# SoftChalk-Style Builder

This feature is used to create a personal style for a lesson. It also can be used to import a style that has been created for your institution or department. This type of style is referred to as a Personal Style. When a **Style** is saved, the style is saved independent of any lesson that is open. The **Style** is saved with the rest of the default **SoftChalk** styles. It will be available under **Properties/Style Properties** for lessons that are created on your computer.

CREATE STYLE

- Click the **Tools** tab on the **Menu Bar**.
- Select **Style Builder** from the list of options.
- The **Style Builder** window will display (see illustration below).
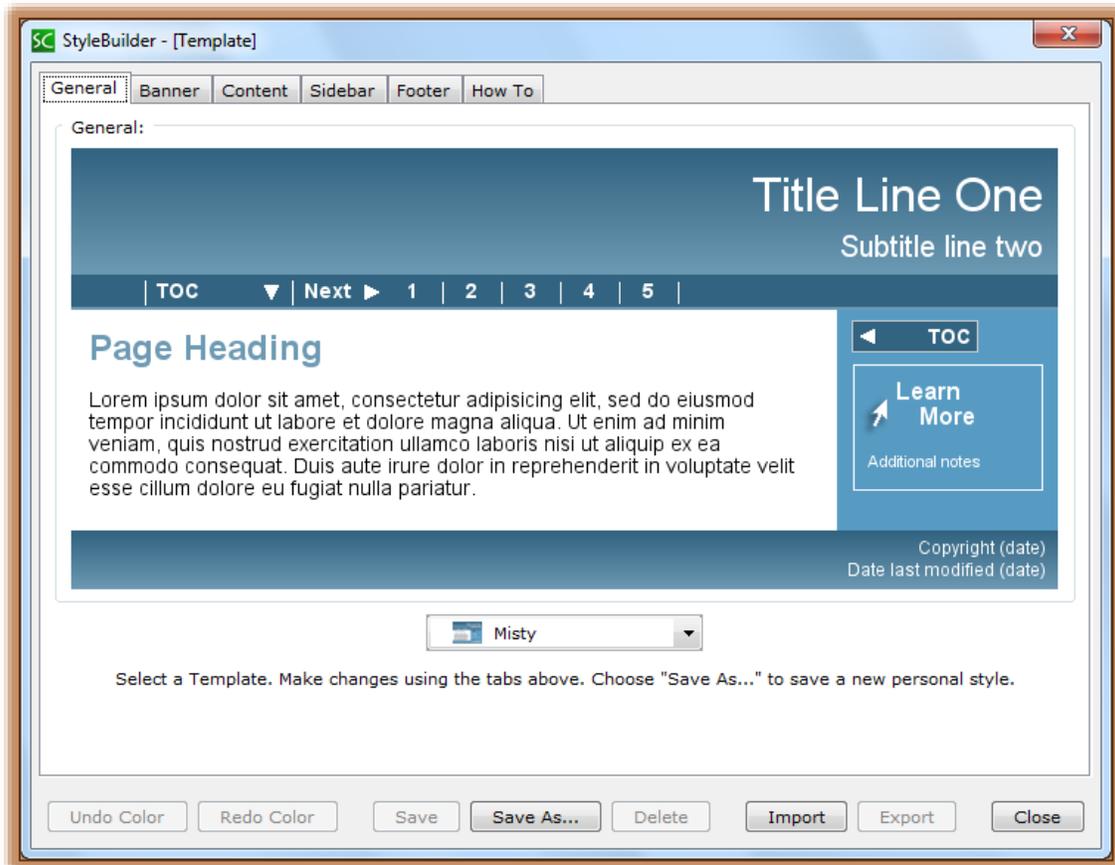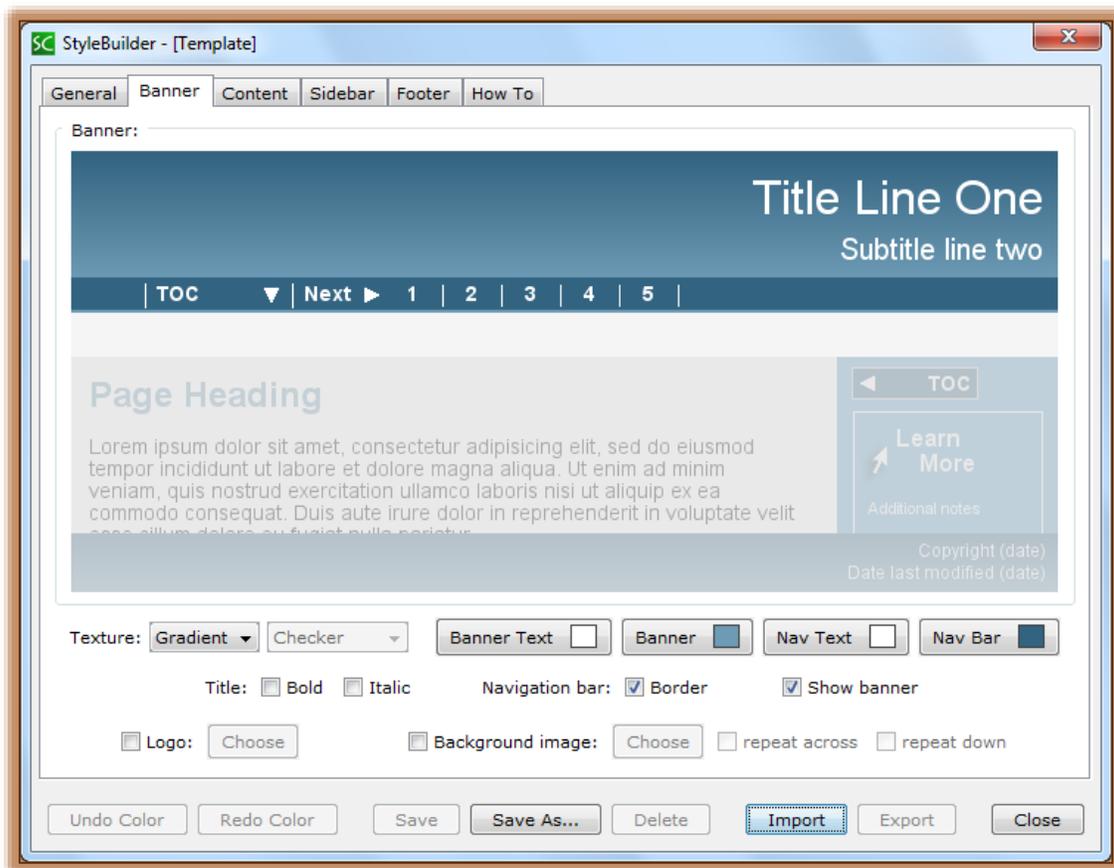

