



How do I copy an Item?

Background



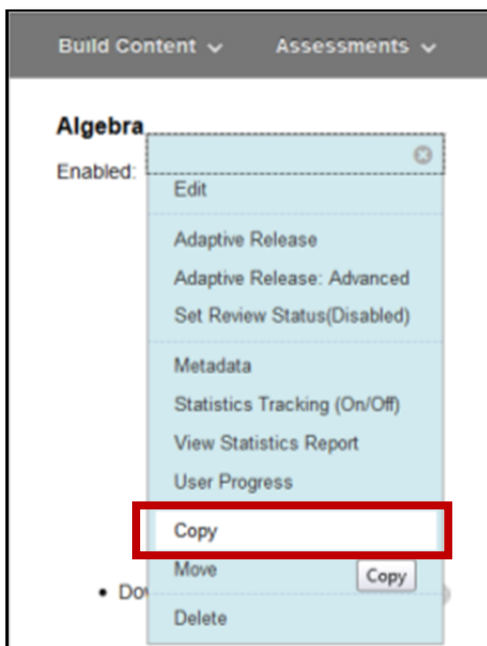
You might want to save some time by copying an item from one Content Area to another within a course. Example when you have an introduction explanation Item that will be repeated for each one of your Topics which might be a separate Content Area, then the Copy Item option will save you time.

You can also copy Items between different courses.

Steps

Take the following steps to copy an Item:

- Go to the Item which you want to copy.
- Move the mouse over the Item name to display the arrow on which to click to display the menu.



- Select **Copy**.
- A form will display on which you have to select a few things which is explained on the next page.

1. Content Information

Name	Percentages
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2. Destination

Destination Course:

Destination Folder:

To copy to another Content Area in the same course – leave unchanged. Otherwise select the course to which you want to copy the Item.

Click the Browse button to display the list of Content Areas on which you can copy this Item.

3. Attachments and Embedded Links

Attachments and embedded links can be included in the copy as links, or copies of the files can be created in the new course folder. For files outside of the home course folder, only links are included.

File Links

Copy links to attached and embedded files Will make a copy of the link only

Include links and make copies of attached and embedded files

Will make a copy of the link AND also copy the attachments and embedded files (i.e. links to files) to the Content Collection of the Course which you are copying to.

4. Submit

Click Submit to proceed. Click Cancel to quit.

- Click on **Submit**.

CAUTION

When you select the first option, you might end-up losing your links after 5 years when the original course will be archived