## Adding titles / summaries

By default, when you choose a *Topic sections* format, the newly added sections on the VLE area homepage will display the heading: *New section*. While newly added subsections, both within a *Topic* and a *Weekly* section, will display the heading: *New subsection*. You may wish to use a descriptive title rather than the default headings.

Editing the title of a section / subsection

1. Click the **Start editing** toggle button located at the top-right corner.

2. Click the **Edit section name** icon ✏ adjacent to the section /subsection heading.
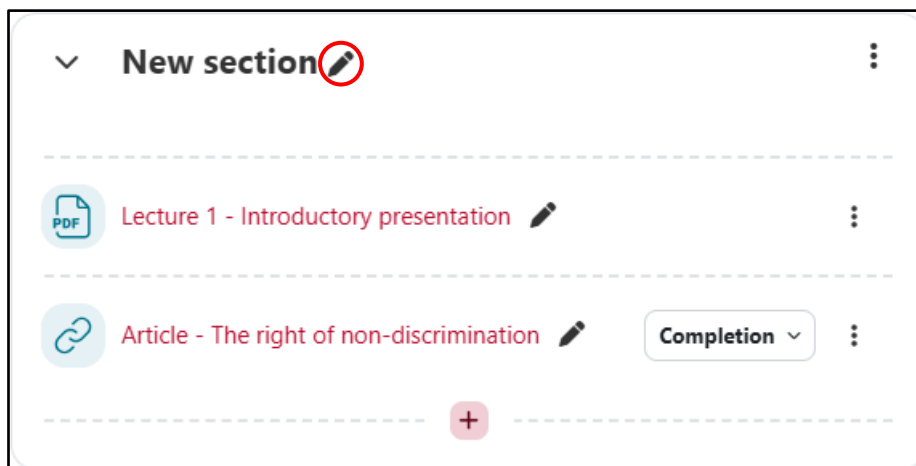
This will allow you to edit the section / subsection heading. In the following example, the text *New sec*tion is replaced with the text *Introduction*.
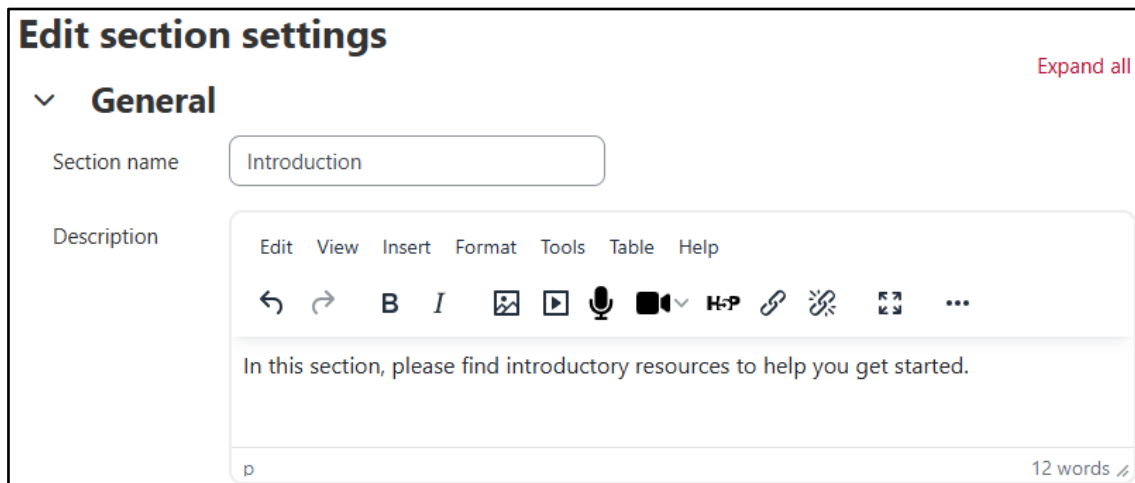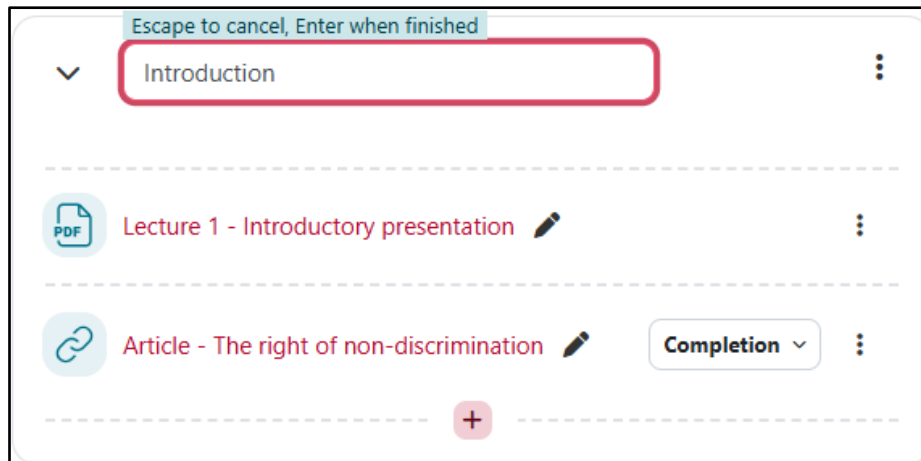

3. Press **Enter** to confirm the inputted title.

Adding or editing a section's / subsection's description

1. Click the **Edit** (3-dot) ⋮ icon, located at the top-right corner of every section / subsection, and choose **Edit settings**.
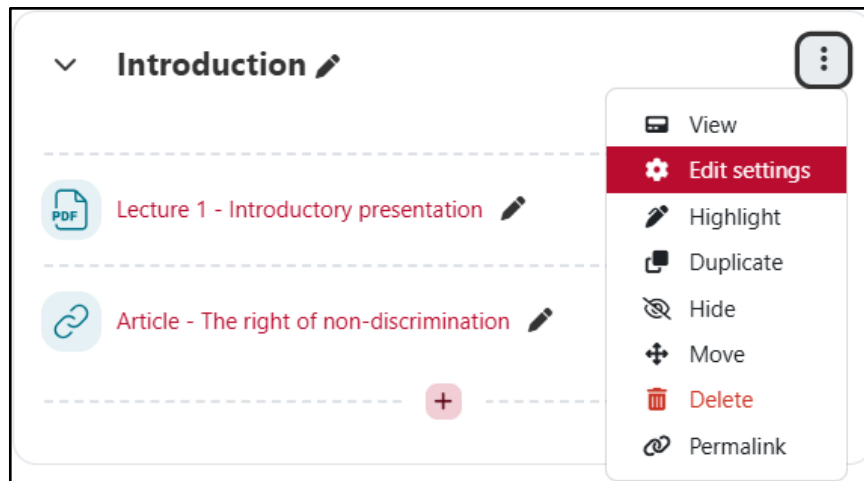
This will display the *Edit section settings* screen.

2. In the **Description** of the summary editor, type a description of what the section contains.

3. Click the **Save changes** button.

The description is displayed beneath the name of the section / subsection.