



- 1. Select **Build** Tab

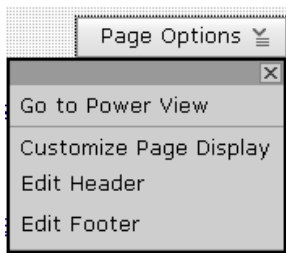


- 2. Click **Page Options** button

Your location: Home Page

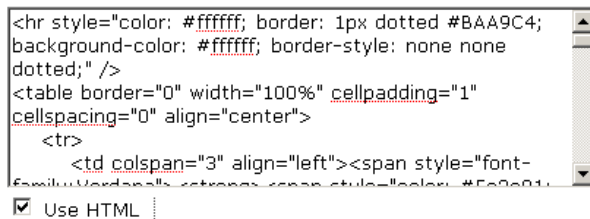


- 3. Select **Edit Footer**



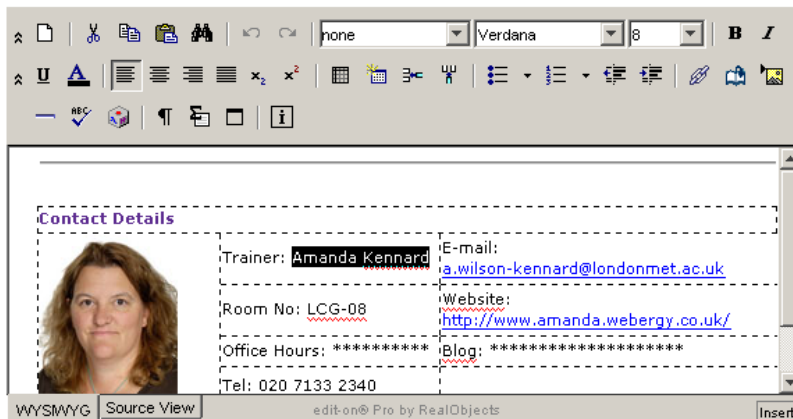
- 4. Click **Enable HTML Creator** button

Create or Edit Footer



- 5. Replace and format text as required

Create or Edit Footer



Use this as the default footer for the entire course. This will not overwrite existing footers.



- 6. Click **Save** button