

# Duplicating a layout ticket form

Copy an existing layout ticket form as a starting point for a new layout ticket form.

1. In Layout Automation Manager, click the **Configuration** tab.
2. On the **Configuration** tab, select the layout ticket form that you want to duplicate.
3. Click **Duplicate**.
4. In the Duplicate Job Type dialog box, type a new name for the new layout ticket form.
5. Make any necessary changes to the layout ticket form, and click **Save**.