

9. Edit tool bar

A. Edit (Cut, Copy, Paste)

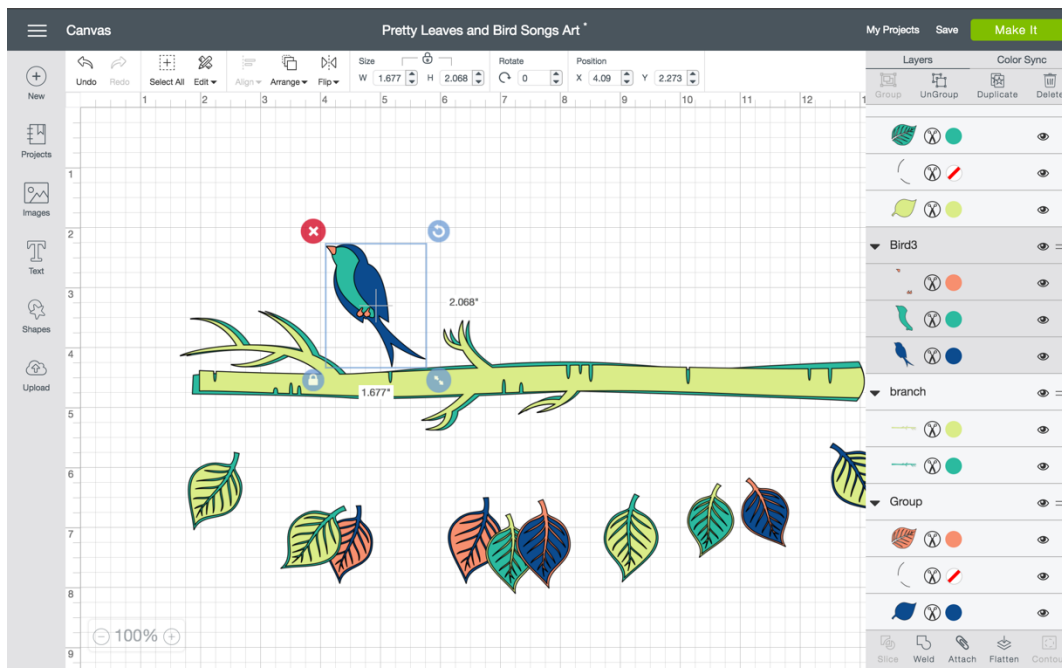
There are two ways to duplicate an image on the design screen:

1. Copy and paste
2. Duplicate on the Layers Panel

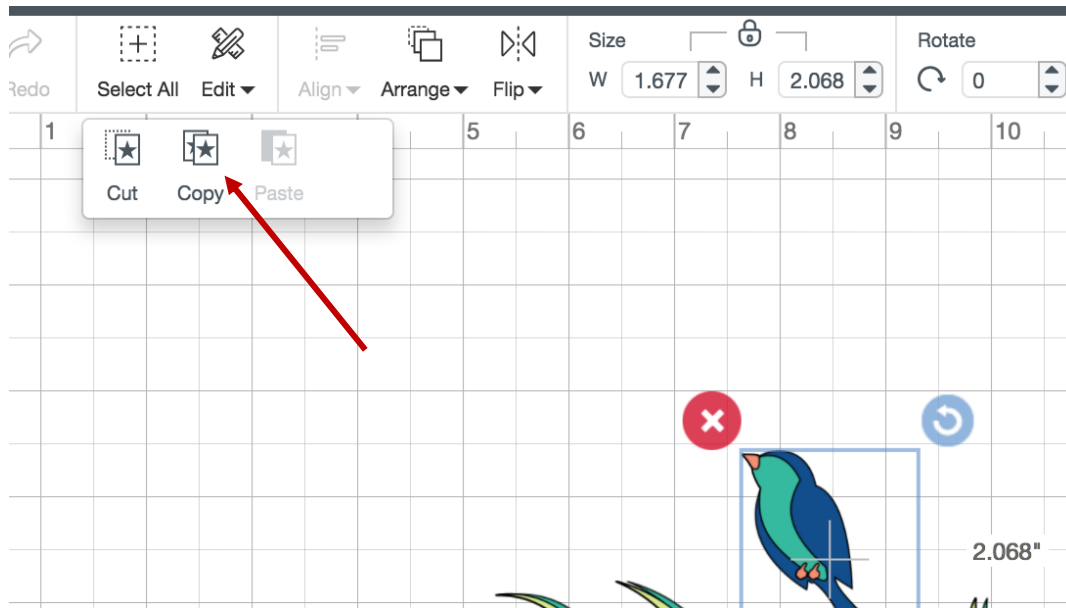
Tip: If you would like to make multiple copies of the entire project, change the number of project copies on the Mat Preview and click Apply.

Option 1 Copy and paste

Step 1 Select the image on the Canvas so that the Bounding Box appears.

