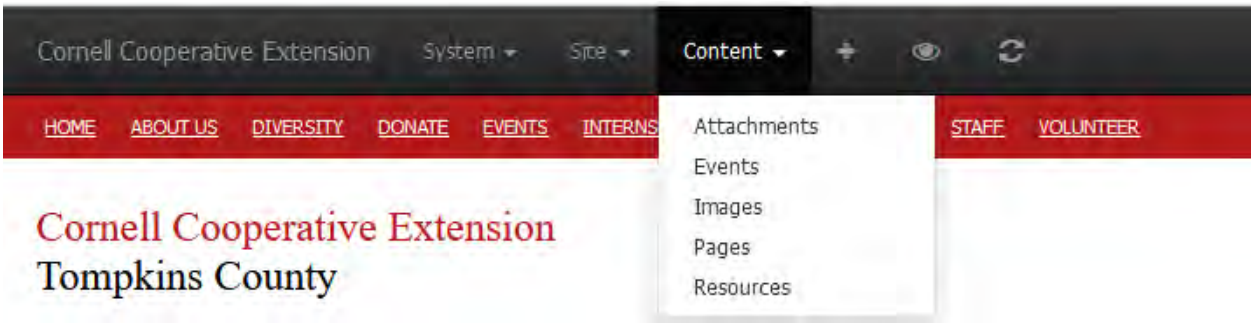
CLONING PAGES *(S. Repp/12/22)*

**Note that only SITE ADMINISTRATORS can clone, CONTRIBUTORS cannot clone items.

Overview: The website platform is designed to enable counties to share Pages and Resources through a cloning process by which an original "Parent" page can be copied – as a "Child" page – to another county website using the process described below. Please see the **TROUBLESHOOTING** and **MANAGING CLONED & CLONABLE PAGES** sections that follow these instructions for information on issues you may encounter while cloning and suggestions on how to effectively manage both your "Parent" and "Child" pages.

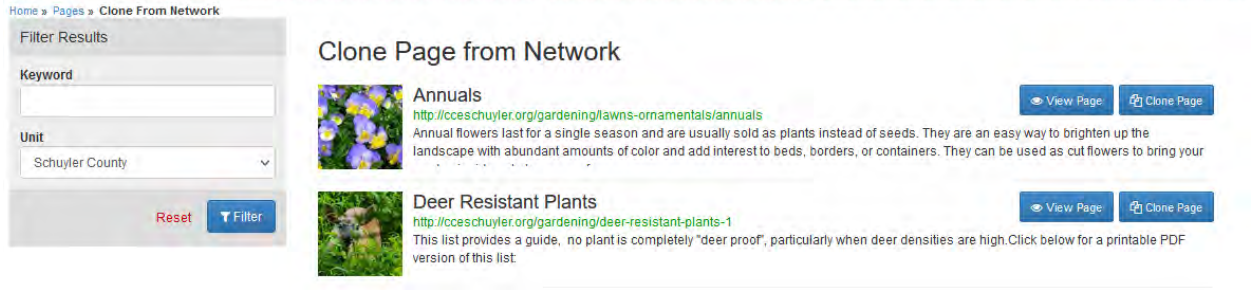
CLONING INSTRUCTIONS

STEP 1: When you are logged in to your site, choose the CONTENT dropdown menu in the black bar at the top of the page, and select PAGES



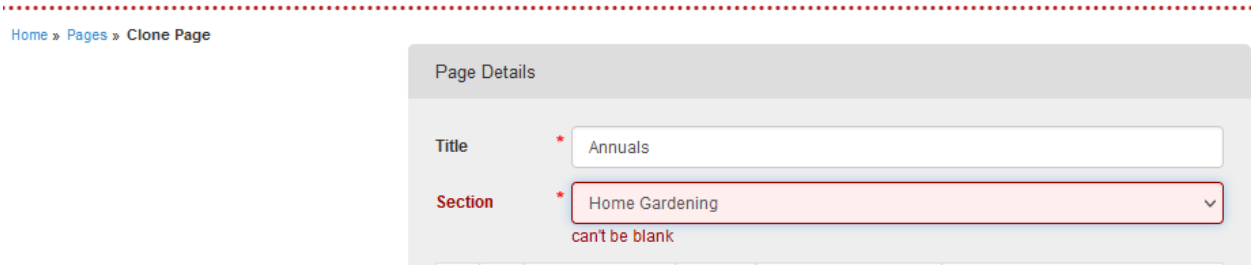
STEP 2: Click the NEW PAGE dropdown and choose CLONE FROM NETWORK:

