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.