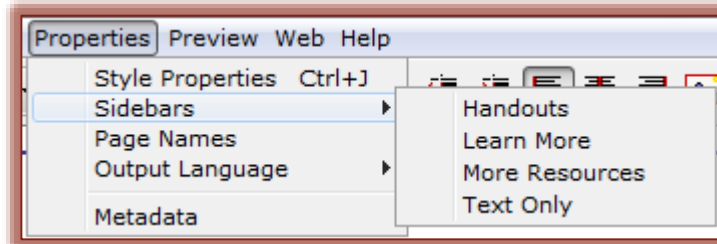


SoftChalk-Sidebars

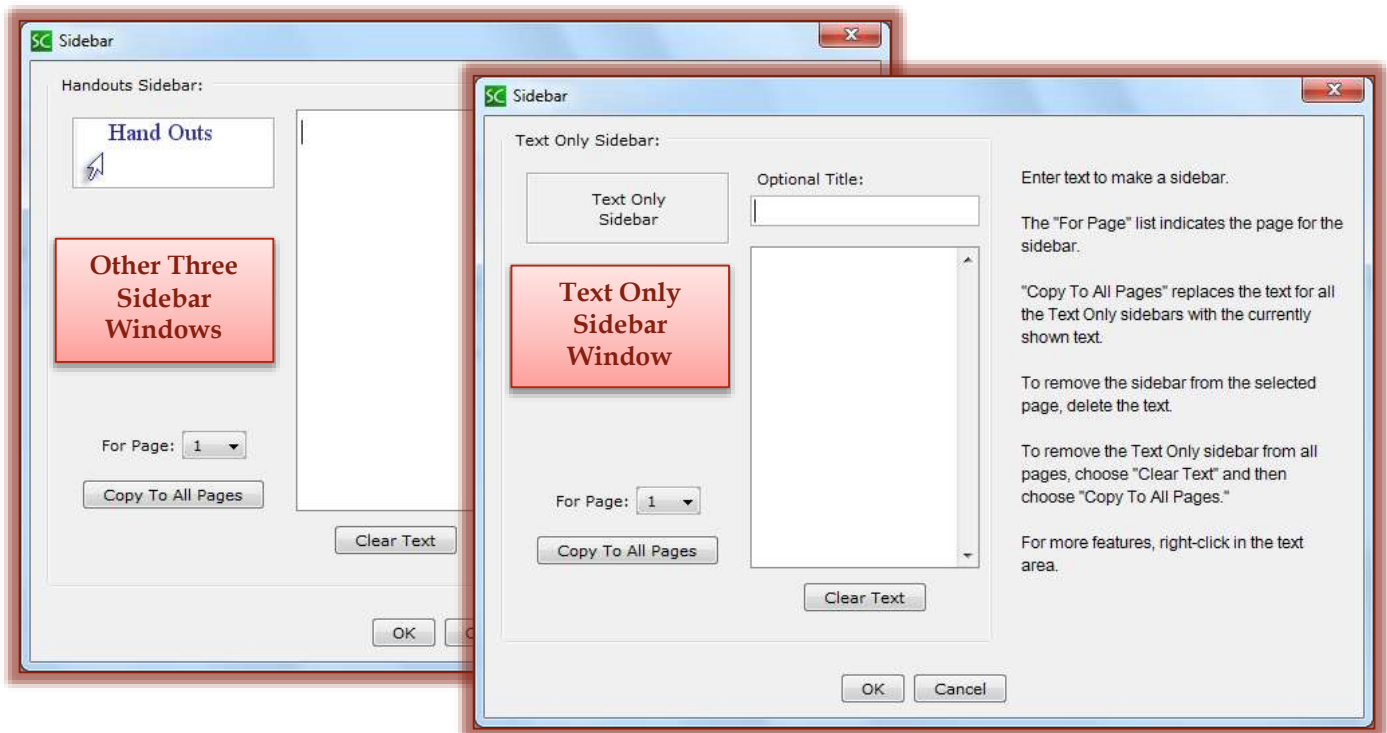
With this feature Sidebars can be added to the Left or Right side of the Lesson Page.

CREATE A SIDEBAR

- Click **Properties** on the **Menu Bar**.
- Move the mouse pointer over **Sidebars** in the list of options.
- Select one of the **Sidebar** options (see illustration below).



- The only difference between the different sidebars is the **Title** for the **Sidebar**.
- The **Text Only Sidebar** allows you to add your own **Title**.
- The **Other Sidebars** do not allow you to add text.
- The **Sidebars** window will display (see illustrations below).

