

SoftChalk-Edit Menu

Select this menu item to copy or paste material within the lesson or from other programs such as Word. This menu item also contains the Undo and Redo commands as well as features for selecting items within the lesson.

File Edit Insert Format Tools Table Properties Preview Web Help

Menu Item	Description
Undo	This feature is used to undo a deletion or other change to text, images, or other elements in a SoftChalk lesson. Ctrl + Z can also be used to Undo a change in the lesson.
Redo	If the Undo feature is selected, this button will become active. It allows you to redo any editing that had been undone. Ctrl + Y will perform the same action.
Cut	Click this feature to remove text, images, or other elements from a lesson and place them on the clipboard. Once items are placed on the clipboard they can be moved to a different area of the lesson or to another program. Ctrl + X can also be used to Cut items from the lesson.
Copy	Select this feature to copy text, images, or other elements within a lesson and move it to the clipboard. Once items are placed on the clipboard they can be moved to a different area of the lesson or to another program. This feature will create a duplicate copy of the material. Ctrl + C can also be used to Copy material in a lesson.
Paste	This feature is used to move items from the clipboard to a different location in a lesson or to another program. When this feature is selected, the formatting will be preserved when it is pasted into the lesson or other document. Ctrl + V can be used to Paste material from the Clipboard into the lesson.
Paste as Plain Text	To paste text items from the clipboard to a different area without preserving the formatting chose this feature. All formatting will be removed from the pasted text.
Delete	Click this feature to completely remove selected text, images, or other elements from a lesson. Delete on the keyboard can also be used to remove items from a lesson.
Select All	Choose this feature to select all the elements of a lesson. Everything in the lesson will be selected. Ctrl + A can also be used to select all the elements in a lesson.
Select Word	This feature is used to select a single word within the lesson. The insertion point must be within the word for it to be selected. The keyboard combination Ctrl + W can also be used to select a word
Find	To locate a word or phrase within a document, select this feature. The Find and Replace dialog box will display when this feature is selected. Ctrl + F can also be used to open the Find dialog box.

Menu Item	Description
Replace	Select this feature to locate a word or phrase in the lesson and replace it with another word or phrase. When this feature is selected, the Find and Replace dialog box will display. Two features are available for locating and replacing text Replace (happens one time) and Replace All (replaces all occurrences within the lesson). The key combination Ctrl + H can be used to open the Replace dialog box.