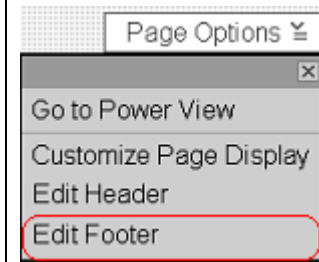


How to add and edit headers/footers in Blackboard CE6



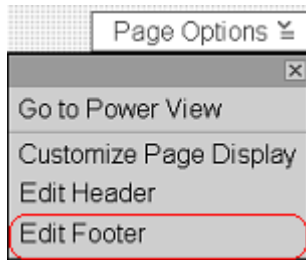
Each Blackboard course Homepage contains header and footer areas. So the term “add footer” is not quite accurate. The process of adding or deleting in the footer actually constitutes editing.

Although this document refers to footers, headers are created and edited in the same manner. The only difference is whether one chooses the **Edit Header** or **Edit Footer** option in the **Page Options** drop down list.



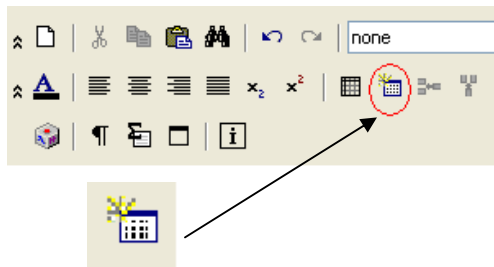
From your course homepage, click on the **Build Tab**.

This will make the page options button, located in the upper right corner of your homepage, viewable and active.



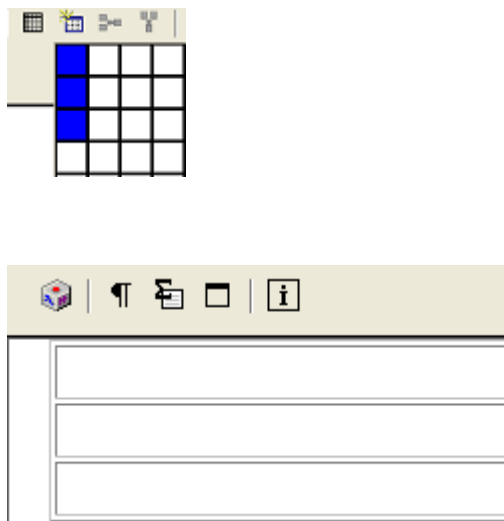
Click on the **Page Options** button located in the top right-hand corner of your home page and select **Edit Footer** from the drop down list.

This will bring up the HTML editor so that you can design a footer or edit a previously designed footer.



Spacing information evenly is more easily done if you insert a table into the footer.

Click on the **Table Wizard icon** to open the table wizard. The Table Wizard icon is located in the second row of the HTML editor tools.

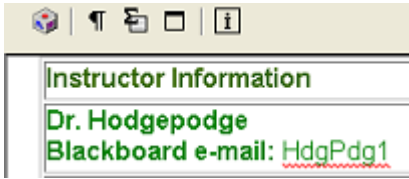

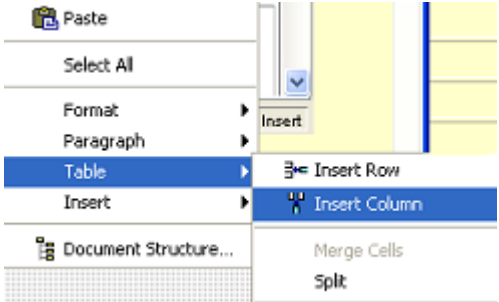


The Insert Table Wizard tool allows you to drag your mouse over a table mock-up to designate how many cells the table will contain.

Click in the bottom right square of your highlighted formation of cells to create the table. In this case, the table will contain three rows in a single column.

Some instructors prefer to write footer information in MS Word before creating a table so that you know how many rows and columns you will need.

Writing the information in Word will also allow you to cut the material from MS Word, and paste it into the HTML table.

	<p>Type your contact information into the table, or cut and paste the material from your previously formatted word document.</p>
<p><input checked="" type="checkbox"/> Use this as the default footer for the entire course. This will not overwrite existing footers.</p>	<p>You may elect to have this table displayed at the bottom of all of the pages in the course by checking the default footer checkbox located just below the white area in the HTML editor.</p>
	<p>Click on the Save button at the bottom left corner of the HTML editor to save your table, then re-enter the HTML editor as shown above.</p>
	<p>Rows and columns can be added to, or deleted from; your tables in the future by right-clicking on the table, scrolling down to the table option and selecting the action that you wish to perform.</p>

