

Adding content to the Overview page (Site Information Display area)

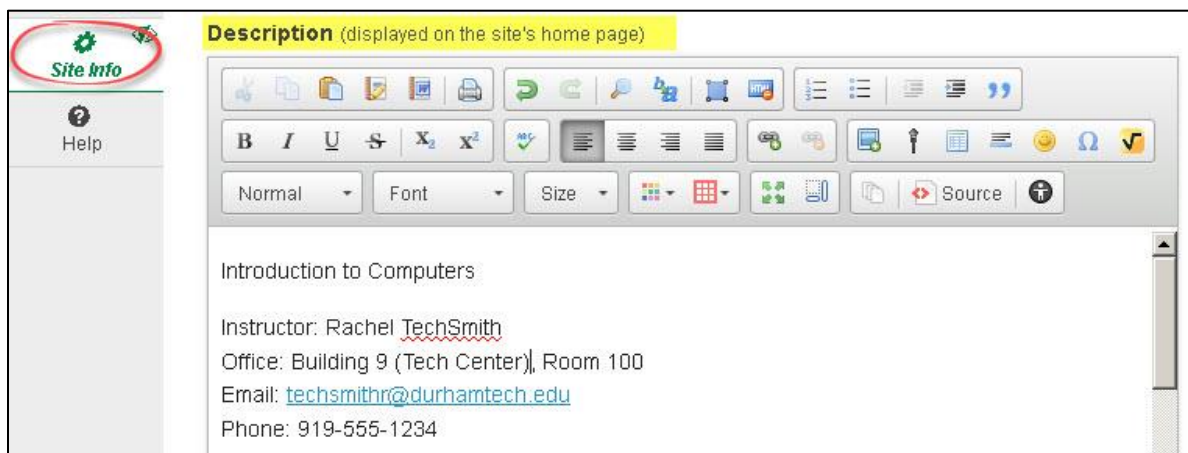
This handout provides step-by-step instructions for adding basic information – including course title, instructor contact information, and an image – to the Overview page (home page) of your Sakai site.

Step 1: Add Site Information using the Text Editor

1. In your course site, click on **Site Info** in the left-hand course menu.
2. Along the top, click on **Edit Site Information**.
3. Click in the **Description** box (the **Text Editor** box). Type in the *title* of your course. Example:

CIS 110 - Introduction to Computers

4. Press the **Enter** key to create a **double space** after your text.



5. Click **Continue**, click **Finish**.
6. To view changes, on the *course* menu, click **Overview**.

Step 2: Add Instructor Information

1. Click on **Site Info** on the course menu. At the top, click on **Edit Site Information**.
2. Click in the **Text Editor** box, below your course title. Type in your name, office location, email address and phone number.

Tip: To create **single spaces** after a line of text, hold the **Shift** key on your keyboard while pressing the **Enter** key. Here's an example of the instructor information area:

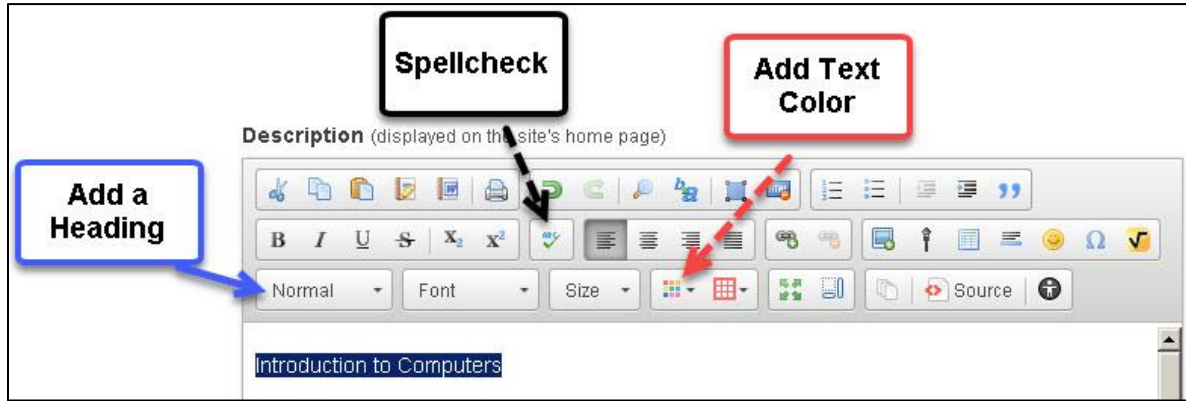
Instructor: Rachel Techsmith
Location: Building 9 (Tech Center), Room 100
Email: techsmithr@durhamtech.edu
919-555-1234

