



# **COPY COMPONENTS AN EXTENSION FOR SHAREPOINT**

---

TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática Lda  
14/11/2024

Q02-Mod01-EN V.1.0.4



## INDEX

---

<b>1</b>	<b>DOCUMENT VERSION HISTORY .....</b>	<b>1</b>
1.1	Version History.....	1
<b>2</b>	<b>SUMMARIES .....</b>	<b>3</b>
2.1	Overview.....	3
<b>3</b>	<b>REQUIREMENTS .....</b>	<b>5</b>
3.1	SharePoint Online Environment .....	5
3.2	Permission levels .....	5
<b>4</b>	<b>INSTALLATION .....</b>	<b>7</b>
4.1	Access the App Source or SharePoint Store .....	7
4.2	Search for Copy Components .....	7
4.3	Add the App to Your SharePoint Site.....	7
4.4	Confirm Installation.....	7
4.5	Deploy the App.....	8
4.6	Activate the Extension.....	8
<b>5</b>	<b>USER INTERFACE.....</b>	<b>9</b>
5.1	'Copy Components button.....	9
5.2	Modal .....	10
5.2.1	Modal Components.....	11
<b>6</b>	<b>USAGE.....</b>	<b>13</b>
6.1	Step-by-step.....	13



## FIGURE INDEX

---

Figure 1 - 'Copy Components' button on page edit mode .....	9
Figure 2 – Modal .....	10



## TABLE INDEX

---

Table 1 - Name and Document Content .....	1
Table 2 - Version History .....	1



COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
Trpd_spo_ext_copycomponents_technicaldocumentation.pdf	Technical Documentation

### 1.1 VERSION HISTORY

Table 2 - Version History

VERSION HISTORY						
NO.	AUTHOR	DATE	REVISIONED BY	REVISION DATE	APPROVED BY	APPROVAL DATE
1.0.0	Henrique Serafim	14/11/2024	Bruno Teixeira	14/11/2024	Bruno Teixeira	14/11/2024



# TECHNICAL DOCUMENTATION

COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

Page intentionally left blank.



COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 2 SUMMARIES

---

### 2.1 OVERVIEW

Copy Components is an SPFx (SharePoint Framework) application customizer designed to enhance productivity by allowing users to copy controls from one SharePoint page to another. This tool ensures that the copied controls retain their original section and column structure, making it easier to replicate page layouts and maintain consistency across different pages. It's particularly useful for users who frequently need to duplicate complex page designs without manually recreating each element.



# TECHNICAL DOCUMENTATION

COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

Page intentionally left blank.





COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 3 REQUIREMENTS

---

Before proceeding with the installation and deployment of the **Copy Components an extension for SharePoint**, ensure that the following requirements are met:

### 3.1 SHAREPOINT ONLINE ENVIRONMENT

The extension is designed specifically for SharePoint Online. Ensure you have an active SharePoint Online environment.

### 3.2 PERMISSION LEVELS

You must have the necessary permissions to add and manage SharePoint apps on your site.



# TECHNICAL DOCUMENTATION

COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

Page intentionally left blank.



COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 4 INSTALLATION

---

Follow these steps to install the Copy Components an extension for SharePoint from the Microsoft App Source or SharePoint store:

### 4.1 ACCESS THE APP SOURCE OR SHAREPOINT STORE

Navigate to the Microsoft App Source or the SharePoint store from your SharePoint site.

### 4.2 SEARCH FOR COPY COMPONENTS

In the search bar, type "Copy Components" and locate the app in the search results.

### 4.3 ADD THE APP TO YOUR SHAREPOINT SITE

Click on the app and select "Add to Site" or "Get It Now" to add the app to your SharePoint site.

### 4.4 CONFIRM INSTALLATION

Follow the prompts to confirm the installation. You may need to provide necessary permissions for the app to function correctly.



COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 4.5 DEPLOY THE APP

Once the app is added, go to your Site Contents and locate the Copy Components app and click on the app to deploy it to your site.

## 4.6 ACTIVATE THE EXTENSION

After deployment, ensure the Copy Components extension is activated on your site. This might involve configuring the app settings according to your needs.



COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 5 USER INTERFACE

### 5.1 'COPY COMPONENTS BUTTON

The 'Copy Components' button dynamically appears when the page is on edit mode.

