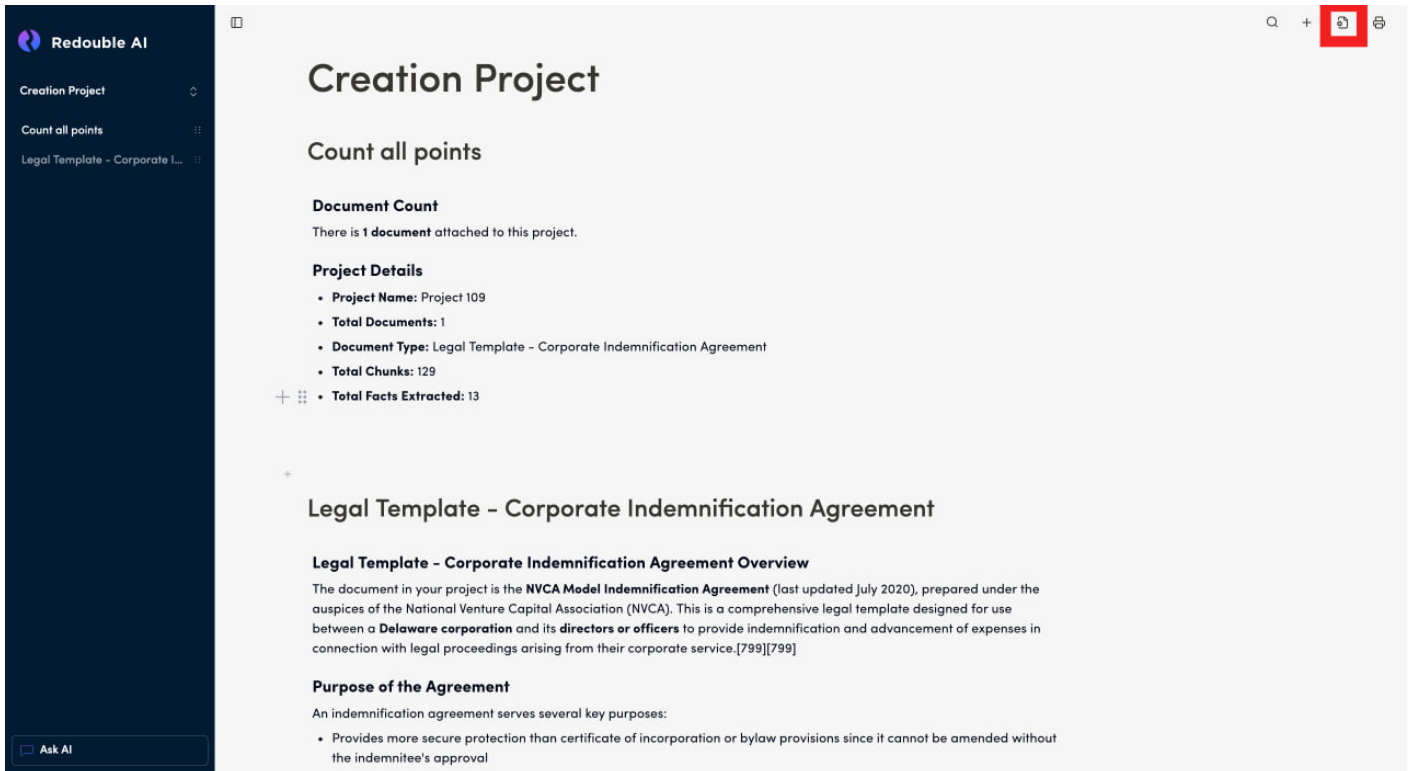


# 1.6 Copying a project

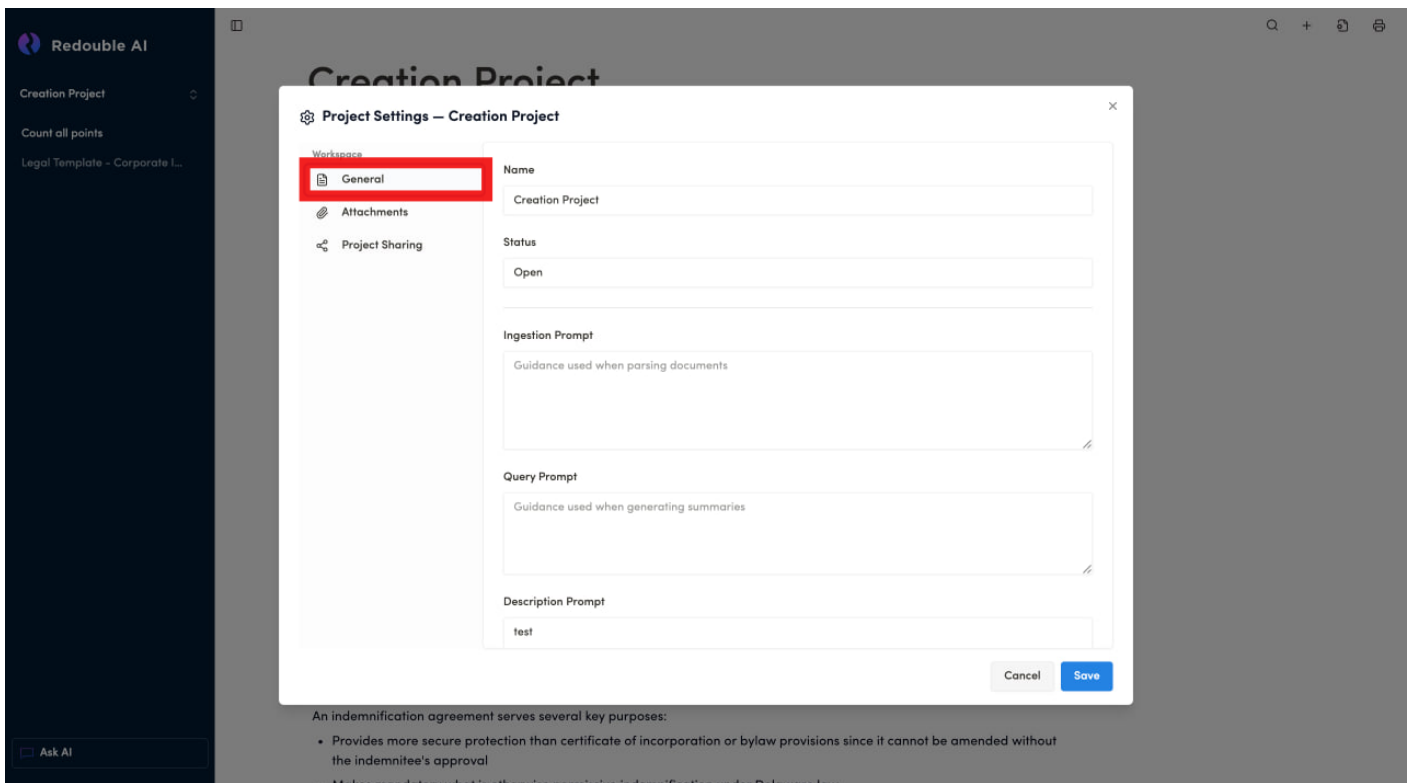
**Purpose:** Create a new project using an existing project as a template, copying the project structure and settings without duplicating input documents or answers.

