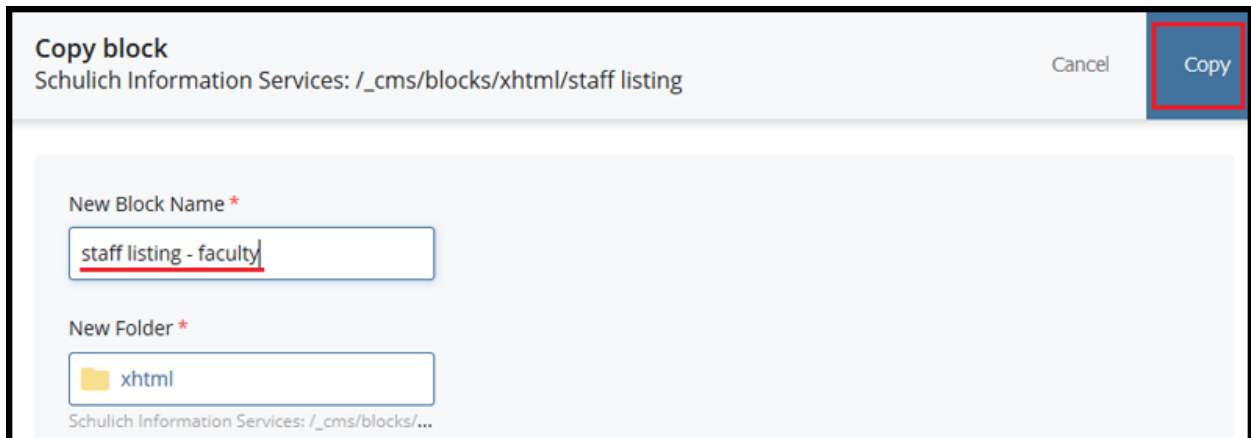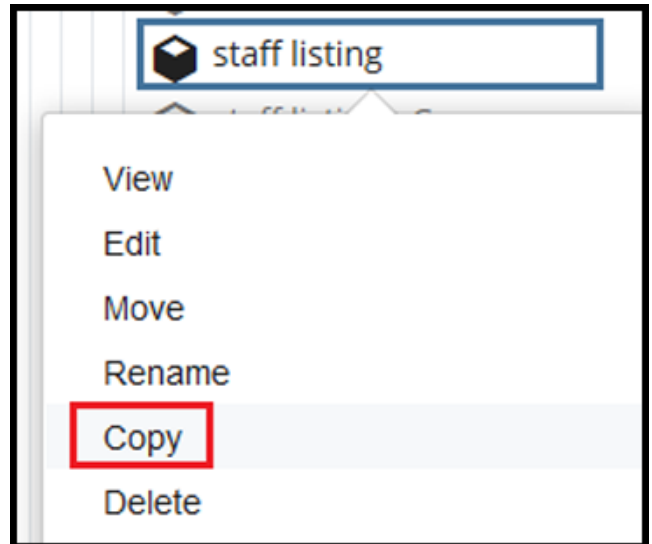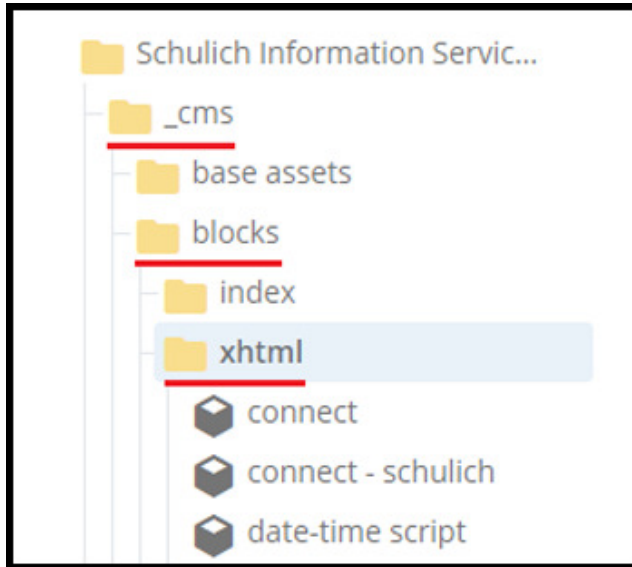# Copying Blocks

Blocks are found under: **_cms > blocks > xhtml**.

If you need to copy a block, alternate mouse click on the block you are copying, give it a new name (give it a name which will tell you what is in the block [e.g. "staff listing – faculty"]), then click "Copy".

Important

NOTE: Always make a copy of the original block to ensure original remains in tack with no changes to any coding it might contain.