


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](#)

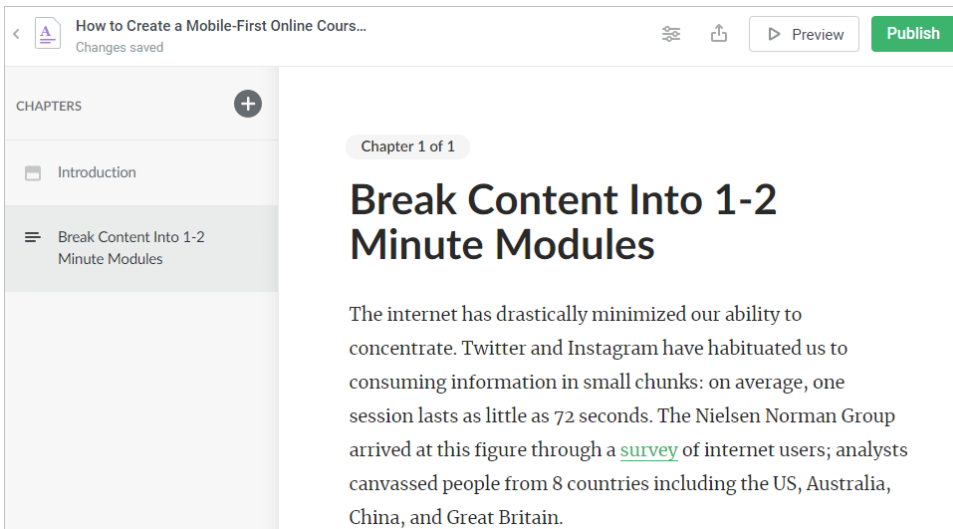
Adding Chapter

To add a new chapter:

1. Click  on the left-hand pane.



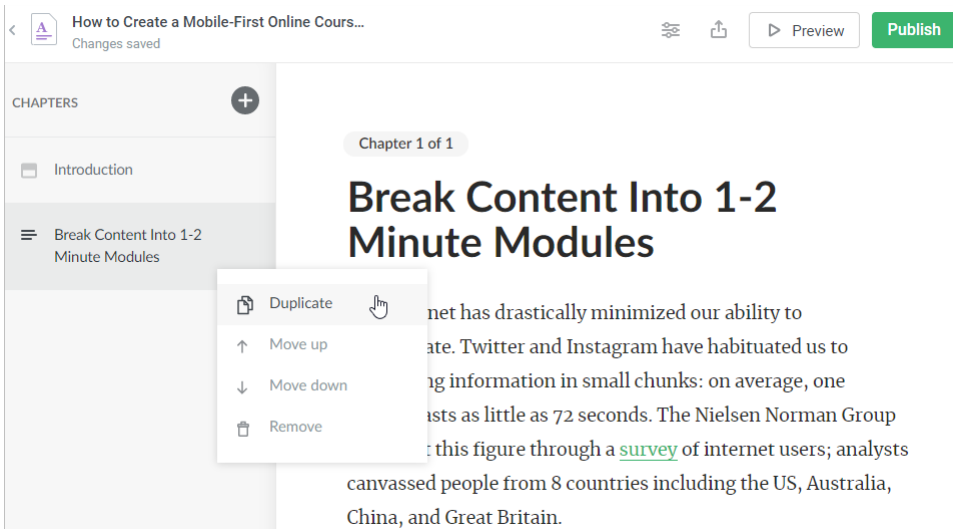
2. As soon as the chapter is added, enter its title and start writing. Here you can use [lists](#), [statements](#), [images](#), [videos](#), and [exercises](#).



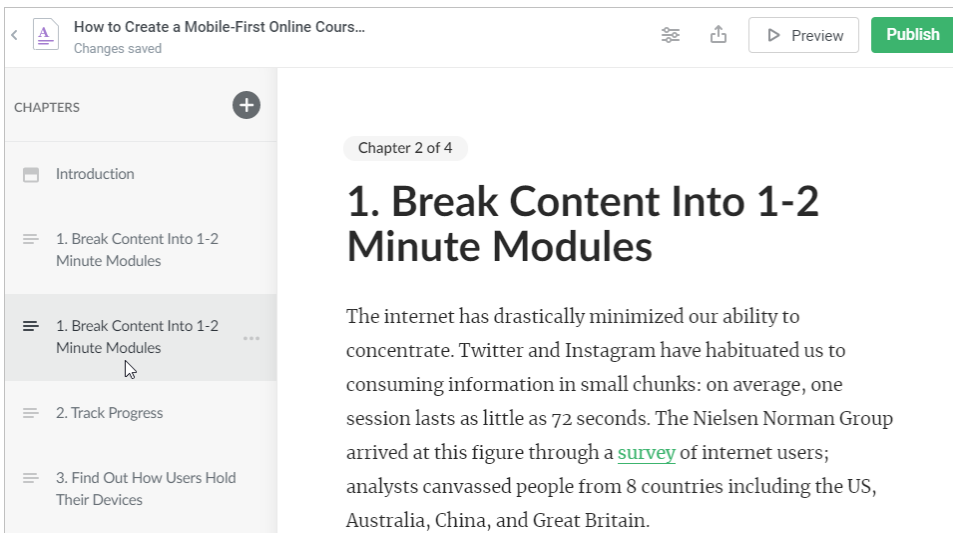
Duplicating Chapter

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.

How to Create a Mobile-First Online Cours...
Changes saved

Preview

Publish

CHAPTERS

+

Introduction

1. Break Content Into 1-2 Minute Modules

2. Track Progress

3. Find Out How Users H...
Their Devices

Chapter 1 of 3

1. Break Content Into 1-2 Minute Modules

Duplicate

Move up

Move down

Remove

net has drastically minimized our ability to
ate. Twitter and Instagram have habituated us to
ig information in small chunks: on average, one
ists as little as 72 seconds. The Nielsen Norman Group
this figure through a [survey](#) of internet users;
analysts canvassed people from 8 countries including the US,
Australia, China, and Great Britain.

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.

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