3. To save changes, click **Continue**, click **Finish**.
4. To view changes, on the *course* menu, click **Overview**.

Step 3: Format Text using the Text Editor

To format text, you'll use the Sakai Text Editor, which has toolbars similar to those in Microsoft Word. For tool details, please refer to the [Sakai 11 User Guide](http://bit.ly/sakai11-user-guide). [http://bit.ly/sakai11-user-guide]

1. Click on **Site Info** on the course menu. At the top, click on **Edit Site Information**.
2. Click in the **Text Editor** box. We'll use *three* popular formatting tools.



3. Use your mouse to *highlight your course title text* as shown above. Next, click on "Normal", the default setting for the **Paragraph Format** tool; then select a Heading, such as **Heading 1**.
4. *Click anywhere* in the **Text Editor**, to see your formatted text. Your text will now appear larger, in **bold**, with double-spacing.
5. Once again, use your mouse to *highlight your text*. Next, click on the **Text Color** tool, and click on a **dark color**. (Light colors are hard to read on a white background.)
6. *Click anywhere* in the Text Editor. You'll see your text color has changed.
7. If you *misspell* a word in the Sakai Text Editor, you'll see a **red wavy line**.
 - But if you right-click on the misspelled word, you may not be given options to correct the word (depending on browser settings). In the middle toolbar, click on the **Spellcheck** tool.
 - Misspelled words will now display with a **solid red line**, instead of a **wavy red line**.
 - Now you can **right-click** on misspelled words to see spelling choices to choose from.
8. **To save your changes:** Click **Continue**, then click **Finish**. To view changes, click on **Overview**.

Tip: Limit yourself to **one to three colors** throughout your course site and documents. Please see Durham Tech's [Course Design Tips handout](http://courses.durhamtech.edu/wiki/images/d/d8/CourseDesignTips.pdf) for the best ways to format text in your course. [http://courses.durhamtech.edu/wiki/images/d/d8/CourseDesignTips.pdf]

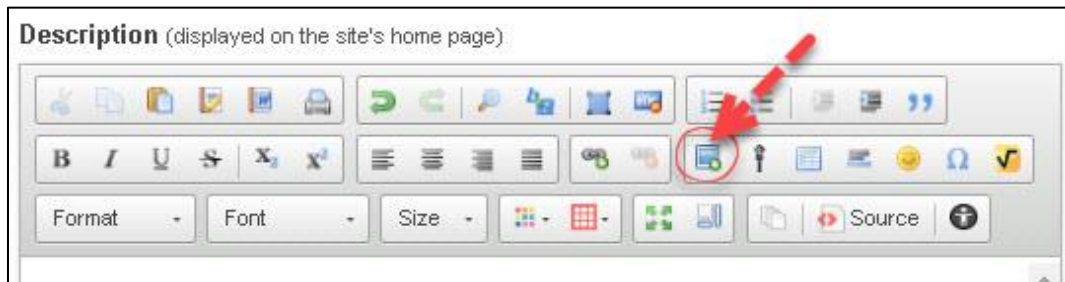
Step 4: Add an image to the Overview page


To enhance your site's visual appeal, consider adding an image to the course Overview page. Many instructors choose to add an image of the course textbook here.