STEP 3: It may take a minute or so for your screen to populate with all the pages that are available for cloning. Once it does, you will be able to search for pages of interest by KEYWORD or by the UNIT (or county) where a particular page of interest is hosted. Scroll through the results until you find a page of interest; blue buttons on the right allow you to VIEW PAGE and to CLONE PAGE:



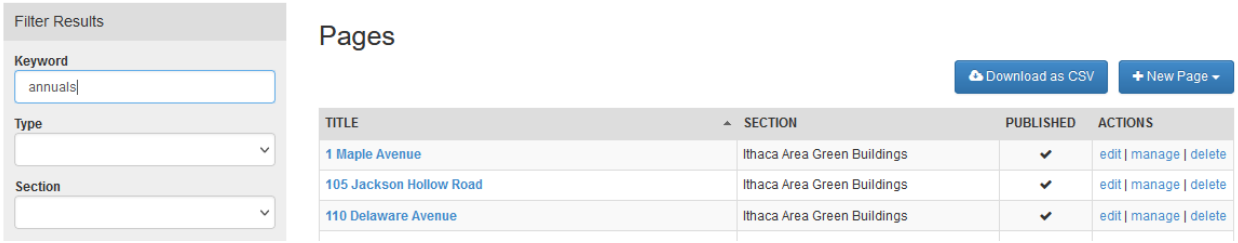
NOTE: If the page you want does not appear in the list, see TROUBLESHOOTING at the bottom of this document for possible solutions.

STEP 4: Once you click the blue CLONE PAGE button, you'll need to choose a section where your newly cloned page will be housed on your site from the dropdown Section menu:

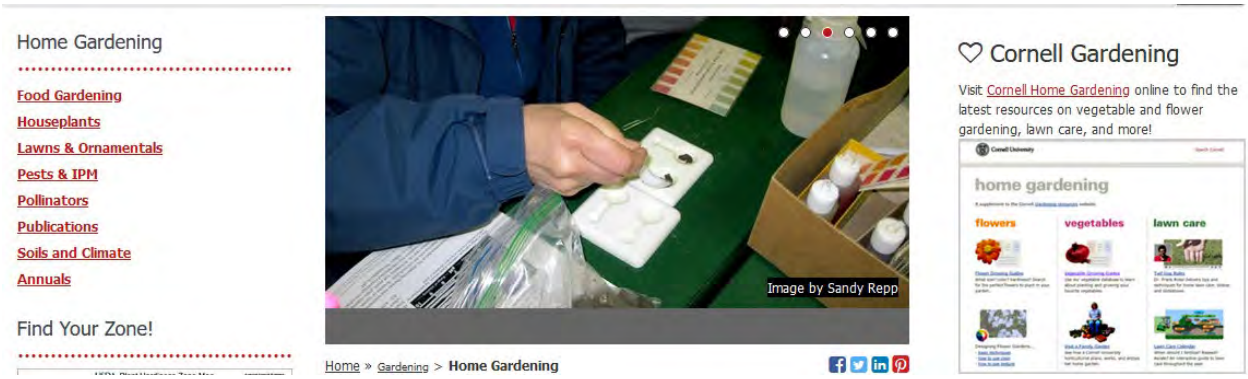


You may also scroll down on that screen and select the name of the CONTACT on your staff to be listed on that page (optional).

