Copy ‘Text/Multimedia’ Content Item to Another Item Using HTML - To Retain the Formatting

1. In your course, under author, click the item you want to move. The content item will open.

2. At the bottom of the Visual Editor, click “HTML.” The “HTML” page will open.
3. Select the entire HTML in the Visual Editor and copy.

   Note: To copy the text on a Mac: Command and C, on a PC: Ctrl and C

4. Go to the item you would like to copy the HTML to. Once there, click “HTML” and paste the HTML into the Visual Editor. Then click “Save Changes.”