- There are six tabs in the **Style Builder** window. These are described in the tables below.

GENERAL TAB

General Tab	Description
Overview	- This tab is used to select a style to modify or to select a style created previously. - Modifications can then be made to the style. Once the style has been modified, click **Save As** to create the new style.
Dropdown List	- Before a new style is created, you might want to browse through the existing styles from the dropdown list. - You can select one to modify and click **Save As** to create the new style.

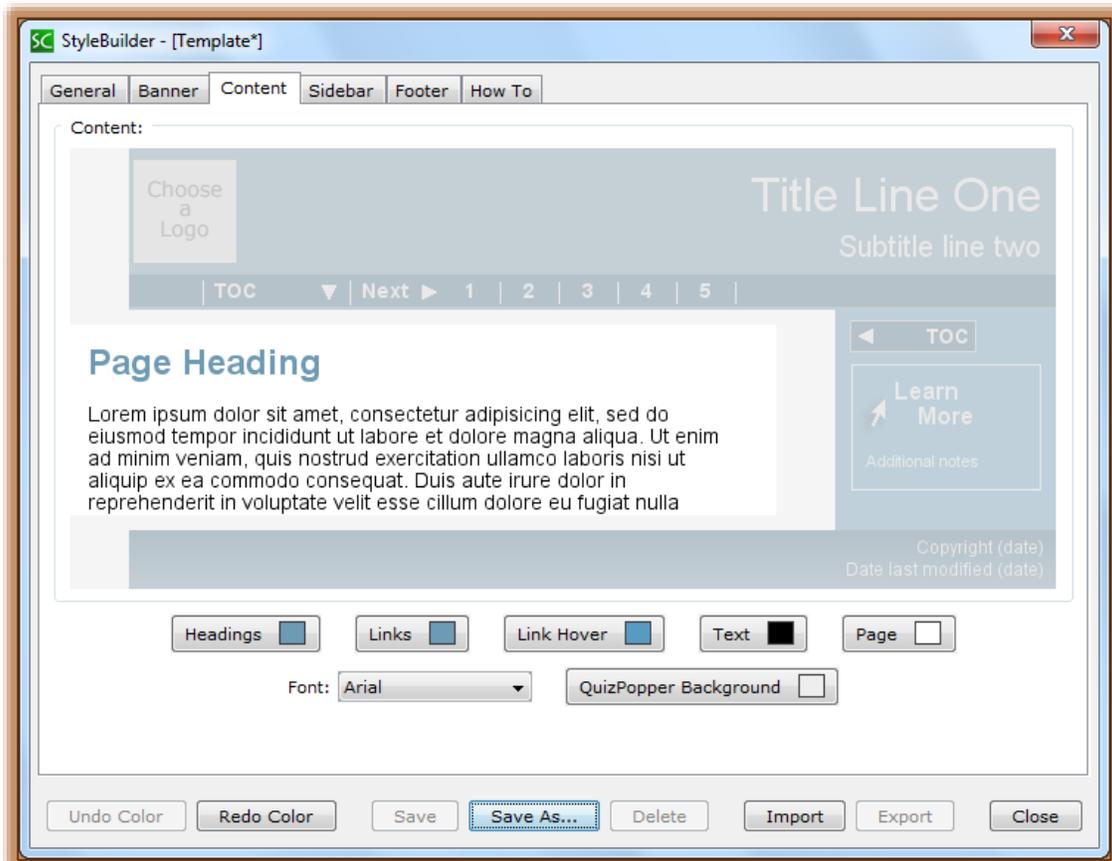| General Tab	Description
Save/Save As	▪ Click **Save As** to save the new style for the first time. Type a name for the style and then click **OK**.
	▪ While changes are being made to the style, click the **Save** button at the bottom of the window.
	▪ The **Style Name** will appear at the top of the window.
	▪ The **Style Name** will also appear near the top of the dropdown list.
Import	▪ This option is used to import a style from a folder on the computer.
	▪ The **StyleBuilder** window will display.
	▪ Scroll through the list of folders to select the style to impot.

BANNER TAB

Banner Tab	Description
Overview	▪ This tab is used to change the appearance of the banner (header area).
	▪ The area includes the Navigation Bar; the area that contains the numbers for the pages of the lesson.
	▪ It is also possible to insert a Logo for the lesson within the Banner.
	▪ The **Bold** and *Italics* options affect the **Title** and **Subtitle** in the upper right corner of the Banner.
Texture	▪ In this area, you can choose to have a solid color, gradient, or pattern for the texture in the Banner.
	▪ If **Pattern** is chosen, additional options such as Stars or Water may be chosen by clicking the second **Texture** dropdown list.