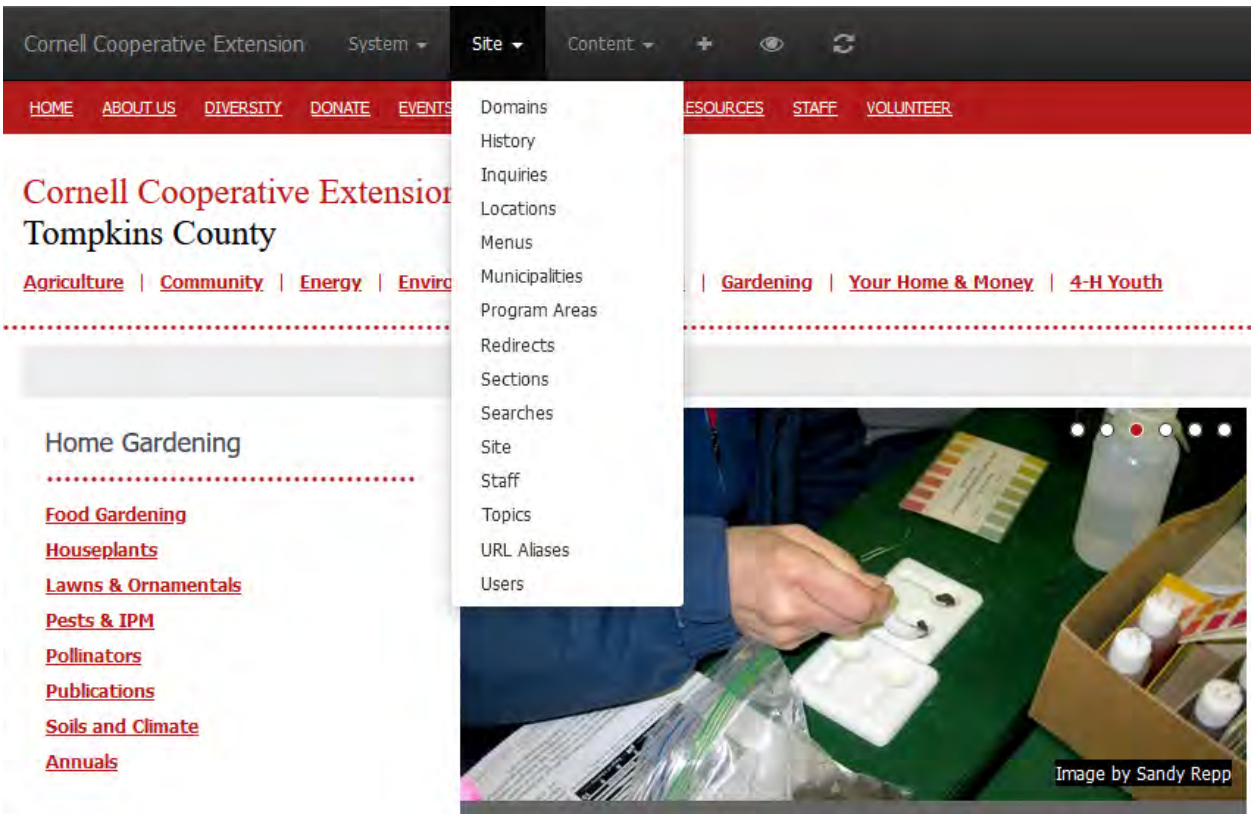
STEP 5: At the bottom of the page, choose either SAVE AS DRAFT or PUBLISH. This will return you to the CONTENT>PAGES screen. Scroll down to find your new page OR enter a keyword or section in the FILTER box:



STEP 6: When you find it in the page list, click on the title and go to the page itself. You will find it at the very bottom of the upper left navigation links, and you'll want to move it into alphabetical order in the list.

