SoftChalk-File Menu

This menu item contains the commands for creating a new lesson, opening a previously created lesson, saving a lesson, or packaging the lesson for upload to a course management system or a web browser. You can also exit the program by accessing this menu item.

File Edit Insert Format Tools Table Properties Preview Web Help

Menu Item	Description
New	This feature is used to create a new lesson. When SoftChalk is first opened a new lesson window displays. However, this feature can be used when another lesson is open and a new one needs to be created. The open lesson will be removed and the new lesson created. **Ctrl + N** can also be used.
Open	This feature will allow you to open a lesson that was created earlier but had not been opened recently. **Ctrl + O** can also be used.
Open Recent	This feature will display a list of the five most recently opened lessons. To open the lesson, click it in the list.
Open from SoftChalk Cloud	To open a lesson that has been saved to SoftChalk Cloud, select this option. Users must subscribe to SoftChalk Cloud to use this feature.
Save	There are three different features for saving a SoftChalk lesson. Each one will provide the same results. This is one of those ways. Instead of clicking this option, **Ctrl + S** can be used.
Save As	This feature should only be used when the lesson is to be saved to a different folder or is to be given a different name.
Save to SoftChalk Cloud	Use this feature to save the lesson to SoftChalk Cloud. Users must subscribe to SoftChalk Cloud to use this feature.
Open from LMS	SoftChalk is fully integrated with some Learning Management Systems such as Blackboard. This feature will allow the user to open a lesson from one of those systems.
Save to LMS	This feature will allow the user to save a lesson to a LMS that is integrated with SoftChalk.
Package Lesson	When a lesson is to be packaged to upload to eCollege, this is the feature that should be selected. The key combination **Ctrl + K** can also be used to open the Package Lesson Window.
Open Packaged Lesson	To open a lesson that has been packaged for uploading to eCollege or another Course Management System, select this feature.
Manage Published Accounts	This feature is used to set the parameters for Opening or Saving lesson to a Course Management System such as Blackboard.
Exit	To exit from SoftChalk, click this button. If the active lesson has not been saved, a message will appear asking if you want to save the lesson. **Ctrl + Q** can also be used to exit from the program.