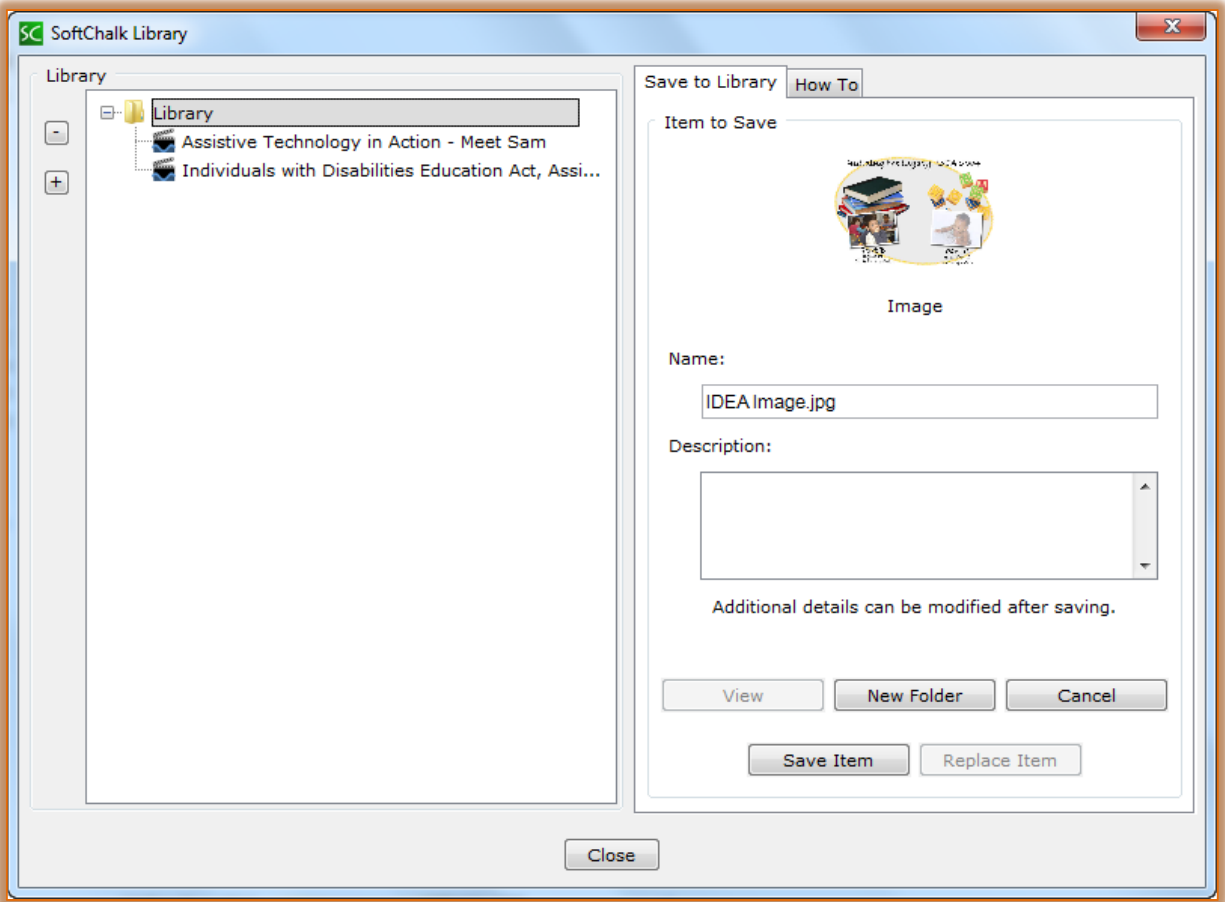


SoftChalk-Library

This feature allows you to save Images, Media, QuizPoppers, Equations, Quiz Groups, and Activities to a central repository. The saved elements can then be re-used in the same lesson or in a different lesson. This feature is only available with the desktop version of SoftChalk. Once the item from the Library is inserted into the lesson it can be revised.

SAVE ITEMS TO LIBRARY

- Right-click on the item that is to be added to the **Library**.
- Select **Save to Library**.
- The **SoftChalk Library** window will display (see illustration below).

