



TEGRITY INSTRUCTOR WORKFLOW (PART 11)

Editing Chapter Information

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You can change a chapter title or add or delete searchable keywords associated with the chapter.

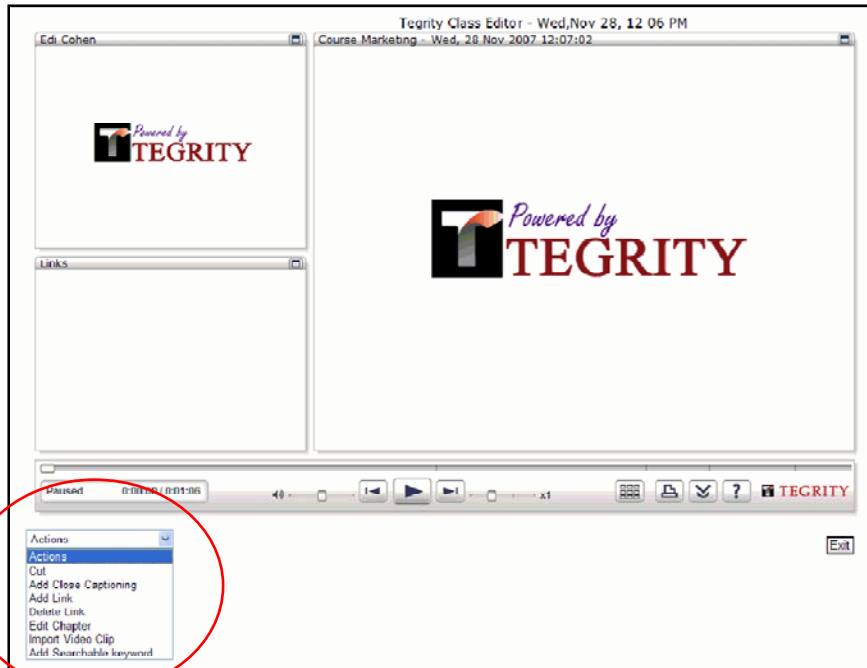


Figure 1: The Tegrity Class Editor

To edit chapter information:

1. Select the class recording for editing.

2. From the *Actions* drop-down list (Figure 1), select **Edit Chapter**. The *Edit Chapter* controls appear (Figure 2).



Figure 2: Edit Chapter Controls

3. Select the chapter you want to edit from the *Chapter* drop-down list.
4. Click **Edit**. The *Edit Chapter* dialog box appears (Figure 3).

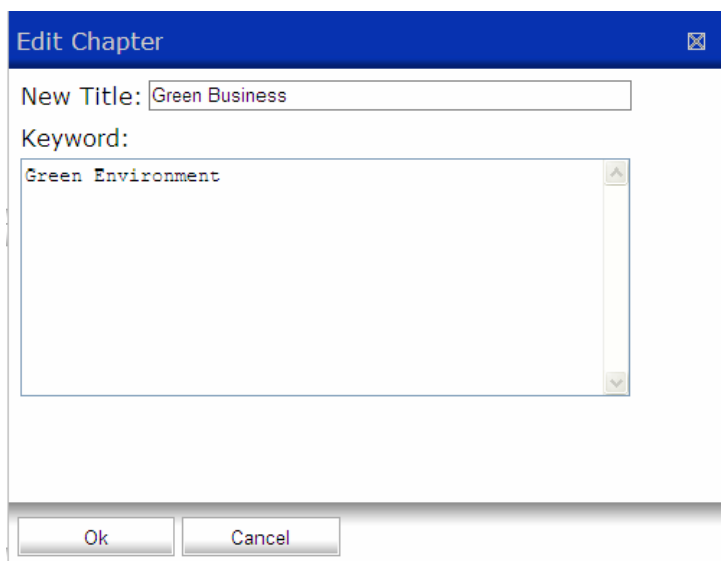


Figure 3: Edit Chapter Dialog Box

5. To change the chapter title, enter the new title in the *New Title* text box.
6. To add one or more keywords, type the keywords in the *Keyword* text box. Separate multiple keywords with a space.
7. To delete an existing keyword, select the keyword and press **Delete** on your keyboard.
8. Click **Apply**. The title and keywords are updated according to your input.