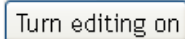


## Adding a Label

It is a simple procedure to add a Label within a section. Follow these steps:

1. Ensure that you are in Moodle's editing mode by clicking on the **Turn editing on** button on the top right-hand side of the Moodle page.

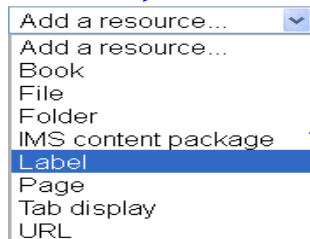


Turn editing on

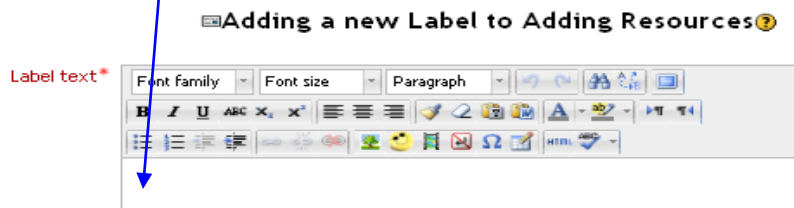
A blue arrow points from this button to step 1.

2. Move to section where you to insert the Label.

3. Click on **Add a Resource** and choose **Label**.

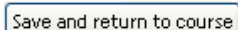


4. Type in the **Label text**. Feel free to change the colour, the font and the size of the text.



5. Cursor down and restrict the access if desired (see document titled **Restricting Access: Conditional Releases** for more details).

6. Continue to cursor down to the page and click on the **Save and return to course** button.



Save and return to course

A blue arrow points from this button to step 6.

7. If required, use the **four-headed Move arrow** to change the location of the label.

