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# How to copy an existing survey

LimeSurvey Drill Down Document

Often you will want to create a new survey that is similar to an existing survey in your LimeSurvey account.   You can do this by copying the initial survey, then working with the copy.

To make a copy of an existing survey in your account, please follow these steps:

Step 1:

On the **Admiration toolbar**, click the *Create, import or copy a survey* icon. The icon is pointed to by the red arrow in Figure A below.
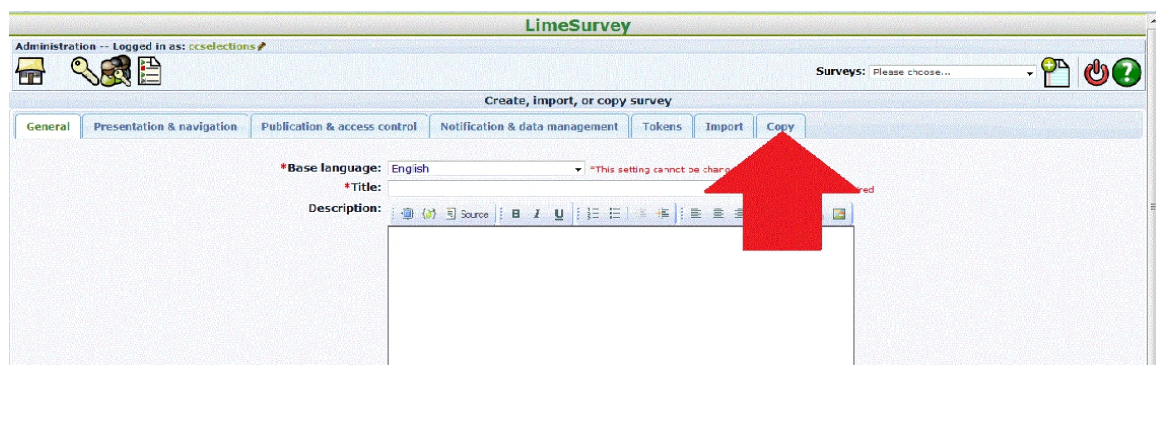
Figure A:
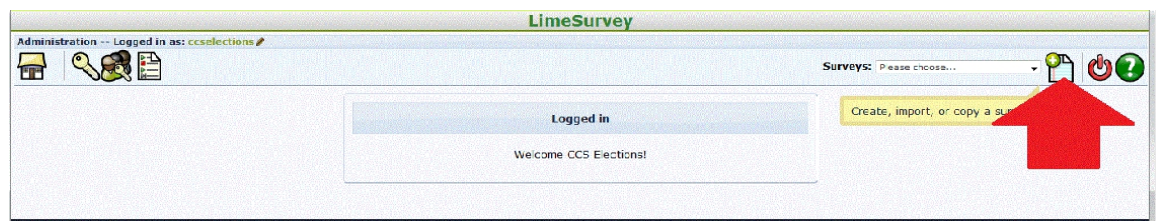
Step 2:

The form shown in Figure B below will appear. On this form, click the *Copy* tab. The *Copy* tab is pointed to by the red arrow in Figure B.
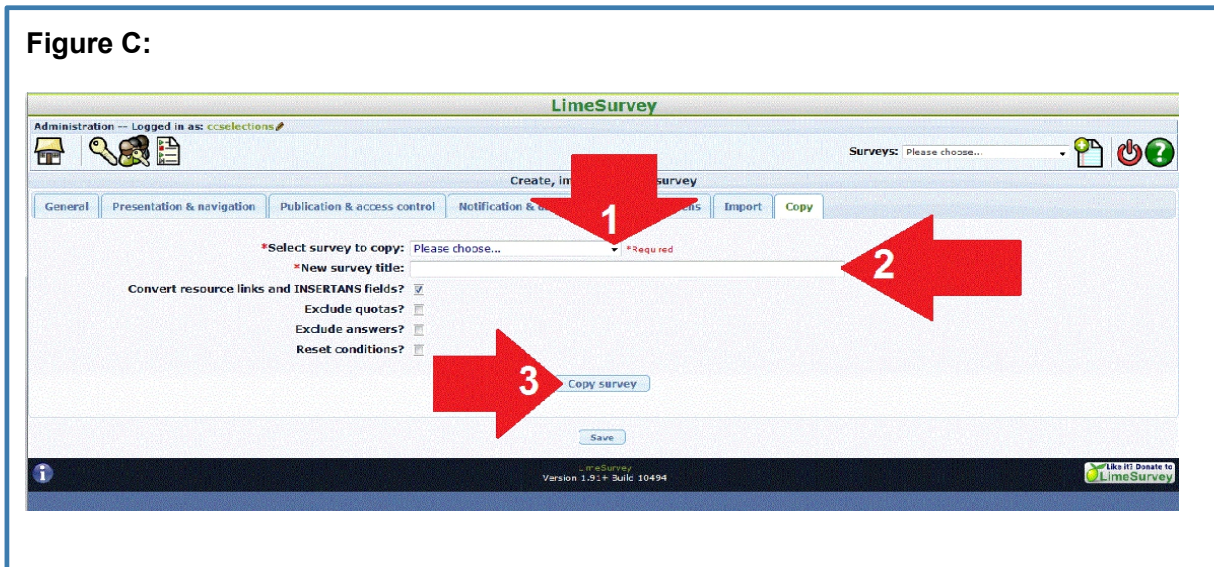
Figure B:

Step 3:

The form shown in Figure C below will appear.   Referring to Figure C:

1. Select the existing survey from the list that appears when you click the drop-down arrow pointed to by red arrow 1.

2. Enter the title for the copy you wish to make, in the text area pointed to by red arrow 2.

3. Click the *Copy survey* button, pointed to by red arrow 3.

Figure C:

After completing Step 3, you will have the original survey in your account, and you will also have the copy. The copy will have the title you specified in step 3.

Copied surveys contain all the questions in the original survey, but do not have the response data.