## Steps:

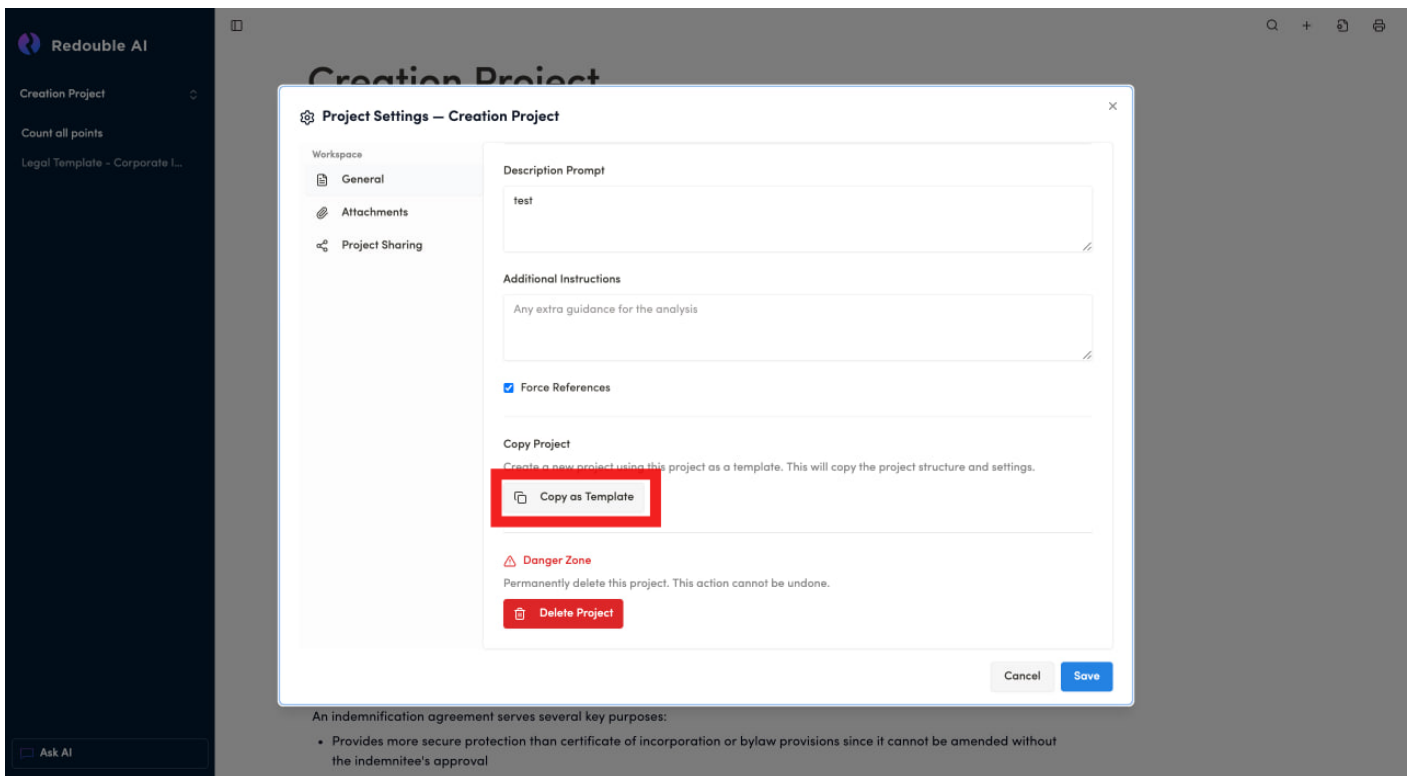
1. Click on the "Document Settings" icon in the top toolbar



