propagation. The public use section outlines recreational use, refuge visitation, interpretative exhibits, and law enforcement. Equipment needs and facilities projects are discussed next. Items of interest are provided at the end of the report.
Full Citation	Snider R. 1988. Carolina Sandhills National Wildlife Refuge. Annual Narrative Report: Calendar year 1987. McBee, South Carolina
Visibility	Public

[click here for more info](#)

Actions

Add to Collections

Clone

Edit

Step 3. Change Appropriate Metadata Fields

Make modifications as needed to the new, cloned Reference. Be aware that any changes made will not affect the Reference used as the clone template.