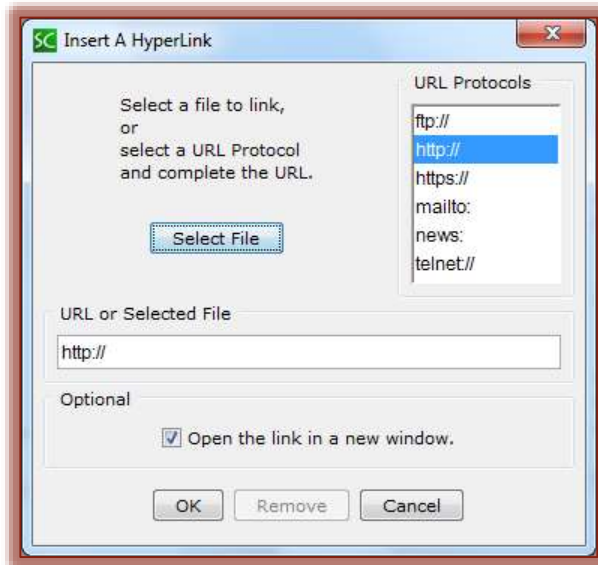


- In the **Text Only Sidebar** window, input a **Title** for the **Sidebar**.
- In all the windows, type or paste text into the **White** box.
- Specify the **Page** where the **Sidebar** is to appear. It will default to the page where the insertion point is located in the **Lesson**.
- Click the **Copy to All Pages** button to specify that the **Sidebar** is to appear on all pages of the **Lesson**.
- Click the **OK** button to save the **Sidebar**.

ADD A HYPERLINK

This feature will allow you to insert a hyperlink to a document or to a different Web Page. Hyperlinks are creating in the **Sidebar** window, not in the Lesson itself.

- 🖱️ Choose **Properties** on the **Menu Bar**.
- 🖱️ Move the mouse pointer over **Sidebars**.
- 🖱️ Select a **Sidebar**.
- 🖱️ The **Sidebar** window will display (see illustrations on first page).
- 🖱️ Select some text in the list that you created.
- 🖱️ Right-click the selected text.
- 🖱️ Select **Hyperlink** from the list of options.
- 🖱️ The **Insert a Hyperlink** window will display (see illustration below).



- 🖱️ Click the **Select File** link to add a link to a document.
- 🖱️ Locate the file that is to be inserted.
- 🖱️ Click the **Open** button.
- 🖱️ The **File Path** and **Document Name** will appear in the **URL or Selected File** box.
or
- 🖱️ Type or Paste the **URL** for the **Web Page** into the **URL or Selected File** box
- 🖱️ Continue this process until all the **Hyperlinks** have been added.
- 🖱️ Click **OK** when all the **Hyperlinks** have been added.

INSERT IMAGE OR WIDGET

- 🖱️ Choose **Properties** on the **Menu Bar**.
- 🖱️ Move the mouse pointer over **Sidebars**.
- 🖱️ Select a **Sidebar**.
- 🖱️ The **Sidebar** window will display (see illustrations on first page).
- 🖱️ Right-click within the **Sidebar**.
- 🖱️ Select **Image** or **Widget**.
- 🖱️ The **Insert Image** or **Insert Widget** window will display.
- 🖱️ Complete the proper steps to insert the **Image** or **Widget** into the **Sidebar**.

PUT SIDEBAR ON ALL PAGES

- ☞ Choose **Properties** on the **Menu Bar**.
- ☞ Move the mouse pointer over **Sidebars**.
- ☞ Select a **Sidebar**.
- ☞ The **Sidebar** window will display (see illustrations on first page).
- ☞ Click **Copy to All Pages**.
- ☞ Click **OK** when the **Message Window** appears.
- ☞ Click **OK** again to return to the **Main Editing Window**.

REMOVE SIDEBAR FROM ALL PAGES

- ☞ Choose **Properties** on the **Menu Bar**.
- ☞ Move the mouse pointer over **Sidebars**.
- ☞ Select a **Sidebar**.
- ☞ The **Sidebar** window will display (see illustrations on first page).
- ☞ Click the **Clear Text** button.
- ☞ Click **Copy to All Pages**.
- ☞ Click **OK** when the **Message Window** appears.
- ☞ Click **OK** to return to the **Main Editing Window**.

PUT SIDEBAR ON SPECIFIC PAGE

- ☞ Choose **Properties** on the **Menu Bar**.
- ☞ Move the mouse pointer over **Sidebars**.
- ☞ Select a **Sidebar**.
- ☞ The **Sidebar** window will display (see illustrations on first page).
- ☞ Select a **Page** from the **For Page** dropdown menu.
- ☞ Type or paste text into the **White Box**.
- ☞ Click **OK** to return to the **Main Editing Page**.

MODIFY SIDEBAR FOR SPECIFIC PAGE

- ☞ Choose **Properties** on the **Menu Bar**.
- ☞ Move the mouse pointer over **Sidebars**.
- ☞ Select a **Sidebar**.
- ☞ The **Sidebar** window will display (see illustrations on first page).
- ☞ Select a **Page** from the **For Page** dropdown menu.
- ☞ Edit the text in the **White Box**.
- ☞ Click **OK** to return to the **Main Editing Page**.

REMOVE PAGE BREAK AFFECTS SIDEBARS

When a Page Break is removed from a Lesson, the content that was on the deleted page will be deleted from the Sidebar.

COPY INFORMATION FROM ONE SIDEBAR TO ANOTHER

It is possible to copy text from one sidebar to another. When the information is copied, the formatting and hyperlinks will be retained.