

# What is the difference between duplicate and copy?

When you **duplicate** a document or category, they can only be copied in the same category.

When you **copy** a document or category, you can also copy them to another category.

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Revision #1

Created 9 November 2024 12:53:39 by Peter van Driel

Updated 9 November 2024 12:53:53 by Peter van Driel