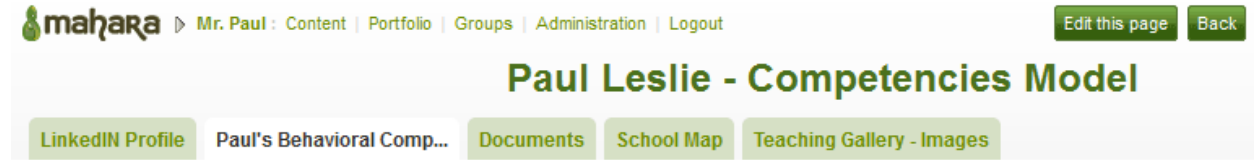


How to Edit Page Title and Description in Mahara

PLEASE NOTE: This section discusses how to edit the title and description. You may need to refer to other sections to see how to copy or edit BLOCKS in Mahara.

- Once you have a page or collection open in Mahara, you should see something like this:



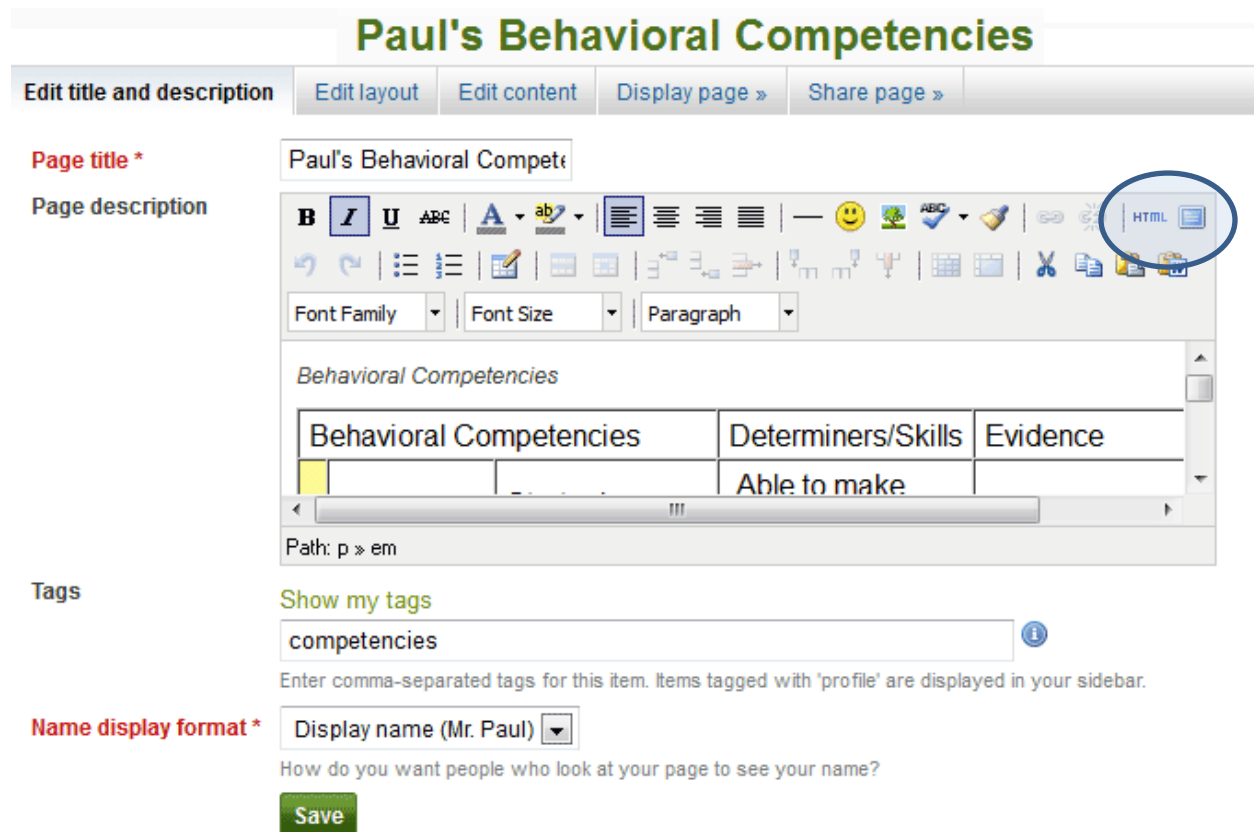
The screenshot shows the Mahara user interface. At the top left is the Mahara logo. To its right is the user's name and navigation links: Mr. Paul | Content | Portfolio | Groups | Administration | Logout. On the top right are two buttons: 'Edit this page' and 'Back'. The main heading is 'Paul Leslie - Competencies Model'. Below the heading are several navigation tabs: 'LinkedIn Profile', 'Paul's Behavioral Comp...', 'Documents', 'School Map', and 'Teaching Gallery - Images'.

by Mr. Paul

Behavioral Competencies

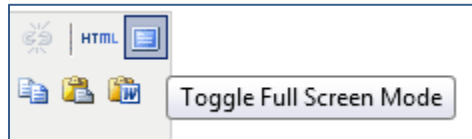
Behavioral Competencies		Determiners/Skills	Evidence
Leadership	Strategic	Able to make plans	

- When you open a page that is in a collection, you will see the entire collection. This enables you to understand what you should or need to include in the page.
- You can select any page from the collection.
- Click on EDIT THIS PAGE.



The screenshot shows the 'Edit title and description' interface in Mahara. At the top is the page title 'Paul's Behavioral Competencies'. Below the title are four tabs: 'Edit title and description', 'Edit layout', 'Edit content', 'Display page >', and 'Share page >'. The 'Page title' field contains 'Paul's Behavioral Competencies'. The 'Page description' field contains a rich text editor with a toolbar. The toolbar includes buttons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, smiley, image, video, audio, and a circled 'HTML' button. Below the toolbar are dropdown menus for 'Font Family', 'Font Size', and 'Paragraph'. The main text area contains the text 'Behavioral Competencies' and a table with the same structure as the one in the previous screenshot. Below the text area is a 'Path' field containing 'p » em'. The 'Tags' section has a 'Show my tags' link and a text input field containing 'competencies'. Below the input field is a small information icon and the text 'Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.' The 'Name display format' section has a dropdown menu set to 'Display name (Mr. Paul)' and the text 'How do you want people who look at your page to see your name?'. At the bottom is a green 'Save' button.

- The page title is what appears in the tab when you are viewing the collection.
 - Note that the tabs are not very wide so keep your title short.
 - You do not need to put your name in the title as visitors will see it in the collection title.
- The description can contain a variety of content.
 - If you are good with HTML code, you can insert video and other features.
 - If you have copied a page from a group collection, you can simply edit the content that is already provided.
- Click on the TOGGLE FULL SCREEN MODE button to more easily edit the content.



- The description will open in the full screen of your computer. Here you can edit a variety of content, including :
 - Skills for competencies
 - Links to external content in your Google Drive, Blogger and others.
- When you are finished, you must click on TOGGLE FULL SCREEN MODE again to return to the normal window.
- You can enter tags if you prefer.
- **SAVE YOUR WORK!**