Copying Form Elements

Use the **context menu** to copy and paste form elements.

Contact Data

First Name

Last Name

Options

📋 Copy

🗑 Delete

↗ Cross Reference

E-mail

GO TO OVERVIEW   SAVE   NEXT

A right mouse click on the element opens the context menu and offers you the **Copy** option.

Click on **Copy**. The context menu then closes and the element is copied to the clipboard.

Contact Data

Options

✛ New ▸

🔲 Select All

↪ Export Model

↩ Import Model

↩ Import BPMN Model

➔ Generate Model Report

↺ Undo

↻ Redo

📋 Paste ▸

　　　As Copy

　　　Copy with keywording

　　　As Link

To **Paste** the element from the clipboard, open the context menu on an empty space of the work area.

The context menu now offers the options for pasting:

- **As Copy**
- **As Copy with keywording**
- **As Link**

Related Pages:

- Creating Form Elements
- Deleting Form Elements

Contact Data

First Name

Last Name

E-mail

| GO TO OVERVIEW | SAVE | NEXT |

E-mail

Contact Data

First Name

Last Name

E-mail

Options

📋 Copy

🗑 Delete

↗ Cross Reference

| GO TO OVERVIEW | SAVE | NEXT |

Contact Data

First Name
_____

Last Name
_____

E-mail
_____

| GO TO OVERVIEW | SAVE | NEXT |

First Name
_____

E-mail
_____

NEXT

E-mail
Please enter a valid email address

E-mail
Please enter a valid email address

... then pasting occurs in the same order and positioning at the end of the form.

The copy is highlighted.

When the copy is created on the workspace, it is however not evident **how** the element was inserted (as copy or as link).

The differences in the various pasting options are described below.

Pasting a Form Element as Copy

- When pasting an element as a **copy**, a new element is created with matching data - a duplicate of the original.
- All hashtags of the original element are assumed as well.
- Changes on the copy have no effect on the original element.

The original element is duplicated and both elements are independent of each other.

Original	Original and Copy

The option **As Copy** is used if a new element is needed with almost all of the same characteristics except for the name.

Pasting a Form Element as Copy with Keywording

For the option **Copy with keywording** the same rules as for option **As Copy** apply:

- A new element is created with matching data - a duplicate of the original.
- All hashtags of the original element are assumed as well. However during inserting, a pop-up appears where the designer is able to add more keywords to the copy.
- Changes on the copy have no effect on the original element.

The original element is duplicated and both elements are independent of each other.

Original with Pop-up	Original and Copy

The option **Copy with keywording** is used, for example, if you need an element with the same name, but you want it to be distinguishable in the search function.
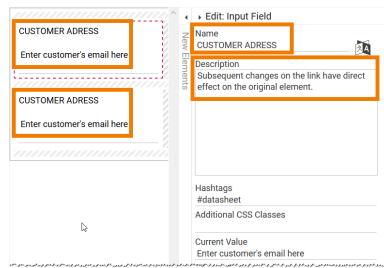
Pasting a Form Element as Link

- When an element is inserted using the option **As Link**, a new element is created in the user interface. However, both elements reference the same data record in the database, thus are the same element.
- Changes to the link have a direct effect on the original element. The elements are therefore **dependent on each other**.

Original	Original and Link

Original after changes on linked element

The option **As Link** is used if the same element is to occur at different places in the app. This applies equally to EPC and form elements. Classically, a form element used for master data input is linked to the overview where it is used as filter for the instance table. Subsequent changes to the name or other properties of the original element or one of the links immediately take effect in all other places where the element is used.

Some settings of form elements are **not** adopted if you insert the copy as link. These are:

- **Current Value**
- **Read-only**
- **Hide Input**
- **Focus on Element**
- **Show Label Inline**
- **Mandatory**