Actions with Chapters

You can 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
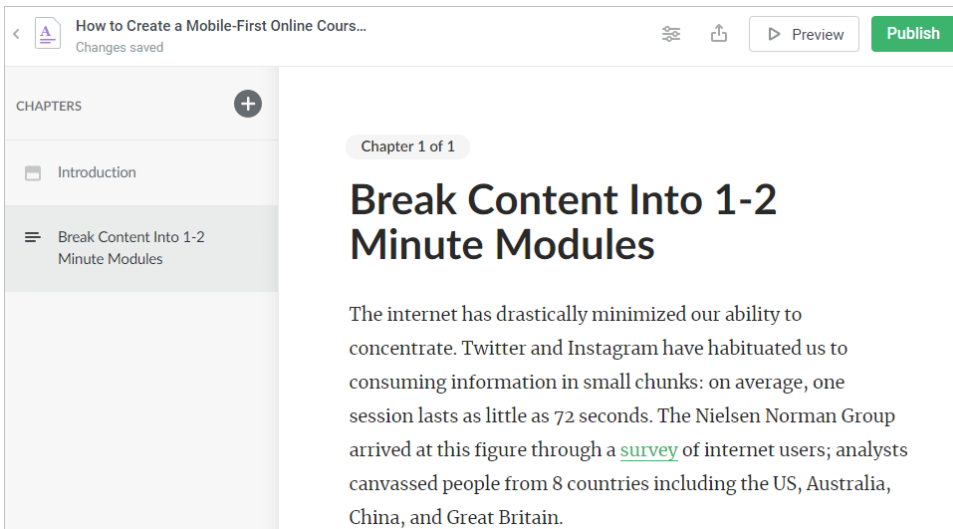- Moving Chapter
- Removing Chapter
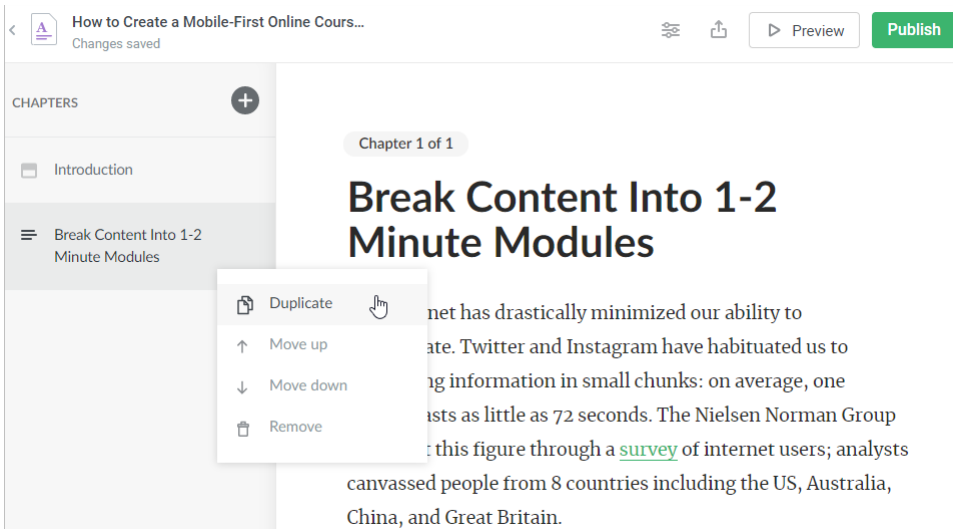
Adding Chapter

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.
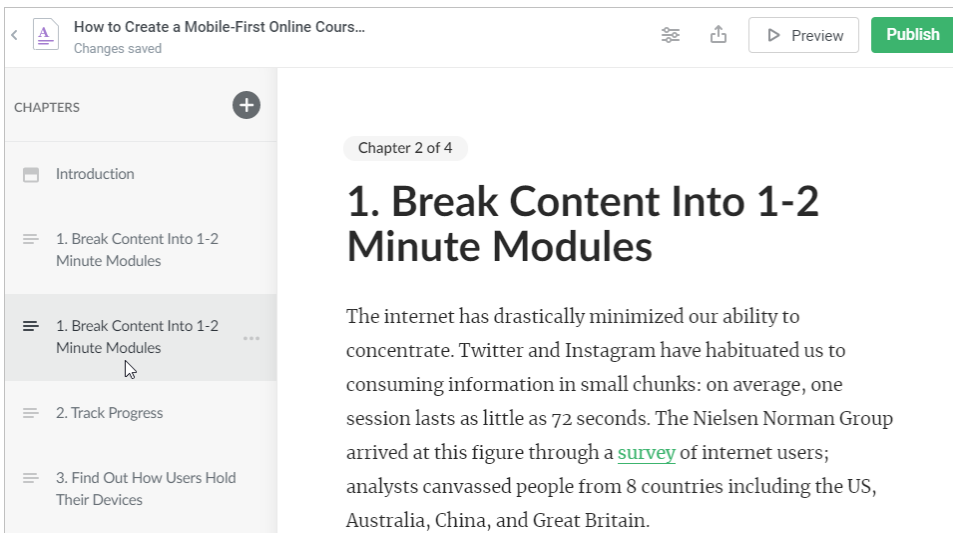

Duplicating Chapter

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 blocked URL, 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 blocked URL, 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 blocked URL, and choose **Remove**. The chapter will be deleted for good.