

## Menu Manager: Copy Menu

Last Updated Monday, 14 May 2007

Title:

com\_menus - copyconfirm

Access:

menu=>Menu=>Menu Manager=>Copy

User Level:

Administrator; Super Administrator.

Screenshot:

Menu Manager - Copy Menu

Description:

Use this function to create a duplicate Copy of an existing Menu.

Toolbar:

**Copy:** Once the New Menu Name and New Module Name are entered in the fields provided click the Copy icon to complete the copying process. The changes will be saved and the new Menu will appear with the entered details in the Menu Manager. The new Module will appear in the Module Manager [ Site ] where it can be edited. The screen display will return to the Menu Manager.

**Cancel:** Clicking Cancel at any point ends the current editing session and returns the display to the Menu Manager screen. Any changes made since the session commenced will be lost.

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

Details:

**New Menu Name:** Enter the title of the copied Menu as it will be displayed in the Menu Manager. This name is used by Joomla! in code references to this Menu. It is preferable not to use spaces in this name. Either compress the name for example: mainmenu2 or use underscores main\_menu\_2. The name entered here must be unique.

**New Module Name:** Enter the name to be used for the copied Menu as it will be displayed in the Front-end of the web site when/if it is published. This is also the name of the new copy of the mod\_mainmenu that is created and under which it is listed in the Module Manager. This field is only available for new Menus and does not appear on the screen for the Menu Details - Edit function of the Menu Manager.

To modify the display name of the Menu after the initial creation access the mod\_newmenuname in the Module Manager [ Site ].

**Menu being copied:** This field displays the name of the existing Menu that is being copied.

**Menu Items being copied:** This field displays all of the Menu Items that will be copied to the new Menu. These Items can be edited once the new Menu has been created, and new Menu Items can be added.

Related Information:

Menu Manager [ mainmenu ]  
Menu Manager  
Copy Menu Item

Menu Manager [ othermenu ]  
Move Menu Item  
Web Link items

Menu Manager [ topmenu ]  
New/Edit Menu  
Web Link Categories

Menu Manager [ usermenu ]  
Trash Manager  
Manage Contacts

Module Manager [ Site ]

Move Menu Item  
Contact Categories

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