

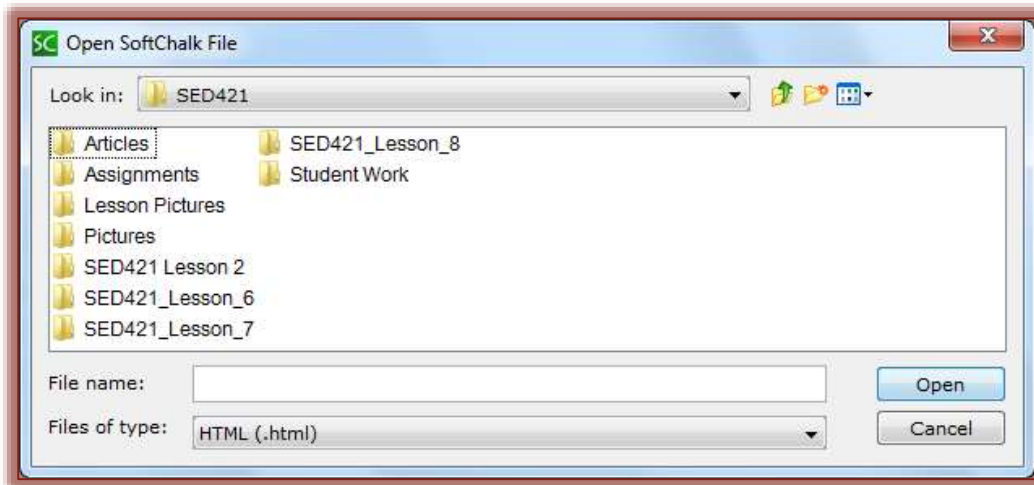
SoftChalk-Open Lesson

There are two options for opening a Lesson that has been created in SoftChalk. Each lesson created in Soft Chalk is stored in a separate folder. Within this folder are all the elements that have been added to the lesson even documents for which links have been created.

OPEN

This option will allow you to open a lesson that was created earlier but had not been opened recently.

- Click the **File Tab** on the **Menu Bar**.
- Click **Open** in the list of options.
- The **Open SoftChalk File** window will display (see illustration below).

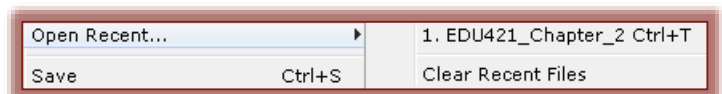


- Scroll to the folder where the lesson is stored.
 - Each lesson created in SoftChalk is stored in a separate folder.
 - The **Index** file needs to be selected for the lesson to open properly.
- Do one of the following:
 - Double-click the **Lesson Folder**.
 - Click the **Lesson Folder** and then click the **Open** button.
- Do one of the following:
 - Double-click **Index** in the list of files in this folder.
 - Click **Index** and then click the **Open** button.
- The document should open in **SoftChalk**.
 - If another lesson is open, that document will be closed.
 - If the lesson has not been saved, you will receive a message asking if you want to save it.

OPEN RECENT

This option will display a list of the five most recently opened lessons. To open the lesson, click it in the list.

- Click the **File Tab** on the **Menu Bar**.
- Select **Open Recent**.
- Click the **Lesson** that you want to open.
- The document should open in **SoftChalk**.



- If another lesson is open, that lesson will be closed.
- If the lesson has not been saved, a message will display asking if the lesson should be saved.