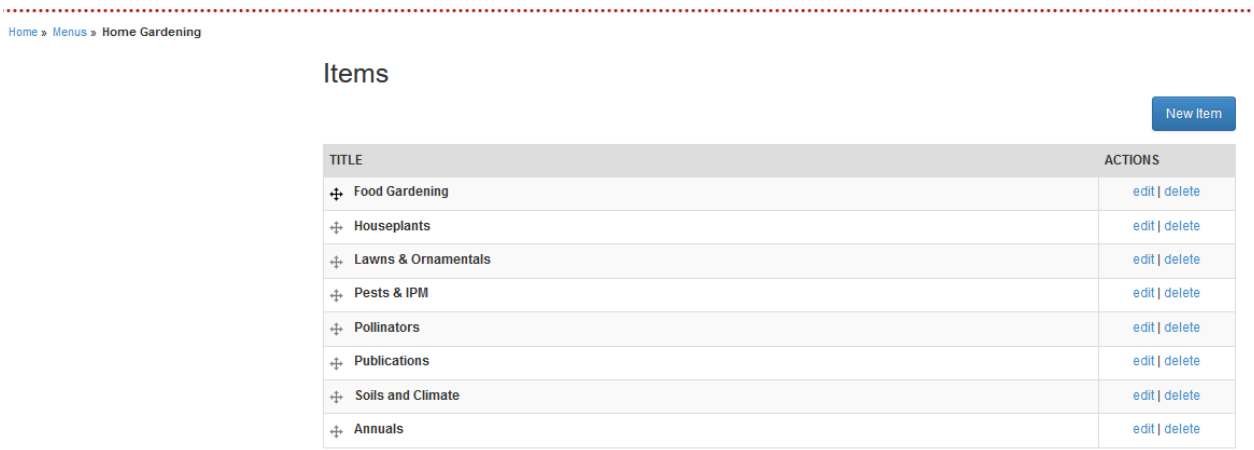


STEP 7: At the top of your page in the black editing bar, choose the SITE dropdown then choose MENUS.



STEP 8: This will take you to a page that lists all the MENUS on the site. Use the FILTER box to find the MENU where your new page is housed. Choose MANAGE.

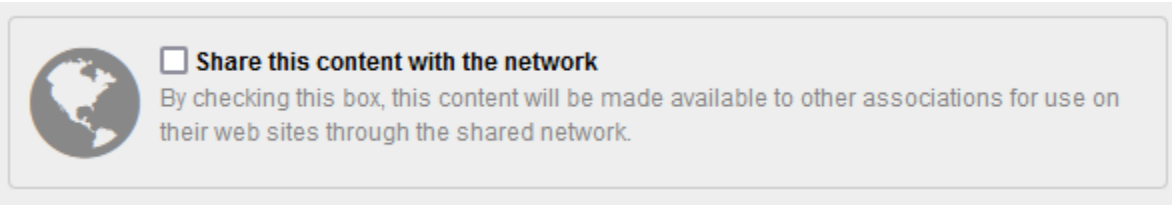
STEP 9: This yields a page that lists all the ITEMS on that MENU. Your new page will be at the bottom. Click and hold on the X immediately to the left of the item name and drag it into alphabetical order among the other items on that menu:



TROUBLESHOOTING

"The specific page I want to clone from another county doesn't appear in Step 3."

- The platform won't allow you to clone the same page twice so check CONTENT>PAGES on your site to make sure that you or another member of your staff hasn't already cloned the page to your county site.
- The other county may have chosen NOT to make the page you want available for cloning; creators of new pages have the option of checking a box that makes the page available to clone, see:



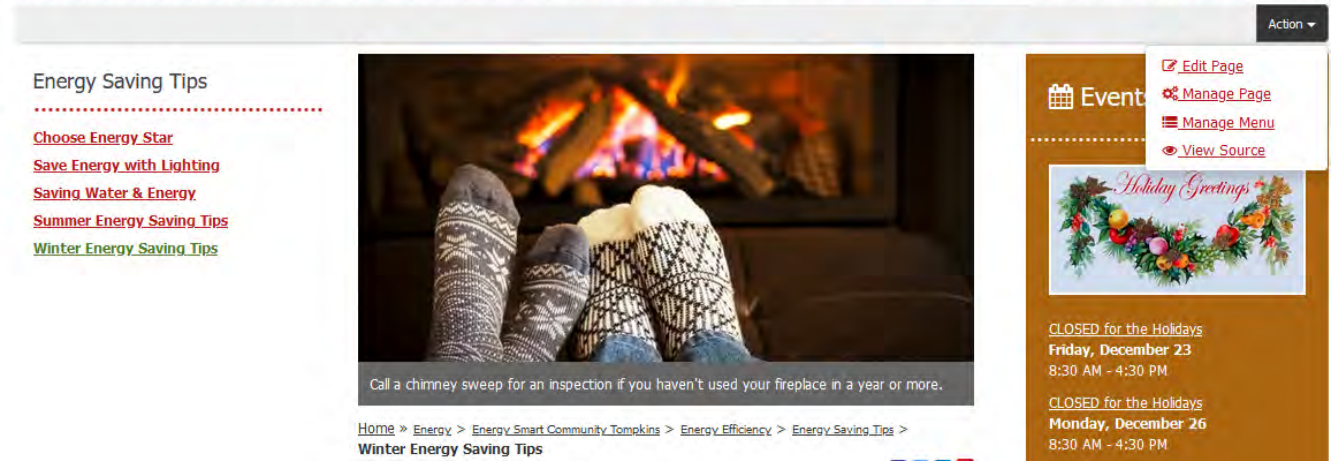
If that is the case, you can either contact the other county's SITE ADMINISTRATOR and ask if they will make that page available to clone, OR open 2nd browser and cut and paste the content you want to clone into a new page on your own site.

