

Copy Section

Last Updated Monday, 09 April 2007

Type:

com_section

Access:

menu=>Content=>Section Manager->Copy

or

Quick Icon=>Section Manager->Copy

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Copy Section

Description:

This function allows a copy of an existing Section - along with all its Categories and Content Items - to be created under a new name.

Toolbar:

Save: Click the Save icon, after the target Section name has been entered into the Copy to Section field, to complete the copying of all the Categories and the Content Items from the current Section.

Cancel: Clicking Cancel at any point ends the current copy session and returns the display to the Section 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: Enter the name of the new Section in this field. Check the Categories and Content Items being copied are correct, before clicking the Save button, as above.

Categories being Copied: This column provides a list of all the Content Categories that will be copied to the new Section as a result of this action. The Categories and the Content Items they contain can be adjusted once the Copy has been completed. Any such changes would only affect the copies of those Categories and Content Items in this Section and not the original 'donor' Section.

Content Items being Copied: This column provides a list of all the Content Items that will be copied to the new Section as a result of this action. The individual Content Items that are copied can be managed, as necessary, in the appropriate Content Items Manager.

Related Information:

[Section Manager](#)
[Category Manager](#)

[Section: New](#)
[Archive Manager](#)

[Section: Edit](#)
[Trash Manager](#)

[Content Items](#)

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!

The User Documentation Team