

## WebCT 4 How-To Changing a Page Title (Textblock) Step One:

Log In to Wallace Online and open a course. Select (left mouse-click) the radio button next to the textblock you wish to change. Select the “Edit” button from the Actions menu on the right side of the screen.

The screenshot shows the 'Designer Options' interface for a course page. The page title is 'Course Number and Name Go Here'. Below the title are several textblocks: 'Instructor and Section Information', 'Unit Name Here', and 'Unit Name Here' (repeated). A red arrow points to the radio button next to the first 'Unit Name Here' textblock. Another red arrow points to the 'Edit' button in the 'Options: Textblocks' menu on the right. A text box at the bottom left contains the instruction: 'Select the radio button next to the Textblock you wish to edit. Then select edit from the Options: Textblock menu on the right side of the screen.'

**Options: Textblocks**

- Add upper textblock
- Add lower textblock
- Edit**
- Delete
- Move up
- Move down

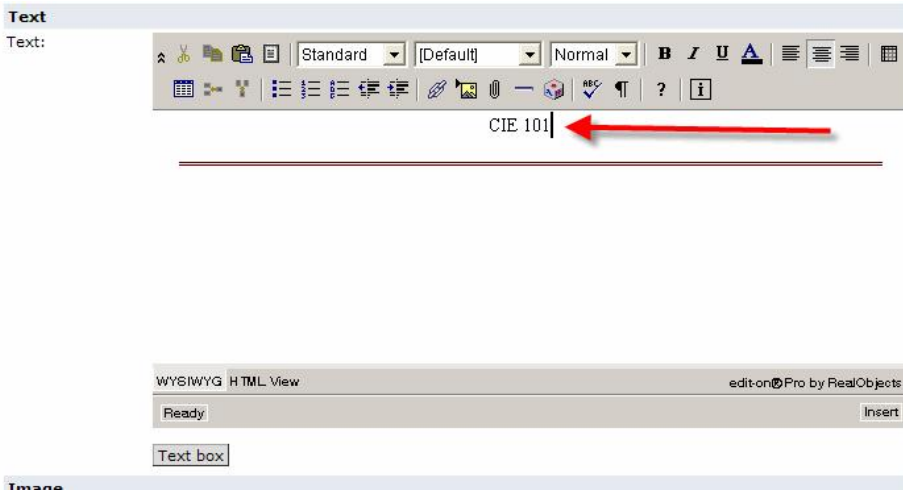
## Step Two: Select the “HTML editor” button below the text box.

The screenshot shows the 'Edit Textblock' interface. The page title is 'Edit Upper Text/Image in Page'. The 'Layout' section has 'Background color' set to 'None'. The 'Text Heading' section has 'Text' empty, 'Alignment' set to 'Left', and 'Style' set to 'Default'. The 'Text' section has 'Text' containing HTML code: `<p align="center"><span style="color:#9e0021"><span style="font-family:Arial"><span style="font-size:24pt"><strong>Course Number and Name Go Here<br></strong></span></span></span></p>`. A red arrow points to the 'HTML editor' button below the text box. The 'Text' section also has 'Alignment' set to 'Center' and 'Style' set to 'Bold'.

**HTML editor**

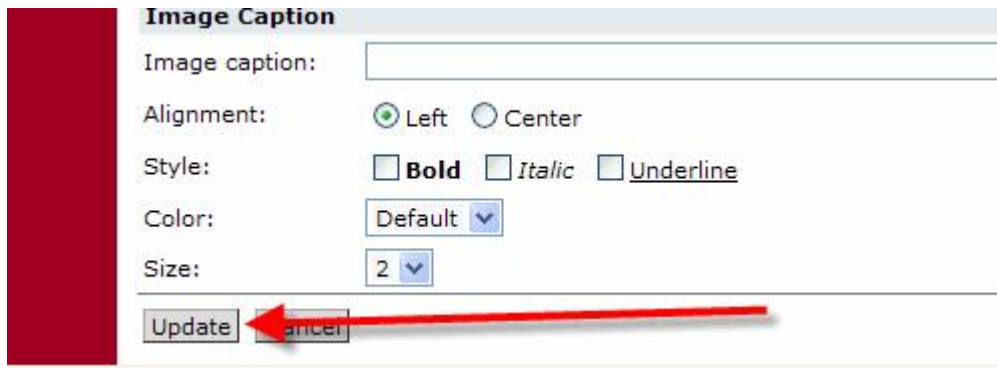
### Step Three:

Change only the text at the very top of the text box.



### Step Four:

Select the "Update" button at the bottom of the screen.



### Step Five:

Ensure the changes have occurred.

