

Duplicating a View



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Goal

Create a page listing recipes by duplicating the existing Vendors view. Modify the page so that the recipes are displayed in a grid and can be filtered by ingredients.

Prerequisite knowledge

- [Concept: Uses of Views](#)
- [Concept: The Parts of a View](#)
- [Creating a Content List View](#)

Site prerequisites

- The Vendor and Recipe content types must exist; both must have Main image fields, and the Recipe content type must have an Ingredients field. Your site must also have a couple of Recipe content items. See [Adding a Content Type](#), [Adding Basic Fields to a Content Type](#), [Setting Up a Taxonomy](#), [Changing Content Entry Forms](#), and [Creating a Content](#)

[Item](#).

- The Vendors view must exist. See [Creating a Content List View](#).

Steps

1. In the *Manage* administrative menu, navigate to *Structure > Views* (*admin/structure/views*). Find the view "Vendors" and click *Duplicate* in its dropdown button. (Note that the names of views that came with your installation profile are shown in English on this page; see [Concept: User Interface, Configuration, and Content translation](#) for an explanation.)

Home > Administration > Structure

Views ☆

List Settings

+ Add view

Filter by view name, machine name, description, or display path

Enabled

View name	Machine name	Description	Displays	Operations
Comments	comment	Find and manage comments.	Page (/admin/content/comment) Page (/admin/content/comment/approval)	Edit ▼
Taxonomy term	taxonomy_term	Content belonging to a certain taxonomy term.	Feed (/taxonomy/term/%/feed) Page (/taxonomy/term/%)	Edit ▼
Vendors	vendors		Page (/vendors)	Edit ▲ Duplicate Disable Delete
Watchdog	watchdog	Recent log messages	Page (/admin/reports/dblog)	
Who's new	who_s_new	Shows a list of the newest user accounts on the site.	Block	Edit ▼
Who's online block	who_s_online	Shows the user names of the most recently active users, and the total number of active users.	Block	Edit ▼

2. Name the duplicate "Recipes" and click *Duplicate*. The view configuration page appears.
3. To change the title of the view page to "Recipes", click Vendors in the *Title* field under *Title*. The *Page: The title of this view* pop-up appears. Enter "Recipes". Click *Apply*.

Title

Recipes

This title will be displayed with the view, wherever titles are normally displayed; i.e, as the page title, block title, etc.

Apply

Cancel

4. To change from a table to a grid format, click *Table* in the *Format* field under *Format*. The *Page: How should this view be styled* pop-up appears. Check *Grid* and click *Apply*. The

Page: Style options pop-up appears. Retain the default values and click *Apply*.

5. To retain only the title and image fields for the Recipes view, click *Content: Body* under *Fields*. Click *Remove* in the pop-up that appears.
6. To change the content type filter to use the Recipe content type, click *Content: Type (=Vendor)* under *Filter criteria*. In the *Configure filter criterion: Content: Type* pop-up, check *Recipe* and uncheck *Vendor*. Click *Apply*.
7. To add a further filter that is exposed to visitors, click *Add* in the dropdown button under *Filter criteria*. Search for "ingredients" and check "Ingredients (field_ingredients)". Click *Add and configure filter criteria*.
8. The appearing pop-up offers extra settings on vocabulary and selection type. Click *Apply and continue*. The next pop-up allows you to expose this filter to visitors. Fill in the fields as shown below, and click *Apply*.

Field name	Explanation	Example value
Expose this filter to visitors, to allow them to change it	Allow visitors to filter and search	Checked
Required	Whether a value has to be provided or not	Unchecked
Label	Label shown for this filter on the view page	Find recipes using...

Appears in: recipe.

☒ Expose this filter to visitors, to allow them to change it

☐ Required

Filter type to expose

☒ Single filter

☐ Grouped filters

Grouped filters allow a choice between predefined operator|value pairs.

Label

Find recipes using...

Description

☐ Limit the available operators

Limit the available operators to be shown on the exposed filter.

Apply

Cancel

Remove

9. To change the *Path* label field to "Recipes", click "/vendors" in the *Path* field under *Page settings*. In the pop-up that appears, enter the path "recipes" and click *Apply*. Note that when editing a view, you enter paths without the leading "/", unlike on other administrative pages (such as when providing a path to a content item page).
10. To change the menu link title, click "Normal: Vendors" in the *Menu* field under *Page settings*. In the pop-up that appears, change the title to "Recipes" and click *Apply*.
11. In order to use Ajax (see [Ajax entry in the Glossary](#)) to make filtering and paging faster for users, under *Advanced > Other*, click *No* in the *Use AJAX* field. Check *Use AJAX* in the pop-up that appears, and click *Apply*.
12. Click *Save* to save the view.
13. Go back to the home page and click Recipes in the navigation to view the new Recipes page.

Anytown Farmers Market

Menu

RSS feed

Home

Recipes ☆

Find recipes using...

Apply



Fresh Carrots



Green Salad

Hours and location

Open: Sundays, 9 AM to 2 PM, April to September

Location: Parking lot of Trust Bank, 1st & Union, downtown

Expand your understanding

The link to the view in the main navigation will probably not be in the right place. Change the order of the menu links in the main navigation. See [Changing the Order of Navigation](#).

Related concepts

- [Planning your Content Structure](#)
- [Ajax entry in the Glossary](#)

Videos

Duplicating a View

- #4
- cocobook-sync

2026-10-28 16:15:47 UTC
- cocobook-sync

2026-10-29 04:14:58 UTC