MANAGING CLONED PAGES

Your cloned page is an exact copy of the "Parent" page on the original site. It comes over to your website with whatever Spotlight or Masthead content it includes, and you need only choose where (what section) you want the new "Child" to be found on your site. You also may choose the name of the local staff person from the CONTACT dropdown menu, if you have a staff member who will respond to questions about the content on the "Child" page (this is optional, there will be no CONTACT listed if you don't choose someone).

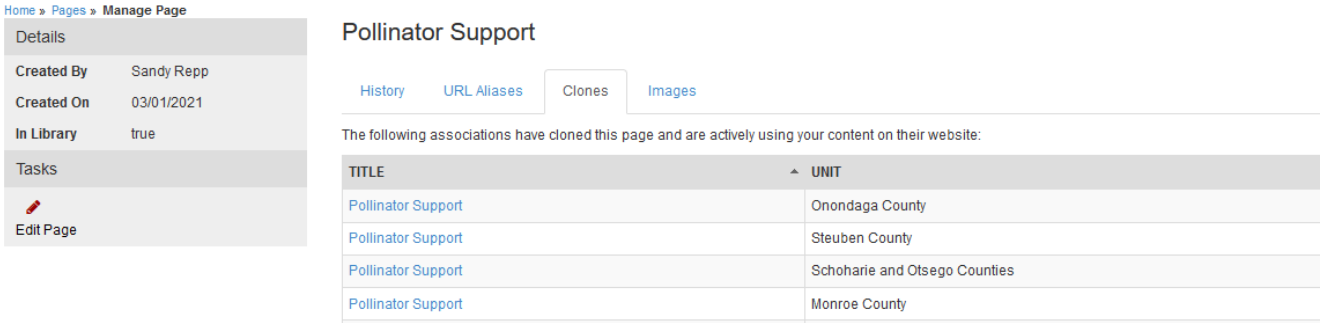
How to tell if your Page is a Child or Parent (or neither)

"Child" Page: If you "Edit" your page and the dropdown has "View Source", it is a "Child" that is cloned from another website:

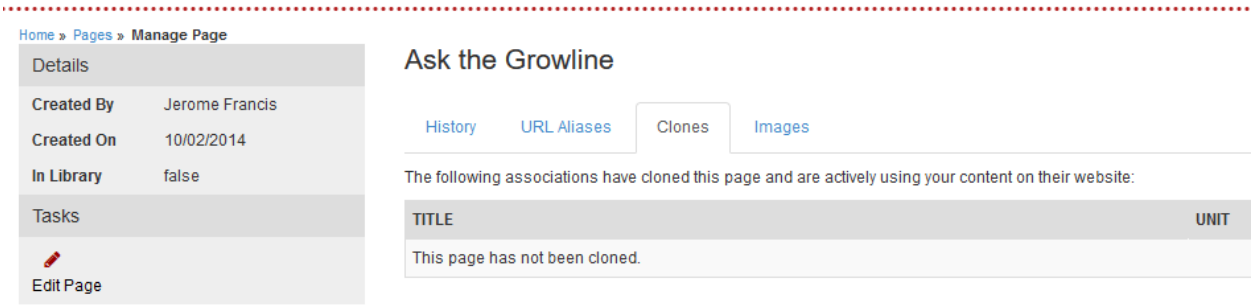


"Parent" page: If there is no "View Source", click on "Manage Page"; the next screen should have a "Clones" tab, under which there will be one of 2 things:

…a list of counties that have cloned the page, and the word "True" after "In Library" in the grey Details box at the left, which tell you that this page is a "Parent".



