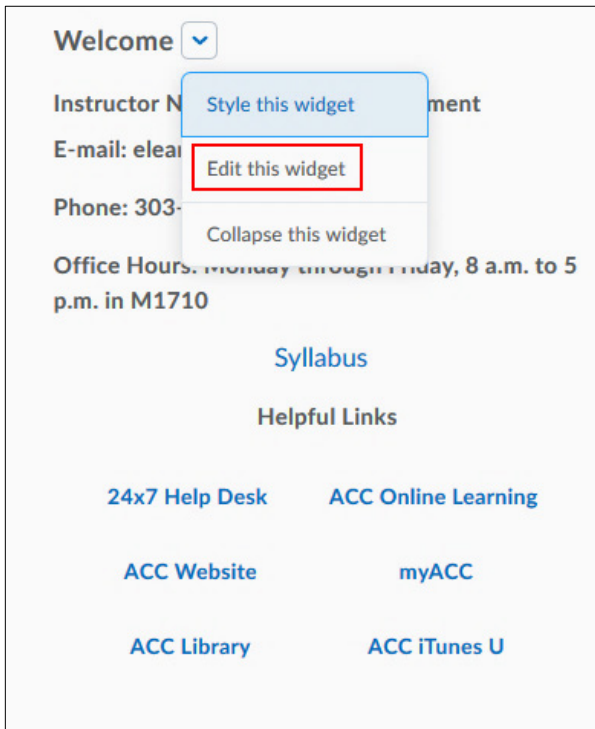
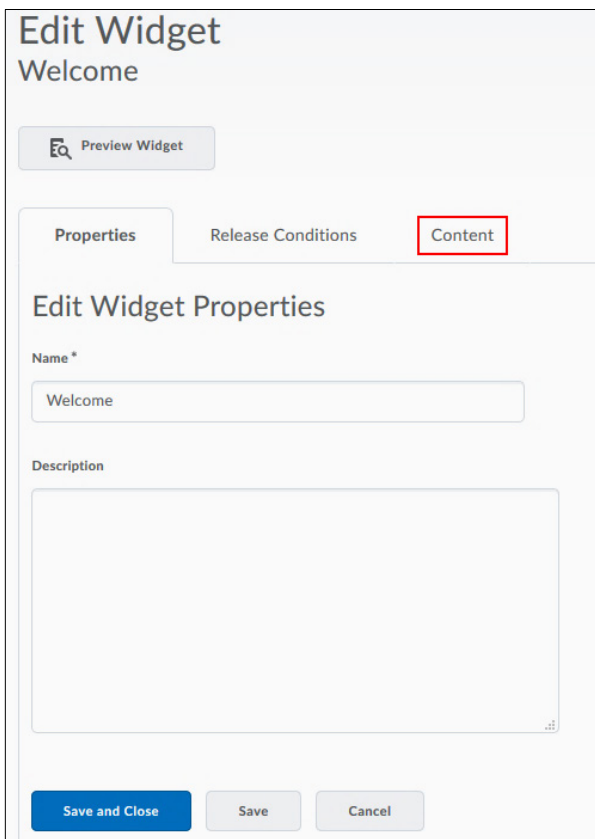


Updating Contact Information

Step 1: Select the pull down menu for the **Welcome widget** on the **Course Homepage**. Select the **Edit this widget** option.



Step 2: The screen changes to an **Edit Widget** page. Select the **Content** tab.



Step 3: In the **Widget Content** box, type in your name, phone number and email address (as required/applicable). Place the cursor where you want to insert your picture and then select the **Insert Picture Icon** located on the toolbar.