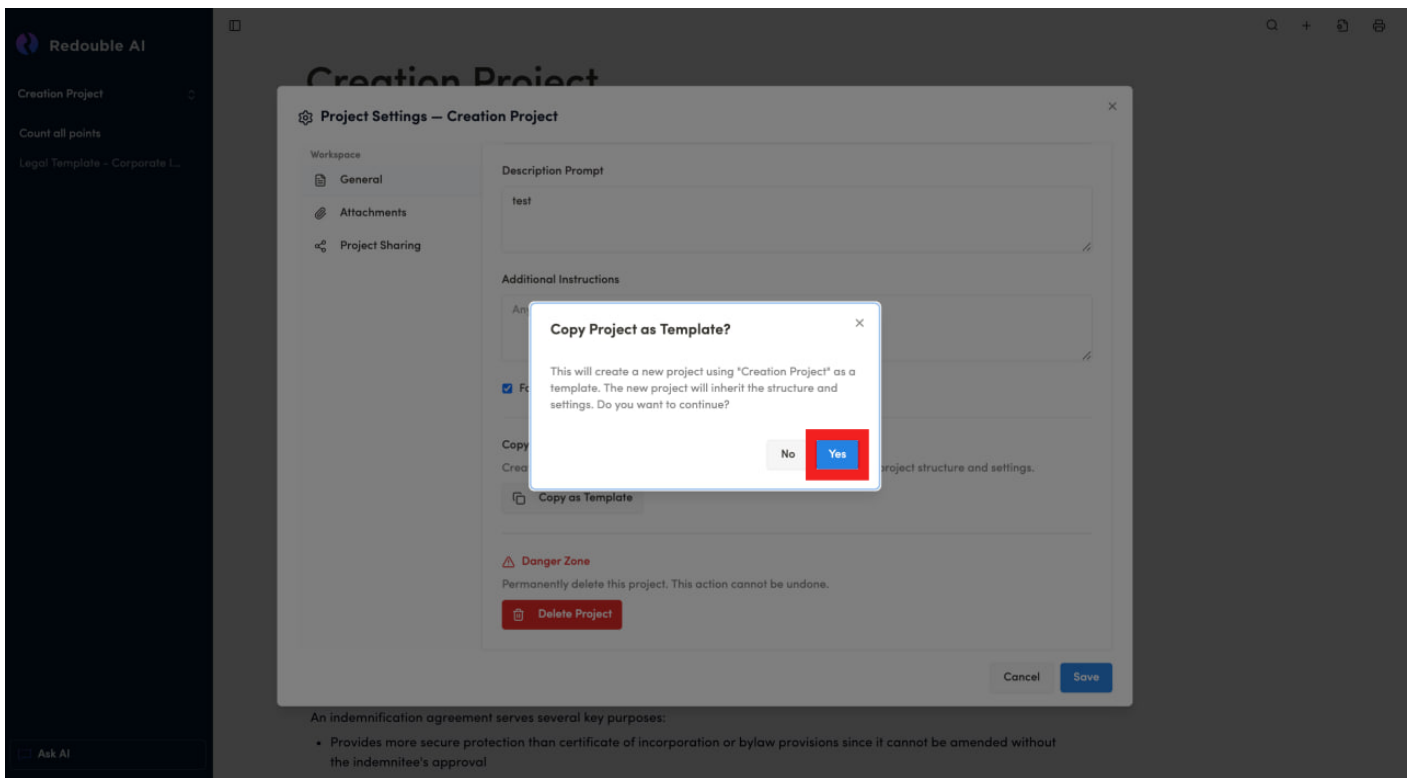
2. In the dialog window, select "General" in the "Workspace" list and scroll down to the "Copy Project" section



3. Click the "Copy as Template" button



4. Confirm that you want to copy the project in the popup



Result: The copy of the project will appear at the bottom of the dropdown list of all projects.

## What is being copied

When you copy a project as a template, the following elements are duplicated:

- Ingestion Prompt
- Query Prompt
- Description Prompt
- Additional Instructions
- Force References Setting
- Prompt Templates

## What is NOT being copied:

- **Documents:** Attachments are not copied
- **Answers:** Existing answers to any questions are not duplicated

**If you want to generate an answer in the copied project, you have to:**

- Scroll to the desired question
- Click on the "Run Evaluation" button

Redouble AI

SHIELD Copy 857

Recent news

Description

Services

Manufacturing (In-house/loc...

Segments

Products

Year founded

Raw materials for production

How win business

Ownership

HQ

Barriers to entry

Market share

Employees

Total

Full-time

Part-time

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Recent news

Run Evaluation

Description

Run Evaluation

Services

Run Evaluation

Manufacturing (In-house/location)

Run Evaluation

Revision #9  
Created 2025-10-15 12:08:57 UTC by Diana  
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