

SoftChalk-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.

File Edit Insert Format Tools Table Properties Preview Web Help

Menu Item	Description
File	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.
Edit	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.
Insert	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.
Format	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.
Tools	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.
Table	This menu item contains the commands for creating, and working with tables.
Properties	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.
Preview	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.
Web	This item contains links to the SoftChalk Web Site. At this site, it is possible to check for Updates to the program.
Help	Click this menu item to display information about the SoftChalk program and to obtain help with the different features of SoftChalk.