


Actions with Chapters

After the introduction is added, you can start writing the main part of your page. You'd rather divide the page into parts or chapters. This will make it easier for you to write, and for your learners — to perceive information.

- [Adding Chapter](#)
- [Duplicating Chapter](#)
- [Moving Chapter](#)
- [Removing Chapter](#)

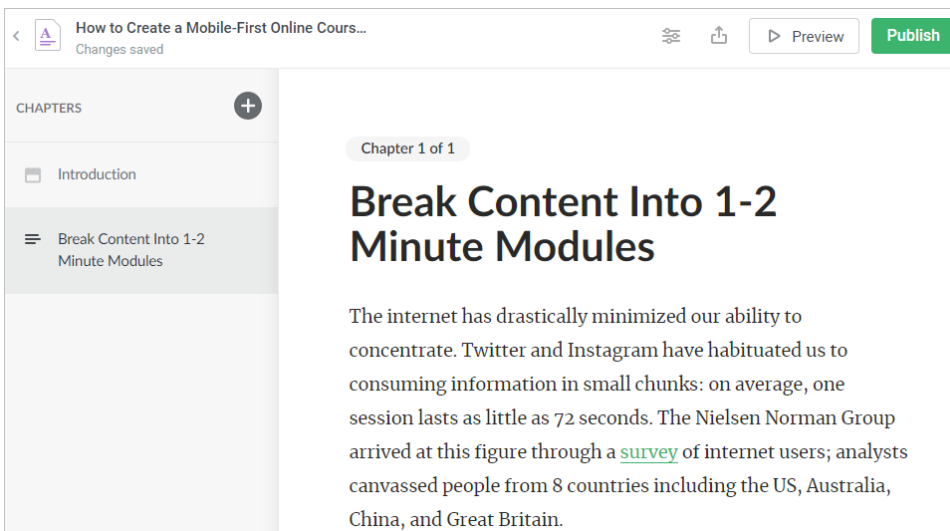
Adding Chapter

To add a new chapter:

1. Click  on the left-hand pane.




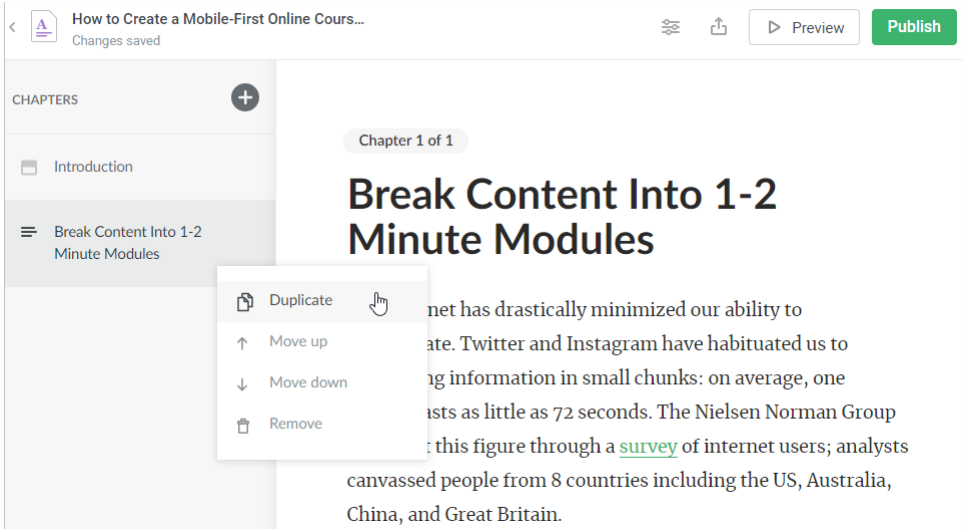
2. As soon as the chapter is added, enter its title and start writing. Here you can use [lists](#), [statements](#), [images](#), [videos](#), and [exercises](#).



