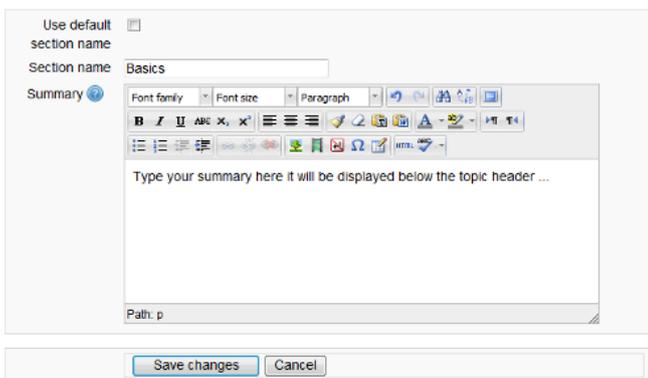


# Adding text to your course

Click on 'Turn editing on' in the top right to start editing your course.

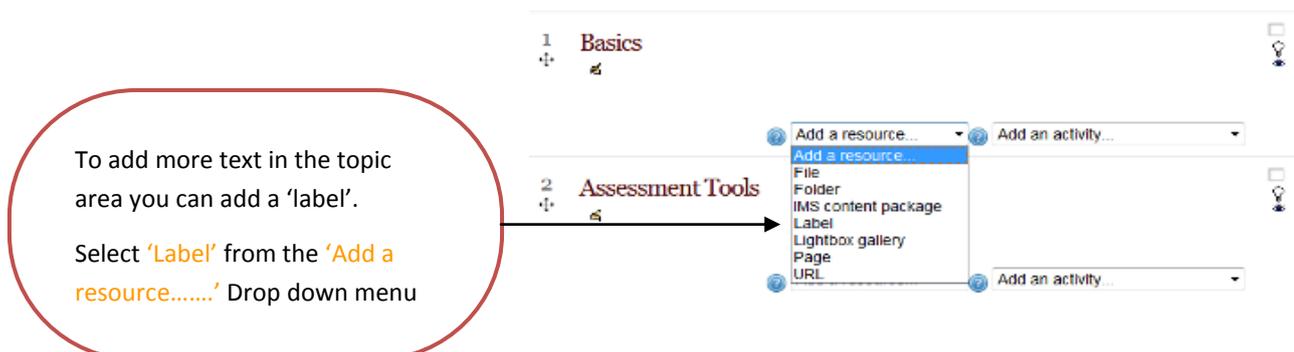


The course area is split up into a series of boxes, referred to as 'Topics'. The top one is fixed and contains the course summary information whilst the numbered boxes can be used to split up your course material however you want and can be moved up and down the course area.

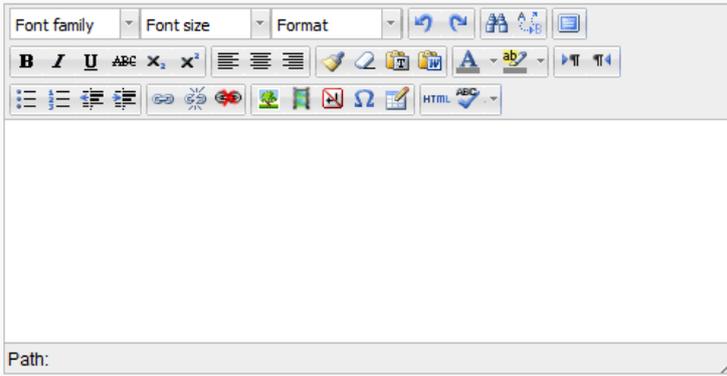


You can then edit the course summary using the editor box. When you have finished, click on 'Save changes' to return to the course.

You can also add a section name and summary for each numbered topic section in the same way.



Label text\*



You can now add text using the **WYSIWYG editor box**.

Don't worry about the '**Common Module**' and '**Restrict Access**' settings, just leave them as they are and click on '**Save changes**' when you have finished editing.

It is also possible to add images and videos via this editor, refer to the other InfoSheets for details.

If you want to add text that you have copied from a Microsoft Word document you should paste it by clicking on the '**Paste from Word**' button (has a blue Word logo) and then pasting your text into the pop up box that appears using **ctrl V**. This will remove any Word formatting that might mess up your page.



To move, edit, delete, move or hide the label click on the icons next to it.

-  Move the label (or other item) vertically within a topic or to a different topic area
-  Move the item right (indent)
-  Edit the item
-  Delete the item
-  Hide the item (a hidden item is not visible to students, but can be seen 'greyed out' by tutors)