

Copying an existing layer

Rather than having to reimport the same data over and over again, or to prevent saving over a critical piece of work, you can copy an existing layer to your project using the **Copy Existing Layer** option in SKiN. The following instructions will give you a step-by-step guide on how to use the **Copy Existing Layer** function in SKiN.

Before you begin

Before you start using SKiN you need to ensure you already have data imported into SKiN and saved in your project. Please refer to the following sections for help on importing data:

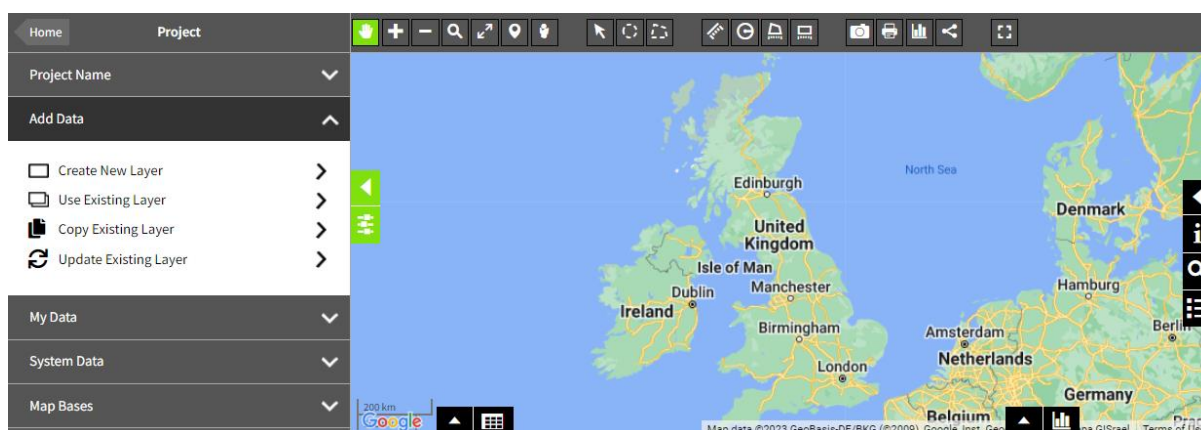
- Territories Steps – Import Data
- Territories Steps – Manually Add Data



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Copy an Existing Layer

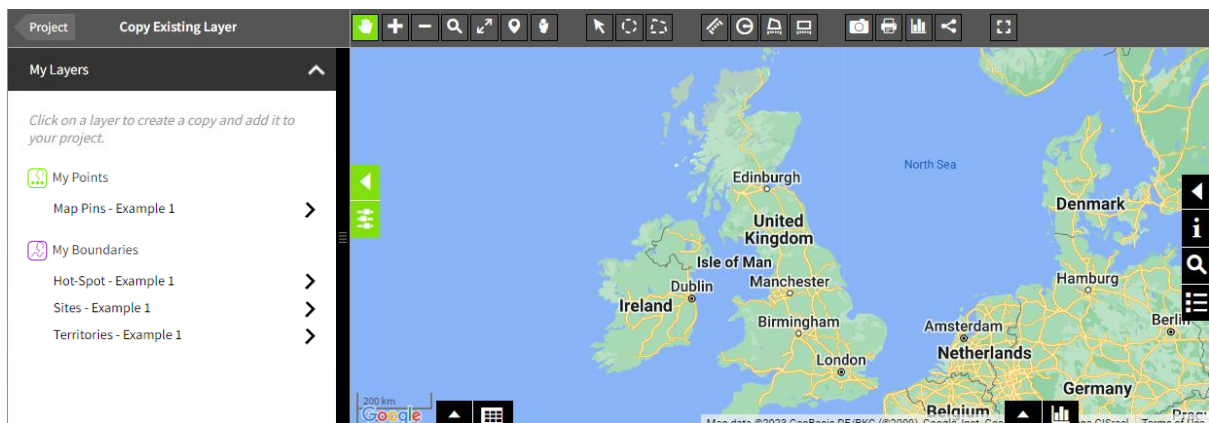
- To use the **Copy Existing Layer** tool, **Open an existing project** and then choose **Add Data, Copy Existing Layer**.



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Add the Copied Layer

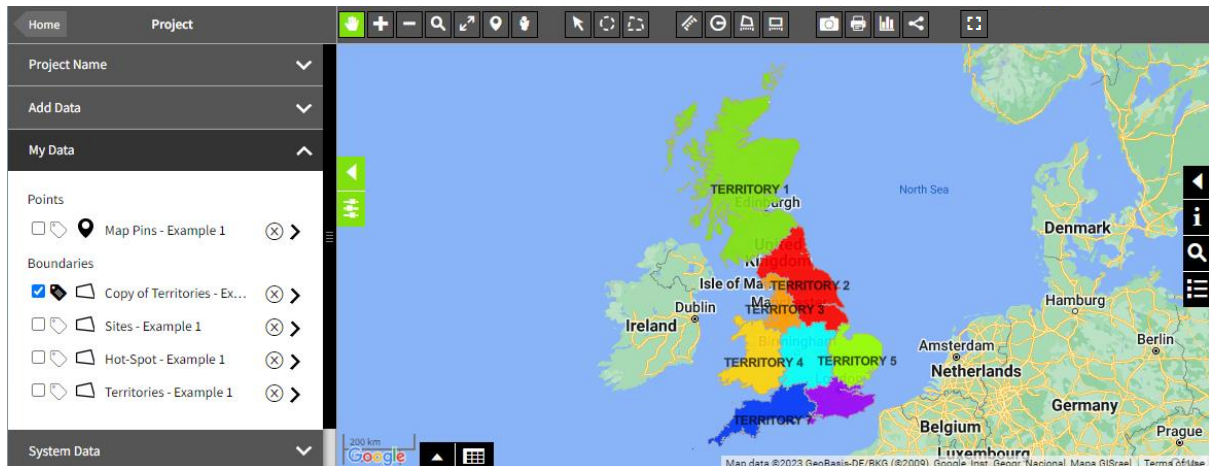
- A list of all the layers within the project will be displayed. The layers are grouped into two sections. **My Points** (Map Pin layers) and **My Boundaries** (Catchment, Hot-Spot and Territory layers). Select the layer that you want to copy by clicking on it. Your copied layer will then be added to your project. You can copy as many layers as you want to by clicking on the layer name and copying one layer at a time.
- When you have copied all the layers that you require, press the **Project back arrow** to return to the **Project Editor**.



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Return to the project

- All of the layers that you have copied will now be included within the **My Data** section of the **Project Editor** panel. The name of the copied layer will be displayed with the prefix 'Copy of' before the name of the layer that you have chosen to copy.



What do you want to do next?

Once the layers are copied to your project you may want to add or remove components from your territories, or you may wish to create a new territory. Please refer to the following sections of the support area for further assistance:

- Refer to: **Territories Steps – Add or Remove Components**
- Refer to: **Territories Steps – Create New Territory**
- Refer to: **Territories Panel** (help guide)
- Contact: **Geoplan Support**