Copying and pasting in the HTML editor

How can I cut, copy, and paste information in the HTML editor?

- **Tips, Tricks, and Recommendations**
  - **Do**
  - **Don't**
  - Using the Clipboard Toolbar
  - Using Right-Click Menus
  - Using Keyboard Commands
    - Cutting, Copying, and Pasting
    - Selecting
  - After Hours D2L Help

**Tips, Tricks, and Recommendations**

**Do**

- Use 😁 **Paste as Plain Text** to strip formatting. Complex formatting from outside documents can be difficult to update in the HTML editor.

**Don't**

- Copy and paste materials from outside the HTML editor on other D2L pages. When you copy from outside the HTML editor, you can accidentally pick up hidden D2L web page code along with the material you intend to copy. Then, when you paste those invisible fragments of web page code into the HTML editor for another D2L page, it can break that page.

**Using the Clipboard Toolbar**

The basic clipboard tools—— ![Cut](image), ![Copy](image), and ![Paste](image)——work as you would expect. Use these buttons as you would the cut, copy, and paste controls in any other application.

Use 😁 **Paste as Plain Text** to strip all formatting from text as you paste it into the HTML editor. Reapplying the formatting using the HTML editor's tools will take you some time, but it can be faster, and easier, than trying to unify different bits and pieces of formatting copied from diverse sources.

Use 😁 **Paste from Word** to paste materials you've copied from Microsoft Word. The HTML editor will do its best to maintain the formatting you put in place in Word.

**Using Right-Click Menus**

Web browsers each offer context-sensitive, right-click menus, and these menus include cut, copy, paste, and select all commands. Right-click within the HTML editor and look for cut, copy, and paste in the context menu that opens.

**Using Keyboard Commands**

**Cutting, Copying, and Pasting**

<table>
<thead>
<tr>
<th></th>
<th>In Windows</th>
<th>In Mac OS X</th>
</tr>
</thead>
<tbody>
<tr>
<td>cut</td>
<td>Ctrl+X</td>
<td>+X</td>
</tr>
<tr>
<td>copy</td>
<td>Ctrl+C</td>
<td>+C</td>
</tr>
<tr>
<td>paste</td>
<td>Ctrl+V</td>
<td>+V</td>
</tr>
</tbody>
</table>

**Selecting**

<table>
<thead>
<tr>
<th></th>
<th>In Windows</th>
<th>In Mac OS X</th>
</tr>
</thead>
<tbody>
<tr>
<td>select one character at a time to right</td>
<td>Shift+Right Arrow</td>
<td>Shift+Right Arrow</td>
</tr>
<tr>
<td>select one character at a time to left</td>
<td>Shift+Left Arrow</td>
<td>Shift+Left Arrow</td>
</tr>
<tr>
<td>select one word at a time to right</td>
<td>Ctrl+Shift+Right Arrow</td>
<td>Option+Shift+Right Arrow</td>
</tr>
<tr>
<td>select one word at a time to left</td>
<td>Ctrl+Shift+Left Arrow</td>
<td>Option+Shift+Left Arrow</td>
</tr>
<tr>
<td>select to end of current line</td>
<td>Shift+End</td>
<td>Ctrl+Shift+Right Arrow</td>
</tr>
<tr>
<td>Operation</td>
<td>Left Arrow Key Combinations</td>
<td>Right Arrow Key Combinations</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>select to start of current line</td>
<td>Shift+Home</td>
<td>Ctrl+Shift+Left Arrow</td>
</tr>
<tr>
<td>select one line at a time down</td>
<td>Shift+Down Arrow</td>
<td>Shift+Down Arrow</td>
</tr>
<tr>
<td>select one line at a time up</td>
<td>Shift+Up Arrow</td>
<td>Shift+Up Arrow</td>
</tr>
<tr>
<td>select one paragraph at a time down</td>
<td>Ctrl+Shift+Down Arrow</td>
<td></td>
</tr>
<tr>
<td>select one paragraph at a time up</td>
<td>Ctrl+Shift+Up Arrow</td>
<td></td>
</tr>
<tr>
<td>select one screen height at a time down</td>
<td>Shift+Page Down</td>
<td>Shift+Page Down</td>
</tr>
<tr>
<td>select one screen height at a time up</td>
<td>Shift+Page Up</td>
<td>Shift+Page Up</td>
</tr>
<tr>
<td>select to end of document</td>
<td>Ctrl+Shift+End</td>
<td>+Shift+Down Arrow</td>
</tr>
<tr>
<td>select to start of document</td>
<td>Ctrl+Shift+Home</td>
<td>+Shift+Up Arrow</td>
</tr>
<tr>
<td>select entire document</td>
<td>Ctrl+A</td>
<td>+A</td>
</tr>
</tbody>
</table>