

# Basic Editing

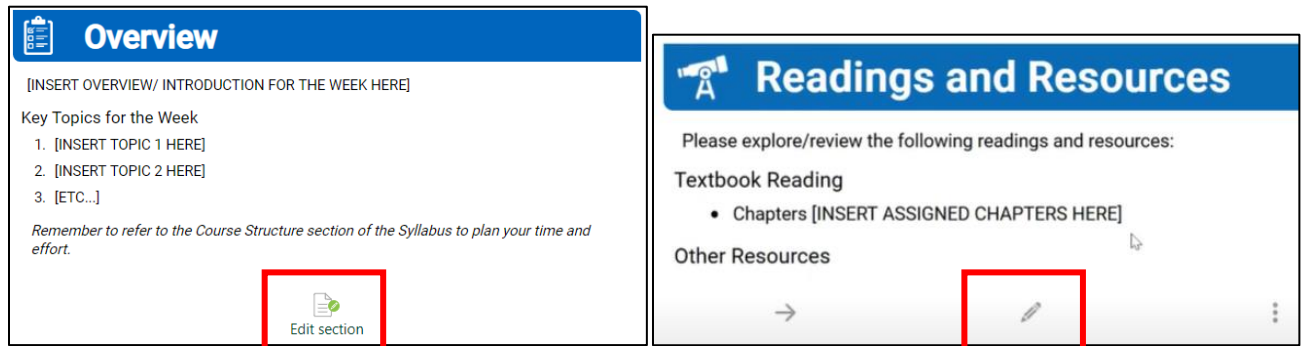
Video Tutorial: [Basic Editing](#)

Each week provides three sections where you can edit text: **Overview**, **Readings and Resources**, and **Activities**. We have added boilerplate text, which you can use, modify or delete. This tutorial provides instructions on how to edit this text. **If there is text you will not be using, please delete it.**

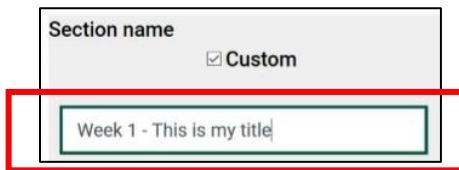
[Edit Overview or Readings and Resources](#)   [Add Link](#)   [Add List](#)   [Delete Text](#)   [Edit Activities](#)

## Edit Overview or Readings and Resources Sections

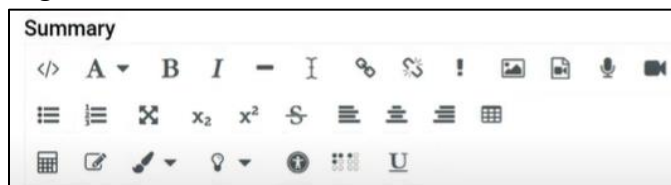
1. For the Overview, click on **Edit section**. For readings and Resources, click on the pencil icon.



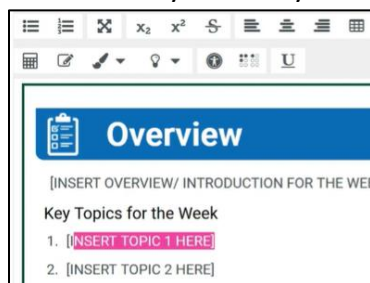
2. If you want to change the title of your week, in the **Overview** you can add a descriptive name following the week number.



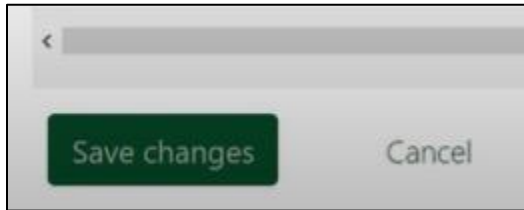
3. In general, the icons in the editor work the same way as the editing icons in Word or Google Docs.



4. To edit, type directly in the WYSIWYG (what-you-see-is-what-you-get) window. Highlight over the text you want to replace, and type or paste in the new text. You may need to reformat the text, as italics and bold may not carry over.



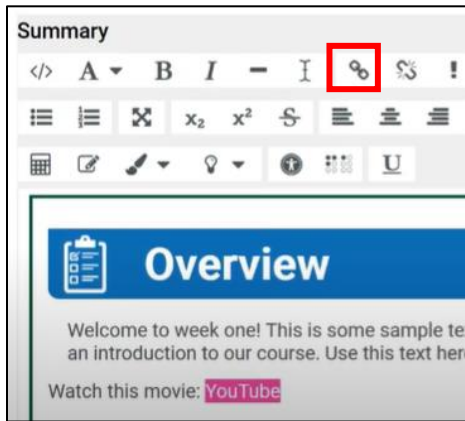
5. When edits are complete, click on **Save changes**.



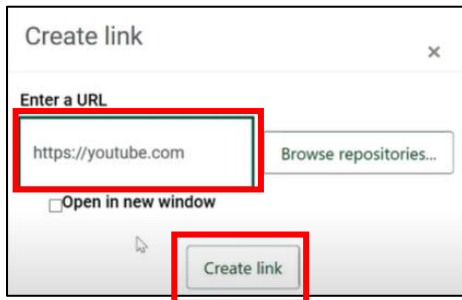
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## Add a Link [\[Return to Top\]](#)

1. Enter the directions/title for the link, e.g., "Visit this website: Library of Congress".
2. Highlight the portion of the text you want to link (typically the title), then click on the link icon.



3. Copy and paste the URL (web address) into the URL field, then click on **Create link**.



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## Add a List [\[Return to Top\]](#)

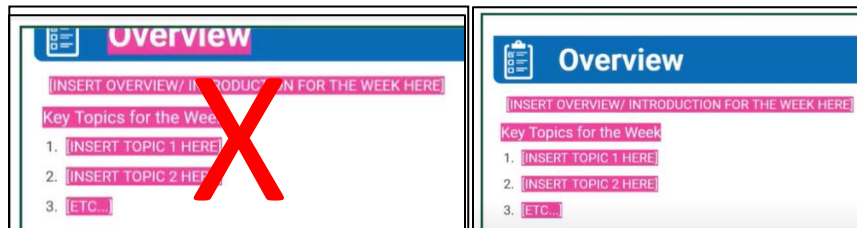
1. Click in the WYSIWYG editor where you want the list to begin.
2. Click on the bullet icon or the numbered list icon, then type in your list.



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## Delete Text [\[Return to Top\]](#)

To remove the boilerplate text or other text, highlight it, and delete. It is important to only highlight the text under the headers, not any part of the blue header.



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## Edit Activities [\[Return to Top\]](#)

In general, you likely will not need to edit **Activities**. Instead, use **Create learning activities**, or **Drop files to attach, or browse** to add activities and files to your course. This is covered in **????????**

