

## Content Item: Copy Items

Last Updated Monday, 09 April 2007

Type:

com\_content

Access:

menu=>Content=>Content Item Manager->Copy

or

Quick Icon=>Content Item Manager->Copy

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Content Item: Copy

Description:

This function enables a single Content Item or multiple Content Items to be copied from one Section/Category to another. Simply having selected the radio button next to the Content Item(s) in the Content Item Manager and clicking the Copy icon opens this screen.

Toolbar:

**Save:** Click the Save icon, after the target Section/Category has been selected from the drop down list of existing Section/Categories, to complete the copy of the Content Item.

Cancel: Clicking Cancel at any point ends the current copy session and returns the display to the Content Item Manager screen. The Copy session will be completely lost and must be restarted - if needed.

Help: Click the Help icon at any time to view this Help Screen.  
Details:

Copy to Section/Category: Select the Section/Category from the displayed drop down list of existing Sections/Categories to which the Content Item is to be copied.

Items being Copied: This field lists the Content Items that are the subject of the current Copy process.  
Related Information:

TinyMCE WYSIWYG Editor  
User Access Levels  
Global Configuration

No WYSIWYG Editor

MOS Image Editor Button  
Related Items Module

MOS Pagination  
Calendar  
Link - Content Item

MOS Pagebreak Editor Button  
Page Impression Statistics

MOS Image  
Section Manager

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

