



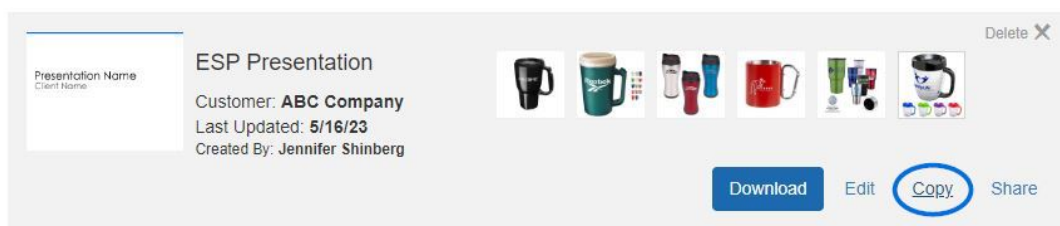
## ESP Quick Tip #66: Copy a Presentation

2023-11-27 - Jennifer M - ESP Quick Tips

To copy a presentation, log into ESP Web and click on Projects from the main toolbar.



In the My Projects section, go to the Presentation tab. Locate the presentation you would like to copy. Hover on it and then click on the Copy link.



In the Copy Presentation window, rename the presentation and select the desired location. When you are finished, click on the Create button to make changes to the copied presentation.

Copy Presentation

Created By: Jennifer Shinberg

Presentation Name \*

Copy - ESP Presentation

Customer

ABC Company

Visible to

☒ Everyone

☐ Only the Record Creator ?

☐ Teams or Individuals ?

☒ Allow users to copy presentation

Project Folder \*

☒ My Projects

☐ My Projects/ABC Company

☐ My Projects/ABC Customer Company

☐ My Projects/Adamsville Construction

Create New | Manage Projects

Cancel

Create