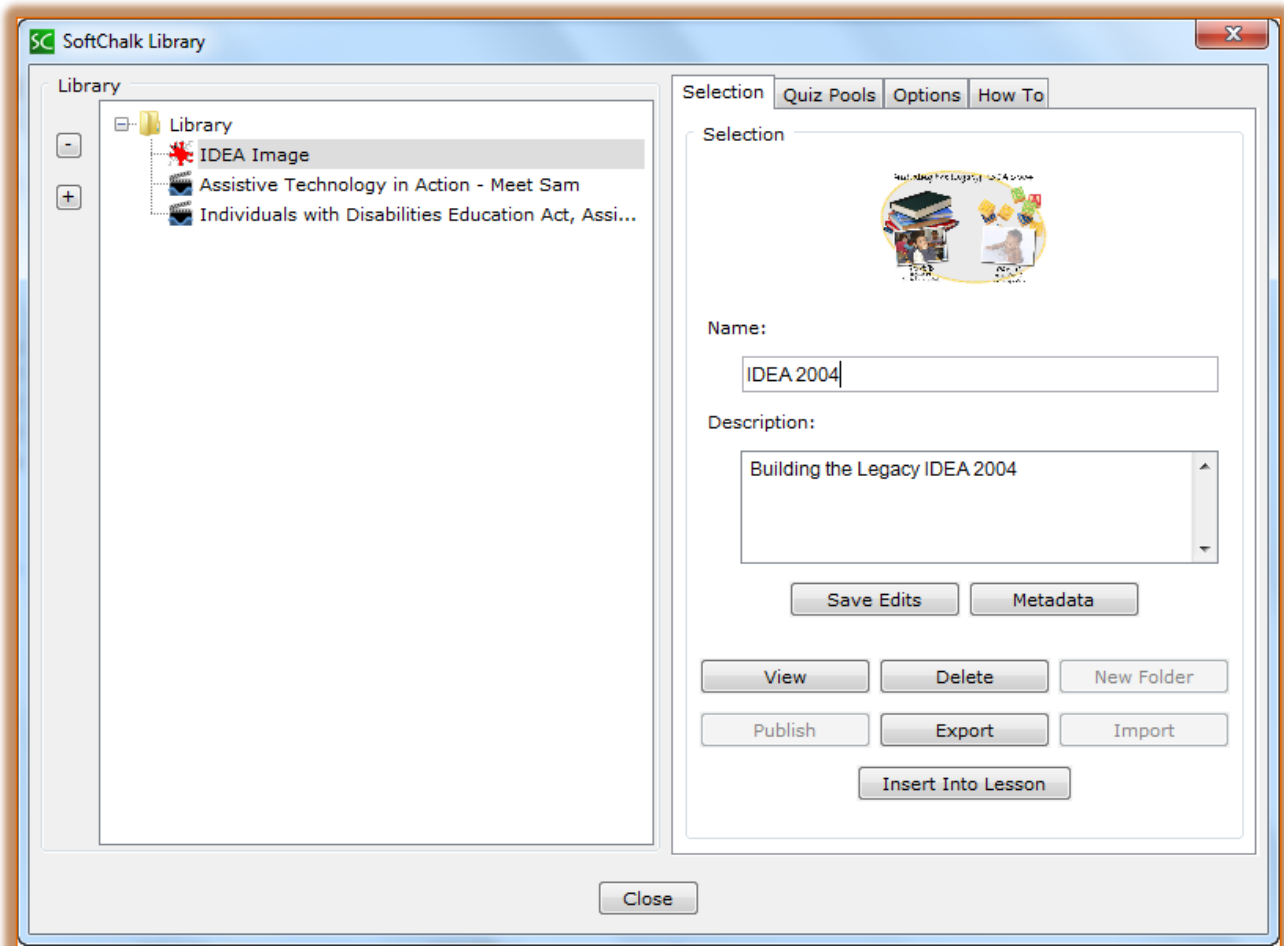


- In the **Save to Library** section, input a **Name** for the item, if necessary.
 - Some items will display the name automatically.
 - It may be necessary to enter a name for other items.
- Input a **Description** for the item, if desired.
- Click the **New Folder** button to create a folder for the item.
- If a folder has already been created, click the folder link under the **Library** section.
- Click the **Save Item** button.
- The item will appear in the **Library** list on the left side of the window.