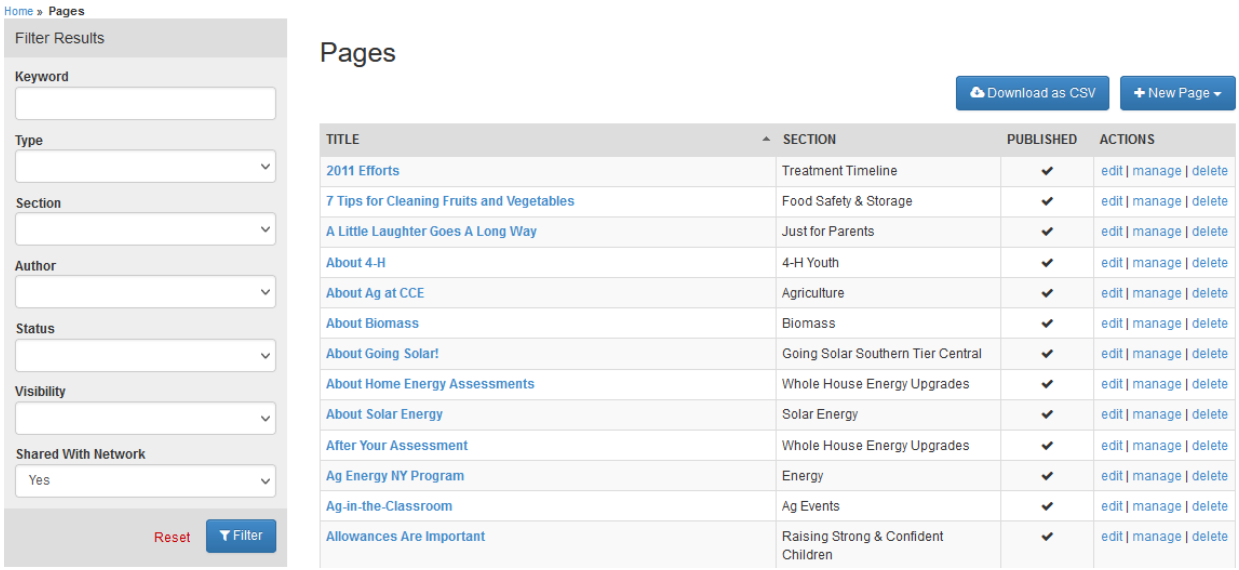
…OR, a message saying the page has not been cloned AND the word “False” “In Library” in the grey Details box at the left, which tell you that this page is NEITHER a “Parent” nor “Child”.



<u>To see a list of all designated “Parent” pages on your website</u>:

Go to Content>Pages in the top black editing bar to produce a list of all Pages on your website;

In the gray “Filter Results” box on the left, in the bottom dropdown menu for “Shared with Network” choose YES. NOTE that this produces a list of all pages for which you have checked the “Share with Network” box, to determine whether the page has been cloned, visit the page and look for the “Clones” tab under “Manage Page” as described under “Parent page” above.



Local Content: Clonable pages offered by the "Parent" site should consist entirely of content that is relevant in communities other than your own, with ***no local references in the body or sidebars*** since these pages may appear on 50 or more CCE websites across the state. Similarly, the "Child" page should add no local references other than the (optional) local Contact the "Child" site chooses on the Contact dropdown when they clone the page.

This a management issue to which all staff who work on your website should be attuned. If you as the "Parent" site have a topically relevant upcoming EVENT and you add a link to it and perhaps an ATTACHMENT (such as a handout or signup sheet) to your "Parent" page, each and every site with a "Child" page will be informed that there is new content from the "Parent" to synchronize, and if they do, your (irrelevant) Event and Attachment will appear across the state. If a "Child" page adds those same local items, the items won't be seen by the "Parent" or any other "Child" counties HOWEVER you will need to remember NOT to synchronize the pages or the updated "Parent" content will overwrite whatever you have added to that page. So, we suggest that you…

- Don't add local content to either your "Parent" or "Child" pages to make it easier to manage them;

- If you find a broken link on your "Child" page or come across a great new resource that you think will make the page better, don't just change it on your page, instead contact the "Parent" county or page author with your fix or suggestion, so that everyone who participates in this cloning system will benefit from your input.