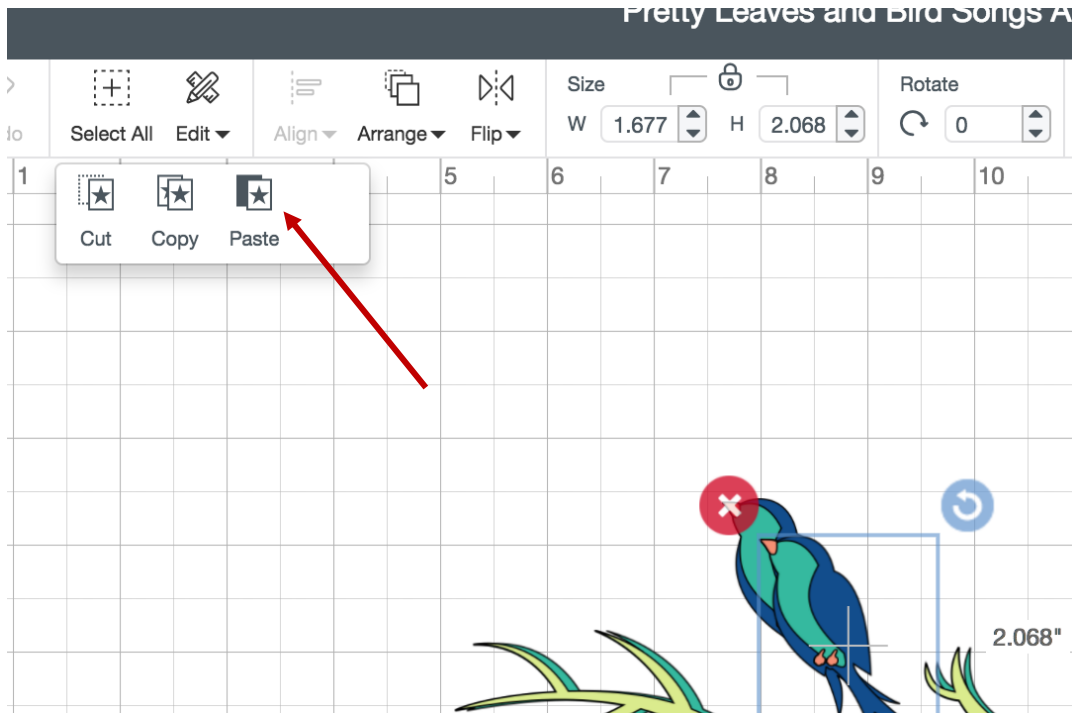


Step 2 Click *Edit* in the Edit Bar menu and select *Copy* to copy the image to your clipboard.



Tip: You can also use a keyboard shortcut. First select the image and then **Ctrl + C** (PC) or **⌘ + C** (Mac) to copy.

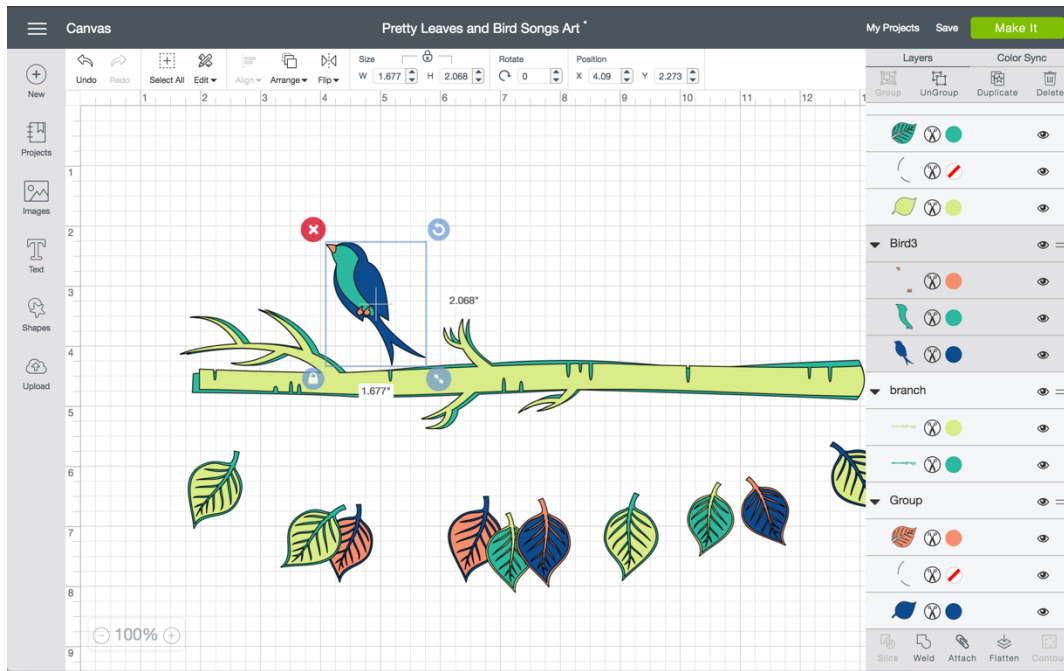
Step 3 Click *Edit* in the Edit Bar menu and then *Paste* to paste the image from your clipboard. A copy of the image will be added to the Canvas and will appear slightly offset from the original image. The new image also will be shown in the Layers Panel.



Tip: You can also use a keyboard shortcut. First select the image and then **Ctrl + V (PC)** or **⌘ + V (Mac)** to paste.

Option 2 Duplicating on the Layers Panel

Step 1 Select the image on the Canvas so that the Bounding Box appears.



Step 2 Click the Duplicate button at the top of the Layers Panel. A second copy of the image will appear slightly offset from the original image. The new image also will be shown in the Layers Panel.