EDIT LIBRARY ITEM TITLE OR DESCRIPTION

- Click **Tools** on the **Menu Bar**.
- Select **Library** from the list of features.

- ☞ The **Library** window will display (see illustration below).
- ☞ Select an **Item** in the **Library**.
- ☞ Edit or type information in the appropriate box.
- ☞ The **Save Edits** button will activate (see illustration below).



- ☞ Click **Save Edits**.

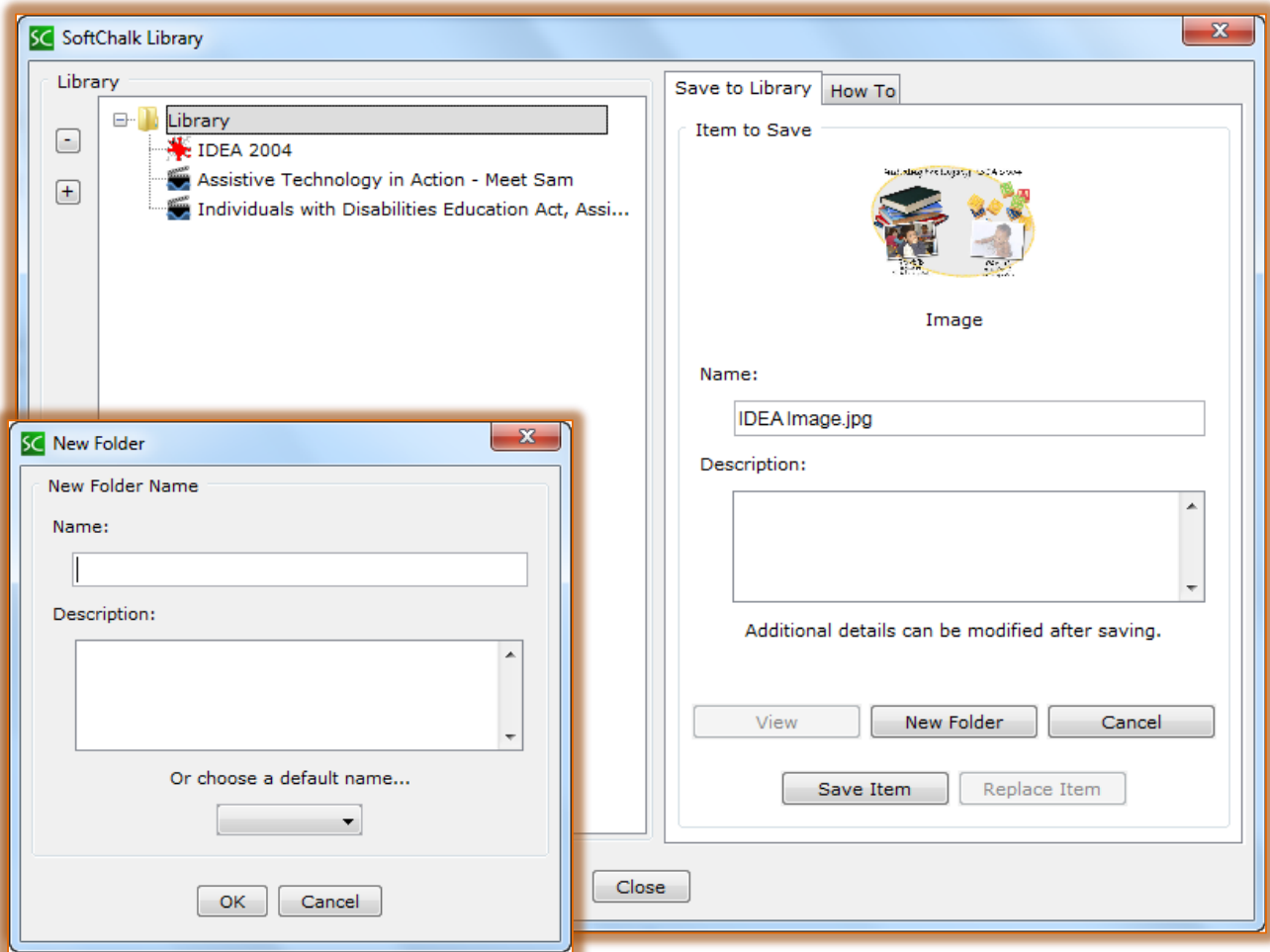
NOTE: If you click other items or buttons before you click **Save Edits** your changes will be lost.