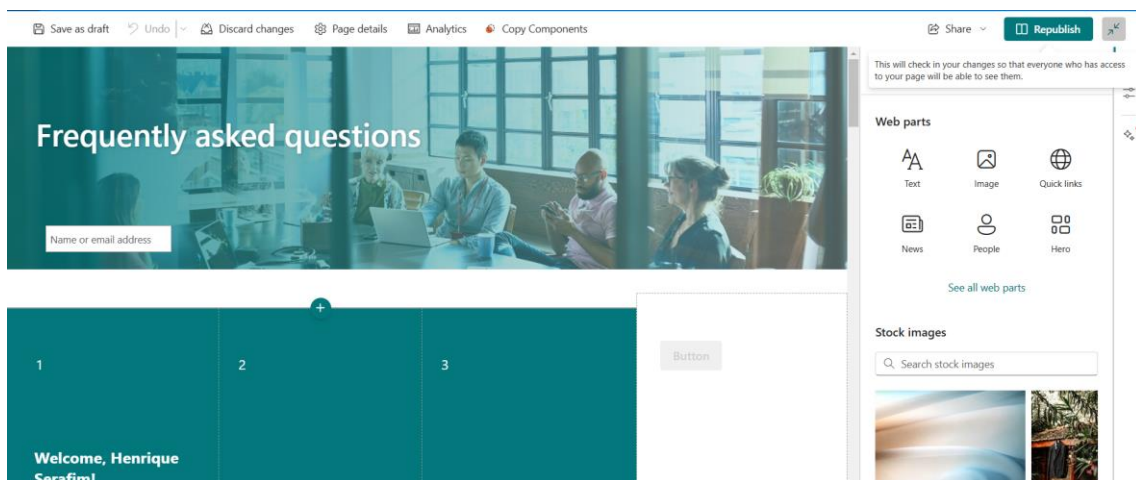


Figure 1 - 'Copy Components' button on page edit mode

<p><b>COPY COMPONENTS AN EXTENSION FOR SHAREPOINT</b></p>	<p>Date: 14/11/2024</p>
	<p>Revision No.: 1.0.0</p>

## 5.2 MODAL

### Copy Components

Choose the destination for your copied component

**Website \***

v

**Page \***

v

Select the Components you would like to copy \*

**Section 1**

Column 1

Banner

**Section 2**

Column 1

Text

welcome...

Column 2

Text

Column 3

Text

Copy

Cancel

Figure 2 – Modal



COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 5.2.1 MODAL COMPONENTS

### 5.2.1.1 DESTINATION SITE SELECTION

Choose the destination site collection or web.

### 5.2.1.2 DESTINATION PAGE SELECTION

Choose the destination page.

### 5.2.1.3 LAYOUT SELECTION

The layout selection feature provides a detailed view of the page's structure, focusing on sections, columns, and controls:

- **Sections:** These are the primary building blocks of the page layout. Each section can contain multiple columns and controls. Users can select entire sections to copy their structure and content.
- **Columns:** Within each section, columns organize the content into vertical segments. Users can select individual columns to copy their specific layout and controls.
- **Controls:** Controls are the individual elements within columns, such as text, images, and web parts. Users can select specific controls to copy only the desired elements.

This hierarchical view allows users to easily navigate and manage the page layout, ensuring precise control over the content they wish to replicate.



# TECHNICAL DOCUMENTATION

COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

Page intentionally left blank.





COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

## 6 USAGE

---

### 6.1 STEP-BY-STEP

- 1 - Open the Web Part Extension
  - a) Navigate to the SharePoint page where the SPFx extension is added.
  - b) Ensure you are in edit mode to see the extension's button.
  - c) Click the button rendered by the extension to open the modal.
  
- 2 - Select a Site
  - a) In the modal, use the '**Site Picker**' to select the target site where you want to copy the layout.
  - b) Click on the dropdown and either search for or select the desired site.
  
- 3 - Choose a Page
  - a) Once a site is selected, use the '**Page Dropdown**' to choose the specific page within the selected site.
  - b) Select the page where you want to paste the copied layout.
  
- 4 - View Sections and Columns
  - a) The modal will display the current page's layout, organized into sections and columns.
  - b) Each section and column will be listed with checkboxes for selection.
  
- 5 - Select Sections, Columns, and Controls
  - a) **Sections:** To copy an entire section, check the box next to the section name.



COPY COMPONENTS AN EXTENSION FOR SHAREPOINT	Date: 14/11/2024
	Revision No.: 1.0.0

**b) Columns:** To copy specific columns within a section, check the boxes next to the column names.

**c) Controls:** To copy individual controls within a column, check the boxes next to the control names.

## 6 - Copy the Layout

**a)** After selecting the desired sections, columns, and controls, click the '**Copy**' button.

**b)** A spinner will appear, indicating that the copying process is in progress.

## 7 - Information

**a)** You will receive information about the success or failure of the copying process.

## 8 - Paste the Layout

**a)** Navigate to the target site and page you selected earlier.

**b)** The copied layout will be pasted to the selected page, replicating the structure and content.

## 9 - Save and Publish

**a)** After the copying process the destination page will have the copied components saved and the page published automatically.

This guide ensures you can efficiently use the Copy Components to manage and replicate page layouts across different sites and pages. If you encounter any issues, refer to the notifications and logs for troubleshooting.