

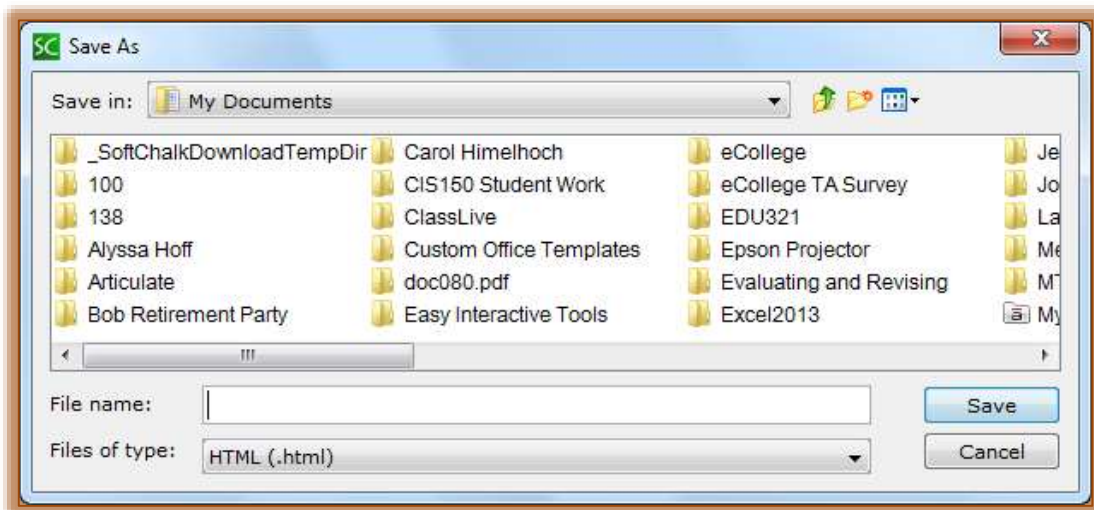
SoftChalk-Save Lesson

There are several different ways that a SoftChalk lesson can be saved. A preview of the lesson cannot be displayed unless it has been saved. All SoftChalk lessons are saved as HTML (Web-based) files in a separate folder. This folder contains all the elements used to create the lesson including documents for which links have been created.

SAVE

There are three different options for saving a SoftChalk lesson. Each one will provide the same results.

- ☰ Do one of the following:
 - ☞ Click the **File Tab** on the **Menu Bar** and then click the **Save** button.
 - ☞ Click the **Save** button on the **Toolbar**.
 - ☞ Use the keyboard combination **Ctrl + S**.
- ☰ The **Save** dialog box will display (see illustration below).



- ☰ Input a **Name** for the file into the **File Name** box.
- ☰ Click the **Save In** list arrow to select a different location for storing the file.
- ☰ Click the **Save** button.

SAVE AS

This option should only be used when the lesson is to be saved to a different folder or is to be given a different name.

- ☰ Do one of the following:
 - ☞ Click the **File Tab** on the **Menu Bar** and select **Save As**.
 - ☞ Press the **F12** key on the keyboard.
- ☰ The **Save** window will display (see illustration above).
- ☰ Do one or both of the following:
 - ☞ Input a new name for the lesson in the **File Name** box.
 - ☞ Click the **Save In** list arrow and select a different location for the lesson.
- ☰ If the lesson has been renamed, the new name will appear in the **Title Bar** at the top of the window.