# How to Copy a Task and Multiple Tasks form One Project to Another in DreamTeam

To copy a single task:

1. Go to Project A
2. Select Task you wish to copy
3. Right-click on the task and select the "copy task" option
4. Go to Project B
5. Select the Row where you wish to copy the task to
6. Right-click and select paste task

To copy a multiple tasks:

1. Go to Project A
2. Select the summary task for the set of tasks that you wish to copy
3. Right-click on the summary task and select copy task
4. Go to Project B
5. Select the Row where you wish to copy the task to
6. Right-click and select paste task