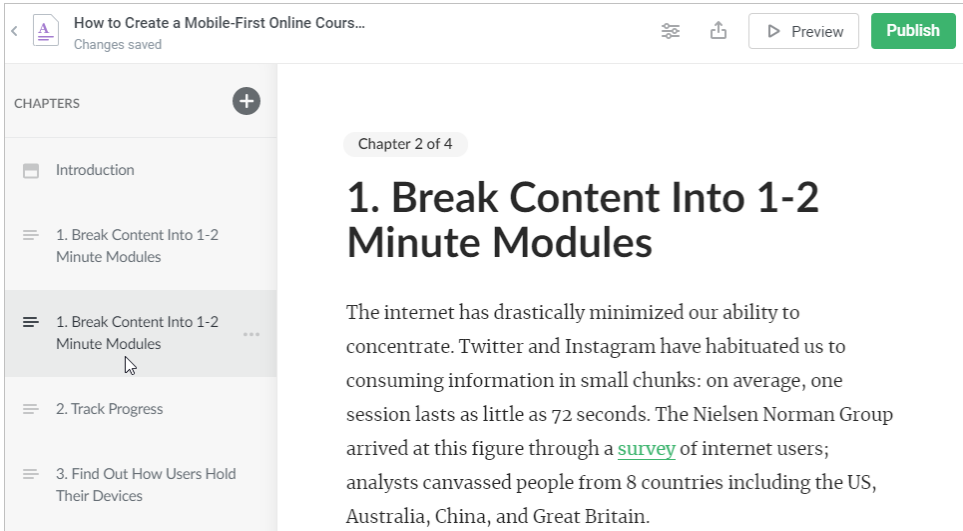
Duplicating Chapter

If you want to create a chapter that will be similar in content or outline to an already existing part of your page, use the duplication option.

1. Select the chapter you want to copy, click , and choose **Duplicate**.

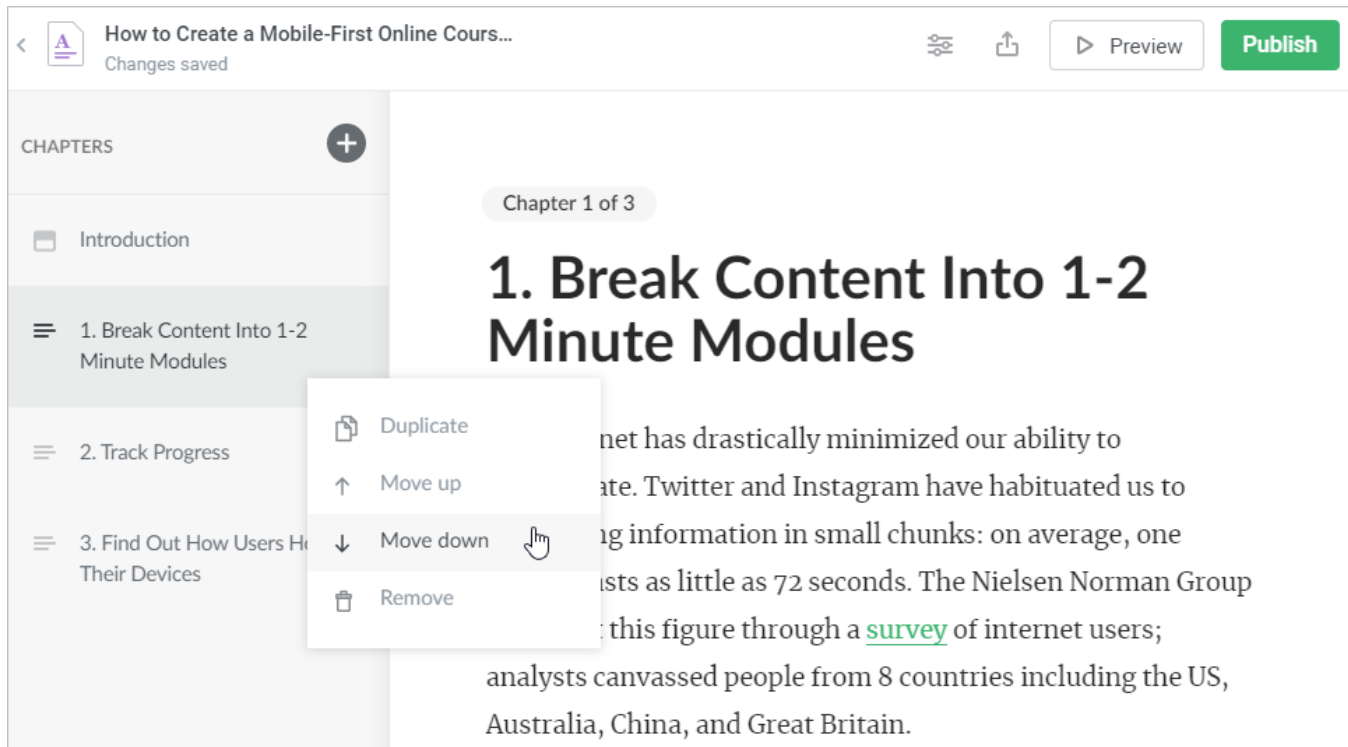


2. An exact copy of the chapter will be added below.



Moving Chapter

If you want to rearrange the order of chapters, select the chapter you want to move, click **☰**, and choose **Move up** or **Move down** depending on the direction of relocating.



Removing Chapter

If you consider any chapter of your page useless, select it, click **☰**, and choose **Remove**. The chapter will be deleted for good.