Edit Widget

Welcome

Preview Widget

Properties Release Conditions **Content**

Widget Content

Contents

Paragraph **B** *I* U [List Icons] Font Family Size [Color Icon] [Table Icon] [Sum Icon] [More Icon]

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[Syllabus](#)

Useful Links

[Undo] [Redo] [Code] [Find] [Refresh] [Close]

Rendering

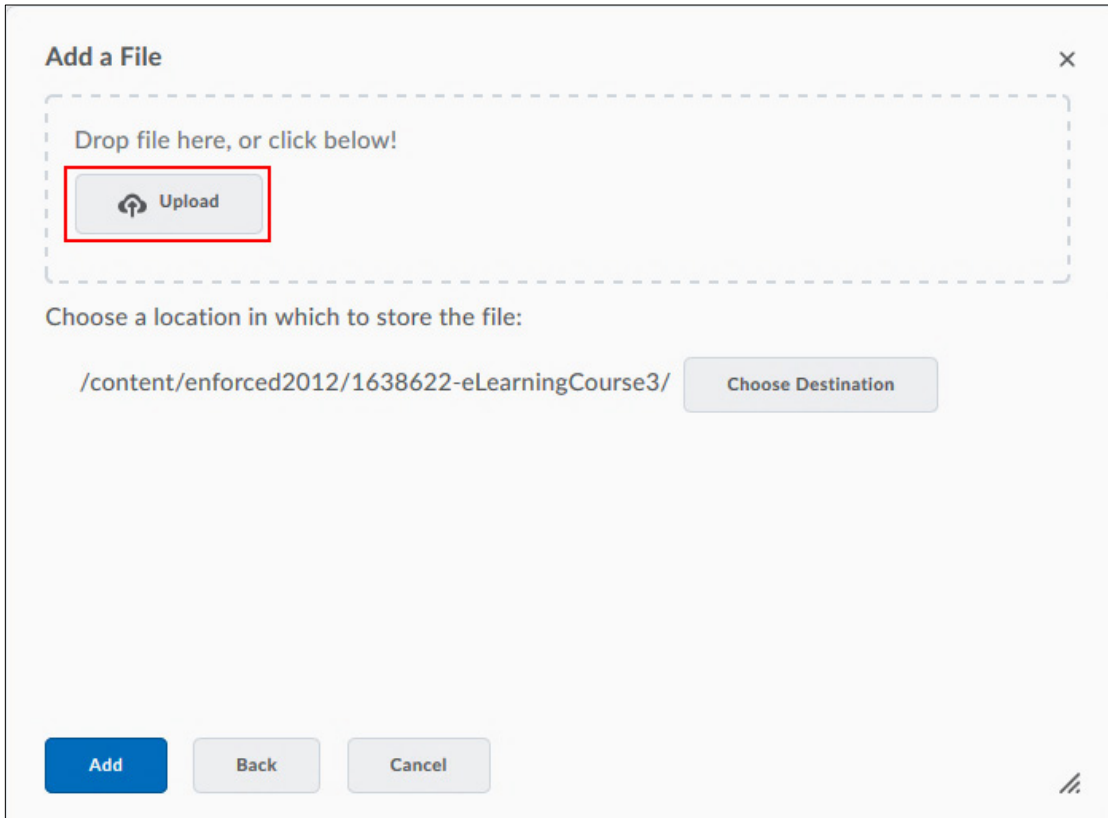
Render in IFrame

Style

Customize Widget Style


Save and Close Save Cancel

Step 4: The **Add a File** window pops up. You can now drag an image file from your computer and drop it into the dotted rectangle, or select **Upload**, and browse to the file on your computer. Select **Add**.



Add a File ×

Drop file here, or click below!

 Upload

Choose a location in which to store the file:

/content/enforced2012/1638622-eLearningCourse3/ Choose Destination

Add Back Cancel

Step 5: Type in **Alternative Text** for your picture and select **OK**.



Provide Alternative Text

 **Alternative Text**

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

OK

Step 6: Select **Save and Close** to save your changes.


Preview Widget

Properties Release Conditions **Content**

Widget Content

Contents

Paragraph **B** *I* U [List Icons] Font Family Size [Color Icon] [Table Icon] [Sum Icon] [More Icon]



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