REPLACE LIBRARY ITEM

- ☞ Right-click on an item within the main editing window of the lesson.
- ☞ Choose **Save to Library**.
- ☞ Select one of the following options:
 - ☞ Save the item as a new item.
 - ☞ Click on a **Similar Item** and then click **Replace Item**.
 - ✦ A **Similar Item** means the same type of QuizPopper, Activity, or media.
 - ✦ If you click on a **True/False** item in the lesson, you can click on a **True/False** item in the **Library** and click **Replace Item**.
 - ✦ If you click on a **True/False** item in the lesson and then click a **Multiple Choice** item in the **Library**, the **Replace Item** button will be **disabled**.

CREATE NEW FOLDER

- Click **Tools** on the **Menu Bar**.
- Select **Library** from the list of features.
- The **Library** window will display (see illustration below).



- Click the **Library** folder in the top left corner of the window.
- Under the **Item to Save** section, click the **New Folder** button (see illustration above).
- If **New Folder** is disabled, try clicking the folder again.
- The **New Folder** window will display (see illustration above).
- Do one of the following:
 - Input a **Name** for the folder.
 - Choose a **Name** from the **Default Name** list.
- Input a **Description** for the folder.
- Click the **OK** button to add the folder to the **Library**.

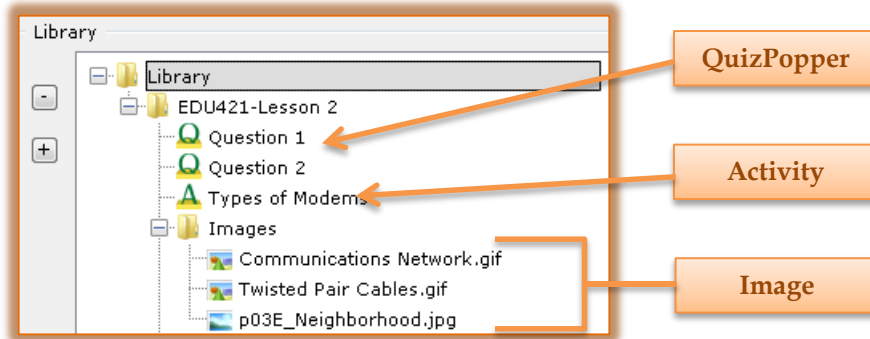
NOTE:

- By using the dropdown menu for Name you can create default folders for your images, streaming video, hyperlinks and so forth.
- If the Images folder is selected and a New Folder is added, the New Folder will appear under Images.
- When working with folders, it is possible to drag the folder from one place to another.

LIBRARY LIST ICONS

Each icon to the left of an item indicates what type of item has been saved to the Library.

- 📁 **Q** = QuizPopper
- 📁 **A** = Activity
- 📁 **E** = Equation
- 📁 **Movie icon** - Widget
- 📁 **Image Icons** - Images - These are determined by the type of image that was saved.



DELETE ITEM OR FOLDER

When a Library item or Library folder is deleted, it must be deleted within SoftChalk.

- 📁 Click **Tools** on the **Menu Bar**.
- 📁 Click **Library** in the list that appears.
- 📁 The **Library** window will display (see illustration on previous page).
- 📁 Select a **Library Item** or **Library Folder**.
- 📁 Click the **Delete** button.

