

Copying HTML Element Templates

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It is recommended you view [Getting Started with HTML Templates](https://vtac.lonestar.edu/help/getting-started-with-html-templates) (<https://vtac.lonestar.edu/help/getting-started-with-html-templates>), and either [HTML Templates - Dynamic Elements](https://vtac.lonestar.edu/help/html-templates-dynamic-elements) (<https://vtac.lonestar.edu/help/html-templates-dynamic-elements>) or [HTML Templates - Static Elements](https://vtac.lonestar.edu/help/html-templates-static-elements) (<https://vtac.lonestar.edu/help/html-templates-static-elements>) (depending on which elements you are trying to copy) before reading this article.

When copying over text from a **Word** document to an HTML editor, it is recommended practice to use **Right Click** then **Paste as Plain Text (Ctrl+Shift+V)** to paste copied text as unformatted text to the **HTML Editor**.

Copying Elements

You can copy one or more individual elements and paste them onto other pages that have an **HTML Template** applied, then add your own content. It is advised to have the page you are copying to open in another browser tab so you can easily copy content into your new topic page.

NOTE: You can only copy elements to other HTML pages that have an **HTML Template** applied.

1. Open a new **Tabs** or **Accordion** template in a new content topic. If the page is in **Edit Mode**, click and drag your cursor over the element and be sure to **highlight from "START COPY" to "END COPY"**, including everything in between.

Accordion: Group of 3

⌵ Accordion: start copy

Words of Wisdom #1
Why waste time say lot word, when few word do trick.
Words of Wisdom #2
I want people to be afraid of how much they love me.
Words of Wisdom #3
Hamburgers, the cornerstone to every nutritious breakfast.

⌴ Accordion: end copy

2. Go to your destination HTML file in **Edit Mode** (with an **HTML Template** applied) and paste what you just copied. Below is an example of the highlighted content pasted into the **Basic Page** sample layout.

Basic Page

This Basic page is a general-purpose layout.

Easy Editing Use the HTML Editor

Accordion: start copy

Words of Wisdom #1

Why waste time say lot word, when few word do trick.

Words of Wisdom #2

I want people to be afraid of how much they love me.

Words of Wisdom #3

Hamburgers, the cornerstone to every nutritious breakfast.

Accordion: end copy

3. This will paste the element in-line with the rest of the content.

Basic Page

This Basic page is a general-purpose layout.

Easy Editing Use the HTML Editor

Accordion: start copy

> Words of Wisdom #1

> Words of Wisdom #2

> Words of Wisdom #3

Accordion: end copy

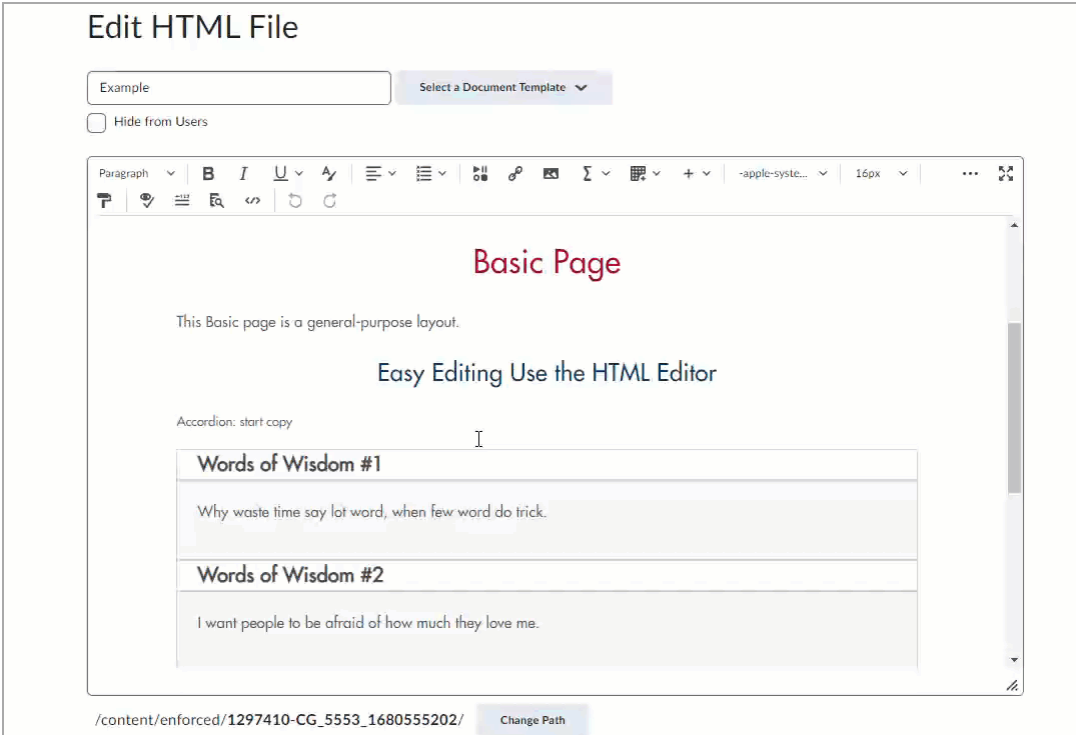


To paste text without formatting, you can use Ctrl+Shift+V (Cmd+Shift+V on Mac) to paste copied text as unformatted text to HTML editor.

4. Continue to copy in all elements. When all elements are in place, go into **[Edit HTML]** and delete every instance of **"START COPY"** and **"END COPY"**. At this point, you may also delete any other content you do not wish to keep, such as the **"Paste text without formatting"**

callout box.

NOTE: It is recommended to delete every instance of "**START COPY**" and "**END COPY**" last, after all new elements have been pasted in place, to maintain the layout and overall functionality.



The screenshot displays the 'Edit HTML File' interface. At the top, there is a text input field containing 'Example' and a dropdown menu labeled 'Select a Document Template'. Below this is a checkbox labeled 'Hide from Users'. The main editing area features a rich text toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), and other formatting tools. The content of the page includes a heading 'Basic Page', a paragraph 'This Basic page is a general-purpose layout.', and another heading 'Easy Editing Use the HTML Editor'. Below these is an accordion component with two sections: 'Words of Wisdom #1' containing the text 'Why waste time say lot word, when few word do trick.', and 'Words of Wisdom #2' containing 'I want people to be afraid of how much they love me.'. At the bottom of the editor, there is a path indicator '/content/enforced/1297410-CG_5553_1680555202/' and a 'Change Path' button.

Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).