Synchronizing Changes: When changes are made to the "Parent" page, each "Child" website will display a number over the circling arrows icon in your black editing bar, that represents the number of "Child" pages on your site that are out-of-sync with their "Parent" page:

In this example, there are 4 pages on the site that need review. Click on the symbol to reveal the Out of Sync Content list for your website.

Out of Sync Content

The following content is out of sync with the page from which it was originally cloned. Please review the original page and synchronize your copy - if you choose.

TITLE	TYPE	CHANGED	ACTIONS
About Ag at CCE	Page	12/02/2022 @ 12:56 PM	edit | view source | sync | ignore
Bed Bugs	Page	08/15/2022 @ 02:59 PM	edit | view source | sync | ignore
Houseplants	Page	07/13/2022 @ 12:58 PM	edit | view source | sync | ignore
Pollinator Support	Page	05/30/2022 @ 03:19 PM	edit | view source | sync | ignore

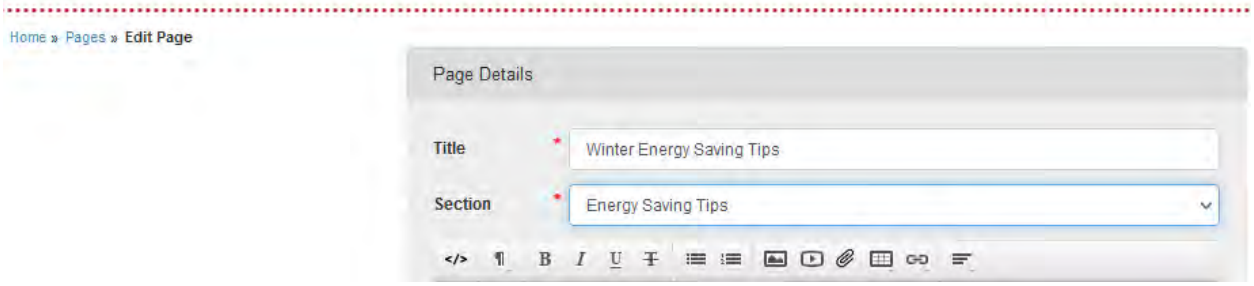
Showing 1 to 4 of 4 entries

View Source lets you see the "Parent" page and you can visually compare it to your "Child" version however changes may not be readily apparent (corrected spellings, fixing broken links, etc.)

Sync will synchronize the “Parent” and “Child” pages and will overwrite any local content you may have added to your “Child” page with the updated “Parent” content.

Ignore removes the number from the circling arrows on the editing bar and makes no changes to your “Child” page. Be aware that this means your “Child” may continue along with broken links or less-than-current information that appears on the “Parent” page.

Moving Cloned Pages: Sometimes you need to reorganize parts of your website, and this may include cloned pages. If you need to move a cloned page to a new section, first try changing the section designation by going to the “Child” page, choose “Edit” then try changing the section using the Section dropdown:



In some cases, that won’t work, and you’ll need to delete the “Child” from your site and reclone it to the new desired location.

General Cleanup: It’s really annoying when you want to find a page to clone on a particular subject and you have to scroll through a list of pages that are available to clone but are relevant only to the county that created them. To make sure you aren’t clogging up the clone list with things no other county would want to clone, please follow the instructions above under *To see a list of all designated “Parent” pages on your website* and scroll through the list of page titles. Do some of them seem like they are entirely personal to your county such as:

- *job listings for your camp personnel or other single county positions;*
- *a sign-up page for your local 4-H program*
- *local sponsorships, an annual report, or press release*
- *a description of a local event in a page format*
- *etc.*

Think about whether you would be likely to include this page from another county on your own website; if the answer is no, choose "edit" and uncheck the Share with Network box.