Editing Folio Foundations Course Template Web Pages

1. Which pages can be edited?

Each module in the Folio Foundations Course Template consists of a set of unique Web pages for each module. In Content view, Web pages are identified by a green icon with a small globe next to the name of the page.

2. Opening a page in edit mode

a. In Content view, select one of the page links and open the page in your Web browser.
b. Scroll down to the bottom of the page and select the [Edit] button.
c. The page is now in edit mode.
d. There will be a text editor at the top of the page. Many of the tools are very similar to Microsoft Word.

3. Renaming a page

To rename a page, change the name in two places: the link, and the page header for consistency.

**Link:** Select the text with your cursor and type over it.

**Page Header:** Select the text with your cursor and type over it.
4. Toolbar features

Template Web pages are very easy to edit using Folio’s edit tool bar. The tool bar allows you to:

- Cut
- Copy
- Paste
- Paste as Plain Text
- Paste from a Word document
- Undo and Redo
- Format text as a header or paragraph
- Change the font, font size, and font color
- Apply bold, Italics or underline styling
- Indent a paragraph
- Outdent a paragraph
- Create a bulleted or numbered list
- Align text to the left, center, or right
- Insert Stuff: Insert video files from Kaltura or Youtube
- Insert images
- Insert hyperlinks to other pages
- Insert mathematical equations
- Insert tables.

5. Editing text

Editing the content of a template page is as easy as selecting the text in the file and typing something new over it. This helps to keep the formatting intact. You can also select all of the existing text, delete it, and start from scratch.

Copy/Paste From Microsoft Word

If you want to copy and paste text from a Word document, use the Paste from Word feature. Word and HTML do not get along well. By using this feature you can be sure your pages are coded properly.

Making Mistakes

If you make a mistake while editing your page, you can use the Undo option on the toolbar, or use CTRL-Z on a PC or Command-Z on a Mac. You can undo multiple mistakes, all the way back to the saved version. You can also use the [Cancel] button to close the page without saving any changes.

6. Formatting text with headers

Headers will help you organize and structure your content by helping to visually organize information into sections. The Folio template uses three distinguishable levels of headers:

a. Heading 1
b. Heading 2
c. Heading 3.

To remove a header, select the text and choose Paragraph.

7. Saving changes

It's a good idea to periodically save the changes you make to your pages. The [ Update ] button saves your changes and exits edit mode.