SoftChalk-Format Menu

Use this menu item to change the formatting of text within the lesson. Bullets and numbers can be added to text through this menu as well as changing the color, alignment, and font style of the text.

File Edit Insert Format Tools Table Properties Preview Web Help

Menu Item	Description
Bold	Select this feature to apply bold formatting to selected text in the lesson. **Ctrl + B** can also be used to Bold text.
Italics	To italicize selected text in a lesson, select this feature. The key combination **Ctrl + I** can also be used to italicize text.
Underline	This feature is used to underline selected text in a lesson. It is also possible to use **Ctrl + U** to underline the selected text.
Bullets	Select this feature to add bullets to selected text in the lesson. The bullet lists will automatically indent.
Numbering	To add numbers to a list of items in a lesson, select the text and then select this feature. The numbered list will indent automatically.
Superscript	This feature is used to add text to the lesson that appears slightly above the other text.
Subscript	To add text that appears slightly below the other text, select this feature.
Text Color	Select this feature to change the color of selected text in the lesson. A gallery of acceptable colors will display. Click one of the colors to apply it to the text.
Highlight Color	This feature is used to highlight selected text within a lesson. A gallery of acceptable colors will display. Click one of the colors to apply it to the text.
Page Background Color	To apply a background color to a lesson, select this feature. This feature is not available when a style has been applied to the lesson.
Font	Move the mouse pointer over this feature to change the font type, font style, or font size.
Decrease Indent	To move a paragraph closer to the left margin, select this feature. Each time this feature is clicked, the paragraph will move back 0.5 inches.
Increase Indent	Select this feature to move a paragraph to the right. Each time the feature is selected, the paragraph will move in 0.5 inches.
Align Left	This feature is used to align paragraphs at the left margin of the page. The key combination **Ctrl + L** can also be used.
Align Center	To align paragraphs so that all the lines are centered on the page, select this feature. The key combination **Ctrl + E** can also be used.
Align Right	Select this feature to align paragraphs to the right side of the page. **Ctrl + R** can also be used.
Remove All Formatting	When this feature is selected, all the previous formatting will be removed from the selected text.