

### 3-7 Add content to a module

<http://www.websuburb.com.au/HelpDesk/Modules/Addcontent/tabid/187/Default.aspx>

#### 3-7.1 Step 1 Click on the Edit Text link

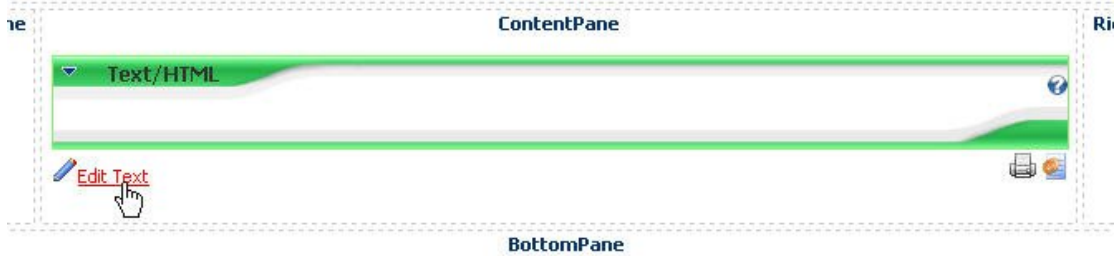


Figure: Editor Activation link

Hover over the Edit Text link to cause it to change colour. Click on the link to activate the editor

#### 3-7.2 Step 2 Rich Text Editor selection

Ensure that the Rich Text Editor radio button has been selected.

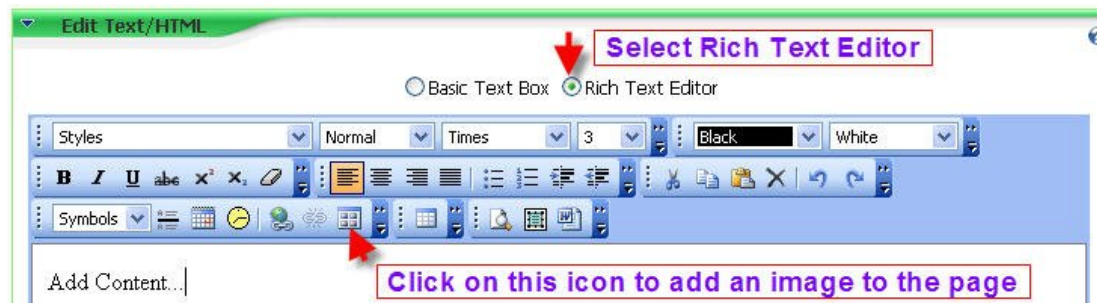


Figure Rich Text Editor toolbar

Click on the image gallery icon on the toolbar. This will open the image gallery page.

#### 3-7.3 Step 3 displaying the image gallery

The Image Gallery of uploaded images will be displayed. Select an image by highlighting it (1) and either double click the image or click the Insert button (2)

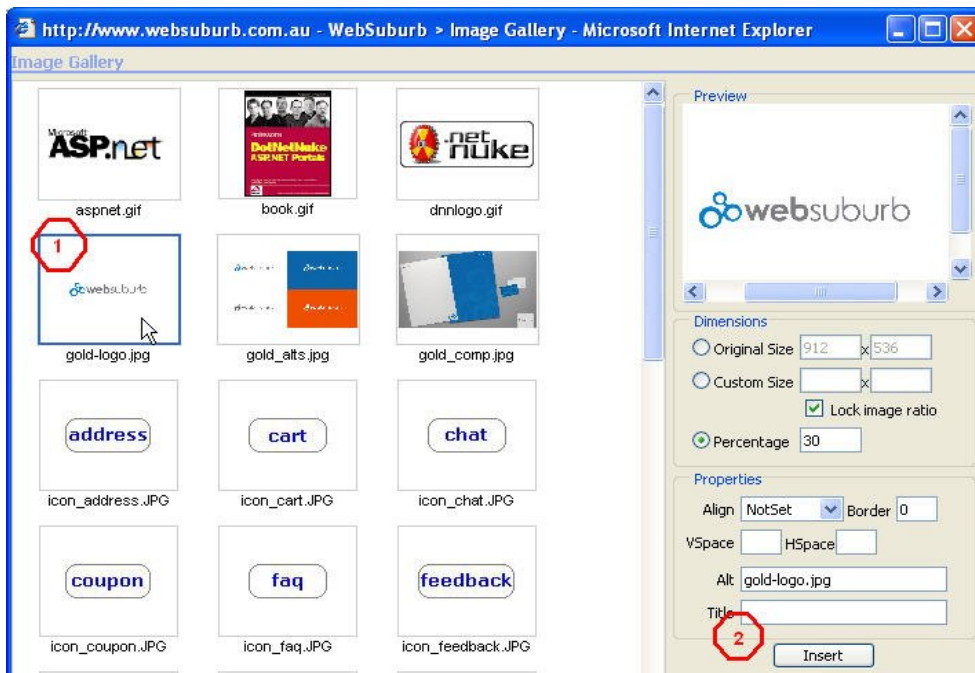


Figure Image Gallery Page

### 3-7.4 Step 4 Add text content

The image will be inserted in to the editor page. Continue adding content and format with the MS Word like toolbar icons.

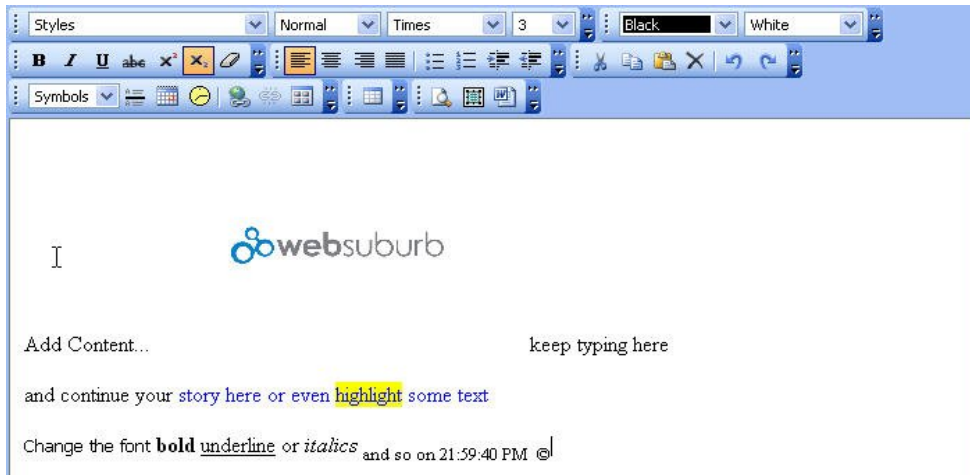


Figure Using Rich Text Editor similar to MS Word

### 3-7.5 Step 5 save your Work!

NB! Scroll to the bottom of the page and click on the Update link to save your work.

That's it! Your new content is published to the website.

The next step in Session 2 is Uploading Images to the Image Gallery  
<http://www.websuburb.com.au/WebsiteHelp/Images/Uploadimages/tabid/188/Default.aspx>