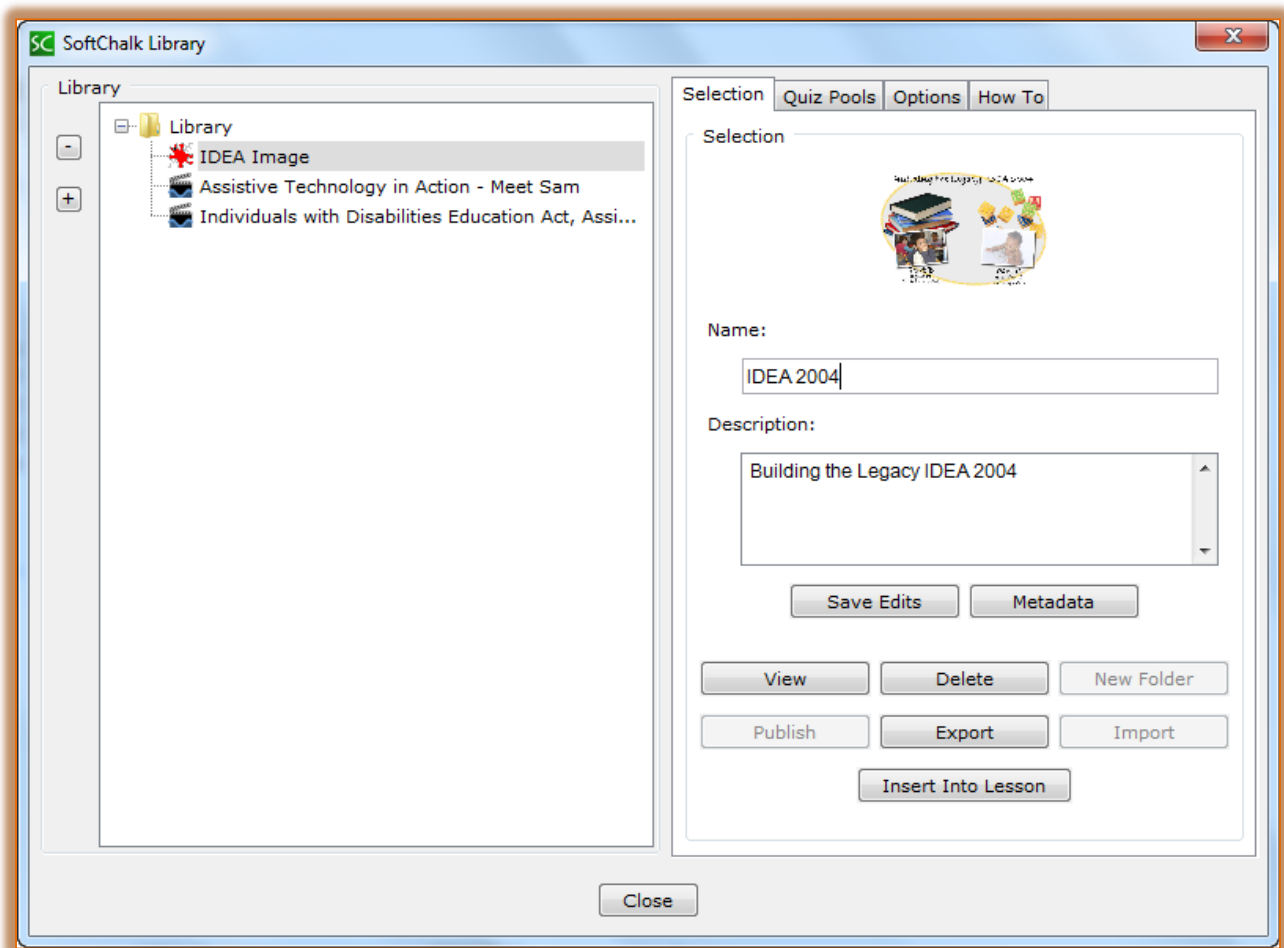
INSERT ITEM INTO LESSON

When an item is inserted into a lesson, the original item stays in the Library. The inserted item is copied into the lesson folder. Activities and QuizPoppers that are inserted into a lesson from the Library can be edited just like any other item. It is possible to insert more than one item before closing the Library window.

