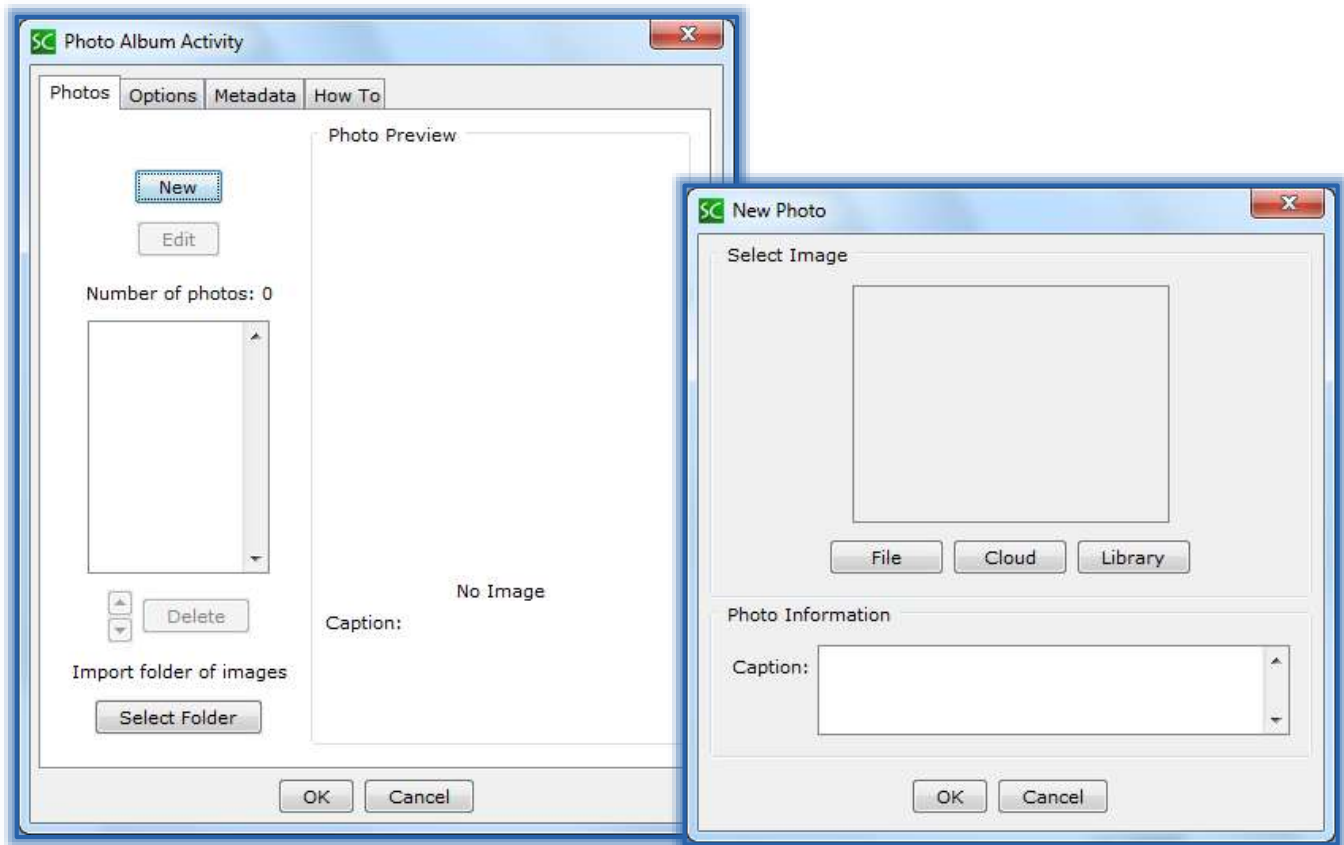


SoftChalk - Photo Album Activity

This Activity allows you to create a clickable photo album. Images can be added one at a time or you can import a folder of images. When a folder of images is inserted, captions will be added automatically.

PHOTOS TAB

- ☞ Click the **Insert Tab**.
- ☞ Move the mouse pointer over **Activity**.
- ☞ Select **Photo Album** from the list of **Activities**.
- ☞ The **Photo Album Activity** window will display (see illustration below).



Select One Image at a Time

- ☞ Click the **New** button to add a single image to the album.
- ☞ The **New Photo** window will display (see illustration above right).
- ☞ Do one of the following:
 - ☞ Click the **File** button to select an image from your computer.
 - ✦ Scroll to the area where the image is stored.
 - ✦ Select the image that is to be added to the album.
 - ✦ Click the **Select** button.
 - ✦ Input a **Caption** for the image.
 - ✦ Click **OK** to add the image to the **Photo Album**.
 - ☞ Click the **Library** button to select an image from the **SoftChalk Library**.
 - ✦ The **SoftChalk Library** window will display.

- ✦ Click the image that is to be added to the **Photo Album**.
- ✦ Click the **Insert into Activity** button.
- ✦ Input a **Caption** for the image.
- ✦ Click **OK** to add the image to the **Photo Album**.

Import Folder of Images

- ☞ Click the **Select Folder** button in the **Photo Album Activity**..
- ☞ The **Open** window will display.
- ☞ Select the folder that contains the images.
- ☞ Click the **Open** button.
- ☞ The images will be added to the **Photo Album**.

Edit Photo Album

- ☞ To change an image or edit the caption:
 - ☞ Select the image that is to be edited.
 - ☞ Click the **Edit** button.
 - ☞ Make the necessary changes.
 - ☞ Click the **OK** button.
- ☞ To change the order of the images:
 - ☞ Select the image that is to be moved.
 - ☞ Click the up or down arrows at the bottom of the list.
- ☞ To delete the image:
 - ☞ Select the image that is to be deleted.
 - ☞ Click the **Delete** button.

OPTIONS

- ☞ Click the **Options** tab (see top illustration on next page).
- ☞ Input instructions for the students into the appropriate box.
- ☞ Insert a description of the **Activity** for those students who are visually impaired.
- ☞ Click the **Hide Background** checkbox to remove any images from the background of the **Photo Album**.
- ☞ Click the **Display Inline** check box if the **Activity** is to display directly within the **Lesson**.
- ☞ When all the **Options** have been chosen, click the **OK** button.
- ☞ The **Photo Album Activity Placeholder** will appear in the **Lesson**.

VIEW ACTIVITY IN BROWSER

- ☞ **Save** the **Lesson**.
- ☞ Click the **View in Browser** button on the **SoftChalk Toolbar** (see illustration at right).
- ☞ The **Photo Album** will appear as shown in the bottom image on the next page.
- ☞ Click either the right side of the image to go to the next page in the album.
- ☞ Click on the left side of the image to return to the previous page of the album.



