

Category: Copy [Content All]

Last Updated Monday, 09 April 2007

Type:

com_categories /copysselect

Access:

menu=>Content=>Category Manager->copysselect

or

Quick Icon=>Category Manager->copysselect

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Copy Category

Description

The Copy Category screen is displayed when the Copy icon is selected from the Category Manager [Content All]. It allows a specific Category, or multiple Categories, to be copied into a different Section. When the Category is being copied, all of its appended Content Items are copied as well. Any Content Items not required in the copied Category can be removed/modified using the Content Item Manager.

Toolbar

Save: Click the Save icon, after the target Section has been selected from the drop down list of existing Section, to complete the copying of the Category and all of the appended Content Items to the target Section.

Cancel: Clicking Cancel at any point ends the current copy session and returns the display to the Category 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.
Columns:

Copy to Section: Select the Section name, from the displayed list of current Sections, to where the Category, and all of its appended Content Items, is to be copied. Then click the Save icon.

Categories being moved: This column displays a list of the Categories that will be copied to the target Section, selected above.

Content Items being moved: This column displays a list of the Content Items, contained within the Categories being copied, that will also be transferred to the target Section, selected above.

NOTE: It is not possible to edit either of the last two fields from within this screen.

Related Information:

[Content Item Manager](#)

[Section Manager](#)

[Copy Category](#)
[Category 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!

The User Documentation Team