

## SoftChalk-Insert Menu

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. TextPoppers, QuizPoppers, Hyperlinks, Activities, and Media cannot be included in lines with Headings.

File Edit Insert Format Tools Table Properties Preview Web Help

Menu Item	Description
<b>TextPopper</b>	These are text annotations that display when the mouse pointer is moved over an object (text or image) in a lesson. These items can only be seen when the lesson is being displayed in the Web browser window. When in the Web browser, move the mouse over the object to display the TextPopper.
<b>QuizPopper</b>	This element is used to insert a single quiz question into the lesson. There are seven types of QuizPoppers. They are Multiple Choice Question, True/False Question, Multiple Answer Question, Short Answer Question, Matching Exercise, Ordering Exercise, and Essay Question. These elements can be inserted anywhere within the lesson.
<b>Quiz Group</b>	This feature is used to insert multiple QuizPoppers into the lesson at one time. Different types of QuizPoppers can be inserted into one group. Quiz Group questions can be displayed one-at-a-time or all at once.
<b>Activity</b>	Several different activities can be created using this feature. When mouse pointer is moved over this option, a list of the activities such as timelines, will display. These activities include Charts, Crosswords, Did You Know, DragNDrop, Flash Card, Hot Spot, Jigsaw Puzzle, Labeling, Ordering, Photo Album, Seek a Word, Slide Show, Sorting, Tabbed Info, and Timeline.
<b>SoftChalk Cloud Item</b>	This feature can be used to insert items from SoftChalk Cloud. Users must have a SoftChalk Cloud account to use this feature.
<b>Page Break</b>	Select this feature to insert or remove a Page Break within the lesson.
<b>Horizontal Rule</b>	Click this feature to insert a horizontal line on a page in the lesson. These lines are used to add visual appeal to the page and to help break the page into different parts.
<b>Image</b>	This feature can be used to insert an image into the lesson. When the link is clicked the Insert Image dialog box will display.
<b>Bookmark</b>	Bookmarks are used in a Web-based document so that hyperlinks can be created that link to specified sections of the lesson.
<b>Hyperlink</b>	Select this feature to create a link to a Web site, a bookmark, or a file such as a PDF, Word, PowerPoint, or Excel document.

Menu Item	Description
<b>Media</b>	This feature is used to insert audio and video files into the lesson. The media can be inserted as a linked file or as an inline player.
<b>Widget</b>	A Web widget is a chunk of Web code that can be embedded within any html-based Web page. An example would be embedding a YouTube video into a lesson. When widgets are embedded it appears that the widget is located in the lesson. However, the video is actually still on the Web page with a link to it in the lesson.
<b>iFrame</b>	This feature is used to embed .PDF and live Websites within a SoftChalk lesson.
<b>Special Characters</b>	Use this feature to insert characters such as Page Breaks, Copyright Symbols, Registered Symbols.
<b>Math Characters</b>	To insert different math symbols into the lesson, select this feature. The Math Characters dialog box will display.
<b>Equations</b>	Select this feature to open the Equation Editor window. In this window, it is possible to create math equations that can be added to the lesson.