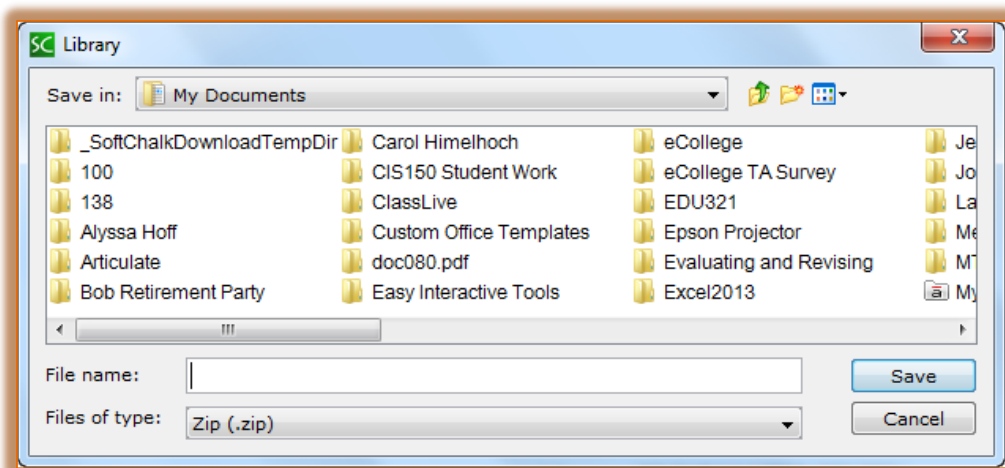
- 📁 Click **Tools** on the **Menu Bar**.
- 📁 Click **Library** in the list that appears.
- 📁 The **Library** window will display (see illustration on previous page).
- 📁 Click the plus (+) sign next to the folder where the item is located.
- 📁 Click the item that is to be inserted into the lesson.
- 📁 Click the **Insert Into Lesson** button.
 - 📁 If the **Insert Into Lesson** button does not appear, you may have accessed the Library by right-clicking on an item and choosing Save to Library.
 - 📁 Click the **Save Item** button to save the item to the Library.
 - 📁 The item must be saved before the other buttons will appear.
- 📁 When all the items have been inserted, click the **Close** button.

EXPORT LIBRARY ITEM OR FOLDER

- 📁 Click **Tools** on the **Menu Bar**.
- 📁 Click **Library** in the list that appears.
- 📁 The **Library** window will display (see illustration on next page).



- 📁 Select the **Library Item** that is to be exported.
- 📁 Click the **Export** button.
 - 🔗 If the **Export** button does not appear, you may have accessed the Library by right-clicking on an item and choosing Save to Library.
 - 🔗 Click the **Save Item** button to save the item to the Library.
 - 🔗 The item must be saved before the other buttons will appear.
- 📁 The **Library Save** window will display (see illustration below).



- ☰ Input a **Name** for the **Export File Name**.
 - ☞ When naming the item or folder, do not add .zip to the end of the name.
 - ☞ The .zip extension will be added automatically.
- ☰ Select the folder where the item is to be saved.
- ☰ Click the **Save** button.
- ☰ The exported item or folder will become a compressed (zipped) folder.
- ☰ The .zip file can be emailed to yourself or to others to import into the Library.

IMPORT LIBRARY ITEM OR FOLDER

When items are being imported to the Library, duplicate names are allowed. If there is another folder or item of the same name as the one being imported, the original item or folder is not replaced. There isn't any replacing of files in the Library when a .zip file is imported.

- ☰ Click **Tools** on the **Menu Bar**.
- ☰ Click **Library** in the list that appears.
- ☰ The **Library** window will display (see illustration on previous page).
- ☰ Do one of the following:
 - ☞ Select the folder into which the files or folders are to be imported.
 - ☞ To import the entire Library, click the Library folder at the top of the list.
- ☰ Click the **Import** button.
 - ☞ If the **Import** button does not appear, you may have accessed the Library by right-clicking on an item and choosing Save to Library.
 - ☞ Click the **Save Item** button to save the item to the Library.
 - ☞ The item must be saved before the other buttons will appear.
- ☰ The **Library Import** window will display (see illustration on previous page).
- ☰ Scroll to the folder where the **Exported** folder or item was stored.
- ☰ Select an exported **Library** folder or item from the list.
 - ☞ It is only possible to import and export a Library item or folder.
 - ☞ It is not possible to import just any other type of .zip file.
- ☰ Click the **Open** button.
- ☰ An **Import Complete** message will appear when the **Import** is finished.