

## SoftChalk-Overview/Get Started

### Overview

SoftChalk is a desktop application that can be run on Windows and Macintosh computers. Lessons created in SoftChalk can be viewed in any Web browser such as Internet Explorer, Firefox, Google Chrome, or Safari. Lessons can also be viewed on mobile devices. This software can be used to create engaging lessons quickly and easily.

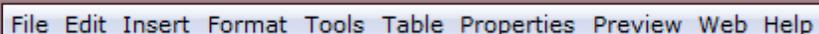
The lesson can be styled for a professional look. Activities and quizzes that promote active learning can be added to the lesson. Content can be added to a SoftChalk lesson from PowerPoint, Word, or other sources. Hyperlinks to other content in PDF, Word, or Excel documents can be created. The files will be uploaded to the SoftChalk Lesson folder so that they are always accessible when SoftChalk is uploaded to the web browser.

### Get Started

When the SoftChalk program is opened a new, untitled lesson will display. Items can be typed into this window or content from another program such as Word can be copied and pasted into the window. If a lesson has already been created it can be opened by clicking the File Menu and selecting either Open or Open Recent. When Open Recent is selected, a list of lessons will appear. Click the lesson to open it.

### Menu Bar

This bar contains the commands needed to create a SoftChalk lesson. The commands are listed in categories as shown in the illustration and table below. Within each category, the commands for working with SoftChalk are listed. To access the commands, click the appropriate menu item and then click the command. The table below lists and describes each of the menu items. To see a detailed list of each option under each Menu Bar item, see the appropriate document on the SoftChalk Page of the Training Web Site.



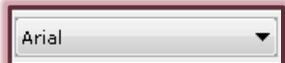
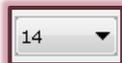
File Edit Insert Format Tools Table Properties Preview Web Help

| Menu Item     | Description   |
|---------------|---|
| <b>File</b>   | 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. |
| <b>Edit</b>   | Select this menu item to copy or paste material within the lesson or from other programs such as Word. This menu option also contains the Undo and Redo commands as well as options for selecting items within the lesson.  |
| <b>Insert</b> | This is the menu item that is used to insert quizzes and other activities, such as timelines, flash cards, and tabbed info, into the lesson. Items such as images, hyperlinks, widgets, special characters, and media can also be inserted from this menu item.     |
| <b>Format</b> | 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.   |

| Menu Item         | Description   |
|-------------------|---|
| <b>Tools</b>      | To check the spelling for the lesson or to display the HTML code, select this menu item. It is also possible to make changes to the Style for the lesson setup using this menu item.  |
| <b>Table</b>      | This menu item contains the commands for creating, and working with tables.   |
| <b>Properties</b> | To select a preset style for the lesson, select this menu item. The style will not display until you preview the lesson in a web browser. This is also the area where a different language for the lesson can be specified. |
| <b>Preview</b>    | Use this menu item to preview the lesson in a web browser. The style that was applied will display when previewing the lesson. The style does not display when in lesson creation mode.                                     |
| <b>Help</b>       | Click this menu item to display information about the SoftChalk program and to obtain help with the different features of SoftChalk.  |

### Toolbar

This bar is used to access many of the features for creating and formatting a SoftChalk lesson. The table below lists, illustrates, and describes each of the buttons on the toolbar.

| Toolbar Item  | Description   |
|---|---|
| <b>Font Style</b><br>        | Click the list arrow to select a different style of font for the selected text. The font style options are Arial, Comic Sans MS, Courier New, Georgia, Monotype Corsiva, Times New Roman, and Verdana. These are the fonts that display best in all types of browsers. The default font is Arial.   |
| <b>Font Size</b><br>       | To change the size of the font for the selected text, click the list arrow for this option. The font size options are 8, 10, 12, 14, 18, 24, and 36. The default size is 14 point.  |
| <b>Save</b><br>            | Click this button to save the presentation. The first time you click this button the Save As dialog box will display. Name the lesson and click the Save button. After the first time, clicking this button will save a new copy of the lesson over the older copy. Use the Save As feature under the File Menu to save the lesson with a different name. |
| <b>View in Browser</b><br> | This button is used to view the lesson in a browser. This allows you to see how the presentation will look when it is completed. You can't preview the lesson unless it has been saved. If the lesson has not been saved, you will be prompted to save it.  |
| <b>Bold</b><br>            | Use this button to apply bold formatting to selected text in the lesson. This is a toggle button that when clicked will turn bold on and off.   |
| <b>Italics</b><br>         | To italicize selected text in a lesson, click this button. This is a toggle button that when clicked will turn the italics on and off.  |

| Toolbar Item   | Description   |
|--|---|
| <b>Underline</b><br>            | This button is used to underline selected text in a lesson. This is a toggle button that when clicked will turn underline on and off.   |
| <b>Text Color</b><br>           | Click this button 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.   |
| <b>Highlight Color</b><br>      | Use this button 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.   |
| <b>Decrease Indent</b><br>      | To move a paragraph closer to the left margin, click this button. Each time the button is clicked, the paragraph will move back 0.5 inches.   |
| <b>Increase Indent</b><br>      | Click this button to move a paragraph to the right. Each time the button is clicked, the paragraph will move in 0.5 inches.   |
| <b>Align Left</b><br>           | This button is used to align paragraphs at the left margin of the page.   |
| <b>Align Center</b><br>         | To align paragraphs so that all the lines are centered on the page, click this button.  |
| <b>Align Right</b><br>        | Use this button to align paragraphs to the right side of the page.  |
| <b>Image</b><br>              | Click this button to insert an image into the lesson. The Insert Image dialog box will display. Images can only be added to areas that contain plain text, not to lines that contain Headings.  |
| <b>Hyperlink</b><br>          | This button can be used to add a hyperlink to selected text or to images. When the button is clicked, the Insert a Hyperlink dialog box will display. Hyperlinks can't be added to text that is formatted as a heading.   |
| <b>Toggle Bullet List</b><br> | Click this button to add bullets to selected text in the lesson. The bullet lists will automatically indent.  |
| <b>Toggle Number List</b><br> | To add numbers to a list of items in a lesson, select the text and then click this button. The numbered lists will indent automatically.  |
| <b>Style</b><br>              | This button is used to specify headings for paragraphs in a lesson. The available options are Plain Text, Heading 1, Heading 2, and Heading 3. The smaller the heading number the larger the text will be. These headings are used for creating a Table of Contents for the lesson. The Table of Content levels are determined by the heading number. |