

## WebCT Quickstart: Sheet D - Changing the appearance of your WebCT site

Use the following instructions to change the icons or colours on your WebCT site, and to edit headers and footers.

### How to select an alternative icon for a single link

1. Click on the Actionlinks icons next to the link, and select **Customize Link or edit properties**.
2. Click **Replace Icon** to go to the list of uploaded files for the course
3. Do one of the following:
  - If the file is already uploaded, select it and click **OK**, then **Save**.
  - Alternatively, if the file is not already uploaded:
    - Click the **My Computer** link to browse the files on your own computer
    - Locate and select the file, and click **Save**

**Note:** you should first have the icons available on your computer, and at the correct size (no more than 80 pixels wide/high). You can find a selection of free icons on the Microsoft Web site at:

<http://office.microsoft.com/clipart/default.aspx?lc=en-us> There are also other free sources available (just Google 'free icons'). Download the icons to your computer so that they will be available for upload to WebCT.

### How to use a different set of icons throughout the course

There is a limited selection of alternative icon sets within WebCT. To change the icon set used in your course:

1. In the side panel click on **Manage Course**, then on **Course Content Icons**
2. Click the button **Select New Content Icon Set**.
3. Select the icon set you require and click **Select**, then **Apply**.

### How to change the colours of your whole course


1. In the side panel click on **Manage Course**, then on **Colors**.
2. Click on the various sets of colours to preview them. There are several pre-defined colour sets. There is also a **Custom** set which enables you to choose your own colours for individual elements of the screen.
3. Select the colour set you require and click **Apply**.

### How to change the background colours for individual pages

1. Go to the page you would like to modify
2. Select **Page Options** from the top toolbar
3. Choose the **select colour** from the background colour section
4. Select the colour you would like for your page
5. Choose select
6. Click **Apply**

### How to edit the header of a home page or folder page (adding text or images)

On your WebCT course home page and folder pages, there is a header space above the icons which you can use for providing additional information, eg contact details etc. You can also use this header space on the home page for displaying a banner image for your course, or for posting photos of the course coordinator/team.

1. Click the **Page options** button at the top right of the page.
2. Click **Edit Header**
3. Click **Enable HTML Creator**
4. Type the text into the box provided, and use the formatting options to format or centre the text etc.
5. To add an image, click on the yellow postcard style icon  and you will be able to browse for and upload an image from your computer. You can centre the image in the same way as text.
6. Click **Save**.

Footers can be edited or added in the same way.

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