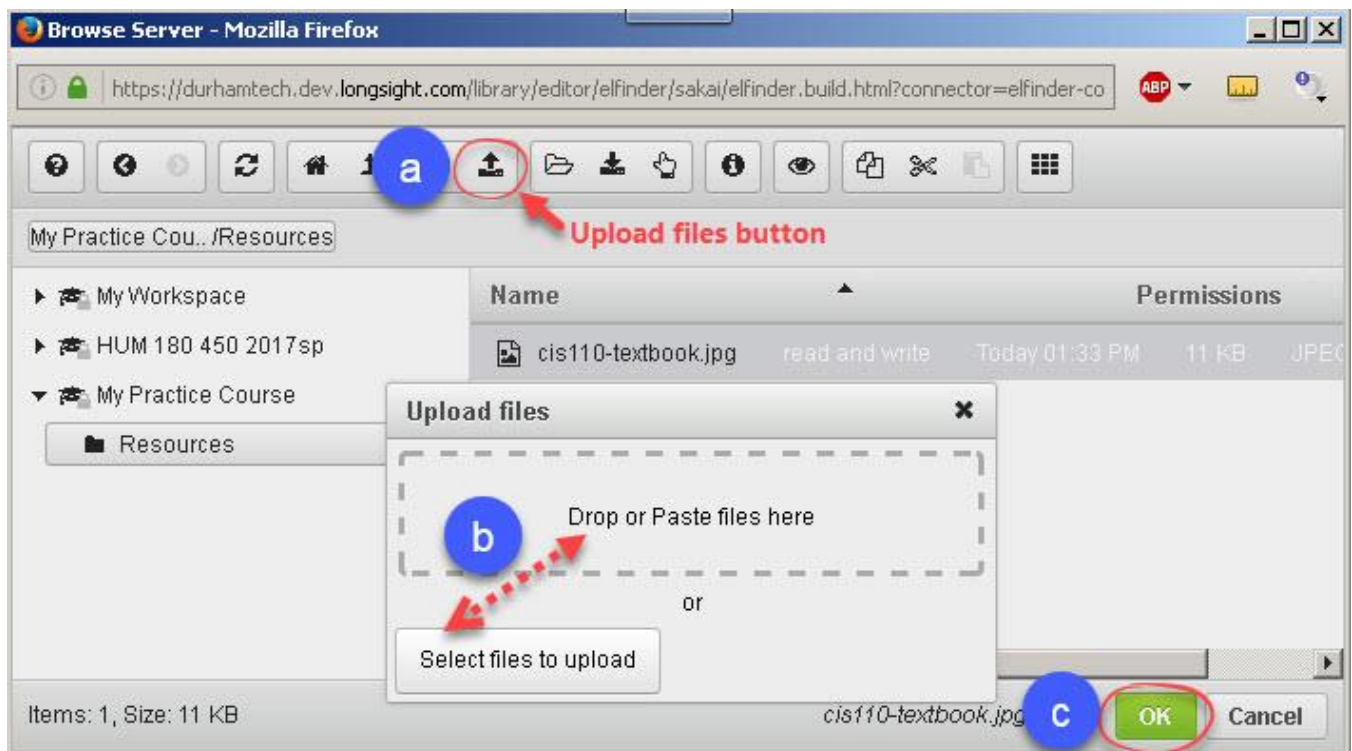
Before you begin: You need an appropriate image file in PNG, JPG or GIF format, saved on your computer. You can search Google for your course textbook, and when you find an image you want to use, right-click on it and choose **Save Image As** to save the file to your computer.

Note: Using an image of your adopted textbook is generally considered OK from a copyright standpoint. For guidance on other images, refer to [Copyright Information for Instructors](http://courses.durhamtech.edu/wiki/images/7/70/CopyrightInformationforInstructors.pdf).
[<http://courses.durhamtech.edu/wiki/images/7/70/CopyrightInformationforInstructors.pdf>]

1. After you've found and saved an appropriate image, click on **Site Info** on the course menu.
2. At the top, click on **Edit Site Information**.
3. In the **Text Editor** box, *click where you want the image to display*; then click on the **Image** icon in the tool bar.



4. In the **Image Properties** dialog box, click on the **Browse Server** button.
5. In the **Browse Server** window:
 - a. At the top, click on the **Upload Files** button  as shown below.
 - b. Either drag your image file to the *Drop or Paste files here* area, or click *Select files to upload* and select your image file. You'll be returned to the Browse Server window, where your image file name is displayed and is highlighted (in light gray).
 - c. In the lower right corner, click **OK**. You'll return to the Image Properties dialog box.



6. In the **Image Properties** dialog box, the URL field now contains your image address.
 - a. **Alternative Text:** Type a short description. (Important for accessibility, this text is used by screen readers to interpret the image for visually-impaired users.)
 - b. **Width:** We recommend an image width of 300 pixels or less. If the width displayed is greater than 300, type in 300 (or 200 or 250); the height will automatically adjust.
 - c. **Alignment:** We suggest you pick no alignment, or left. With left, some of your text will float to the right of your image.
 - d. Click **OK** to add your image.



7. **To save your changes:** Click **Continue**, then click **Finish**.
8. To see your changes, on the course menu, click on **Overview**.