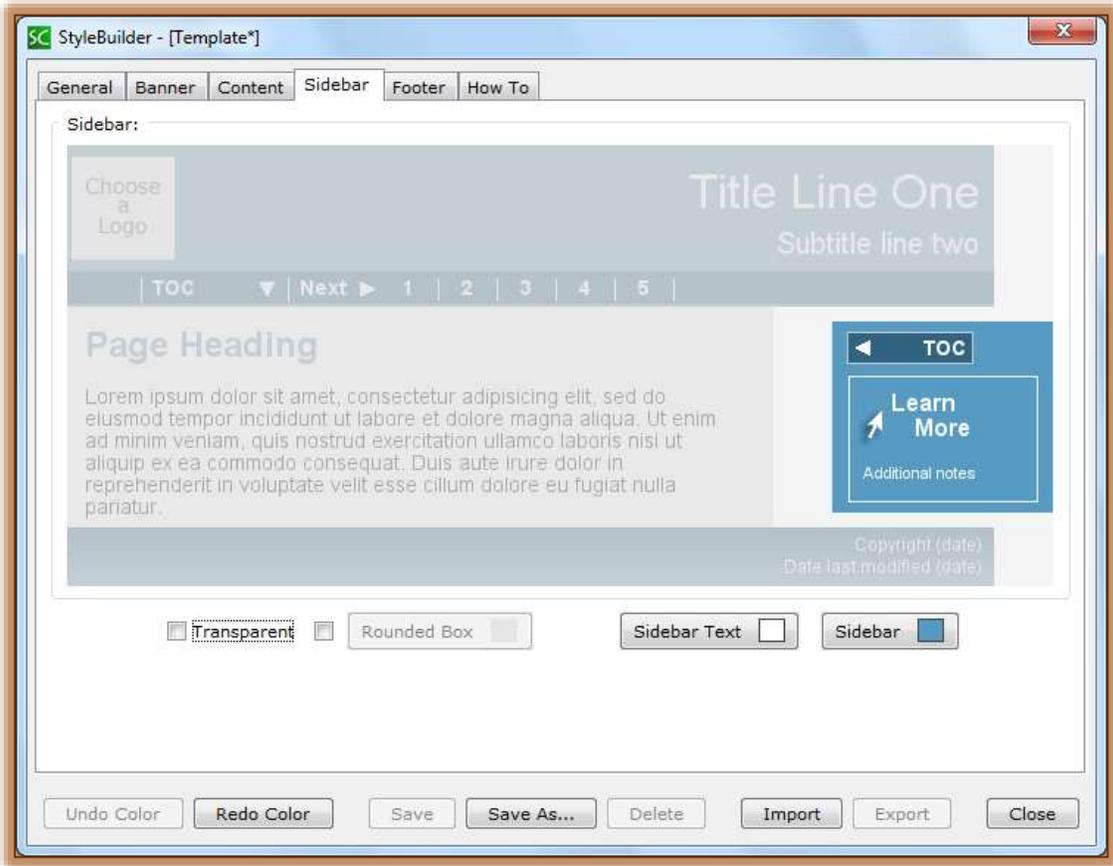| Banner Tab	Description

Logo	- Click the **Logo** checkbox to add a **Logo** to the banner.
	  - Click the **Choose** button.
	  - Select a **Logo** from the **Open** window.
	- Click **OK** to insert the **Logo** into the **Banner**.
	- The maximum size for a **Logo** is 400 pixels by 300 pixels. If the **Logo** is larger than the specified pixels, it will be resized.
	- Once the **Logo** is selected; it will appear in the upper left corner of the Banner.

Banner Colors	- Colors for the Banner Text and Banner Background can be separated by clicking the **Banner Text** and **Banner** buttons and changing the colors. - Once the colors have been changed, click the **OK** button.
Navigation Bar Colors	- Separate colors can be set for the **Navigation Text** and **Navigation Bar** by clicking the **Nav Text** and **Nav Bar** buttons. - Once the colors have been changed, click the **OK** button. - The **Border** checkbox refers to the bottom border for the **Navigation Bar**. - The color for the **Border** comes from the **Banner** color.

CONTENT TAB

Content Tab	Description

Overview	- This tab is used to set the color for the:
	  - **Headings** and **Links**.
	  - **Link Hover** - This is the rollover color for the links.

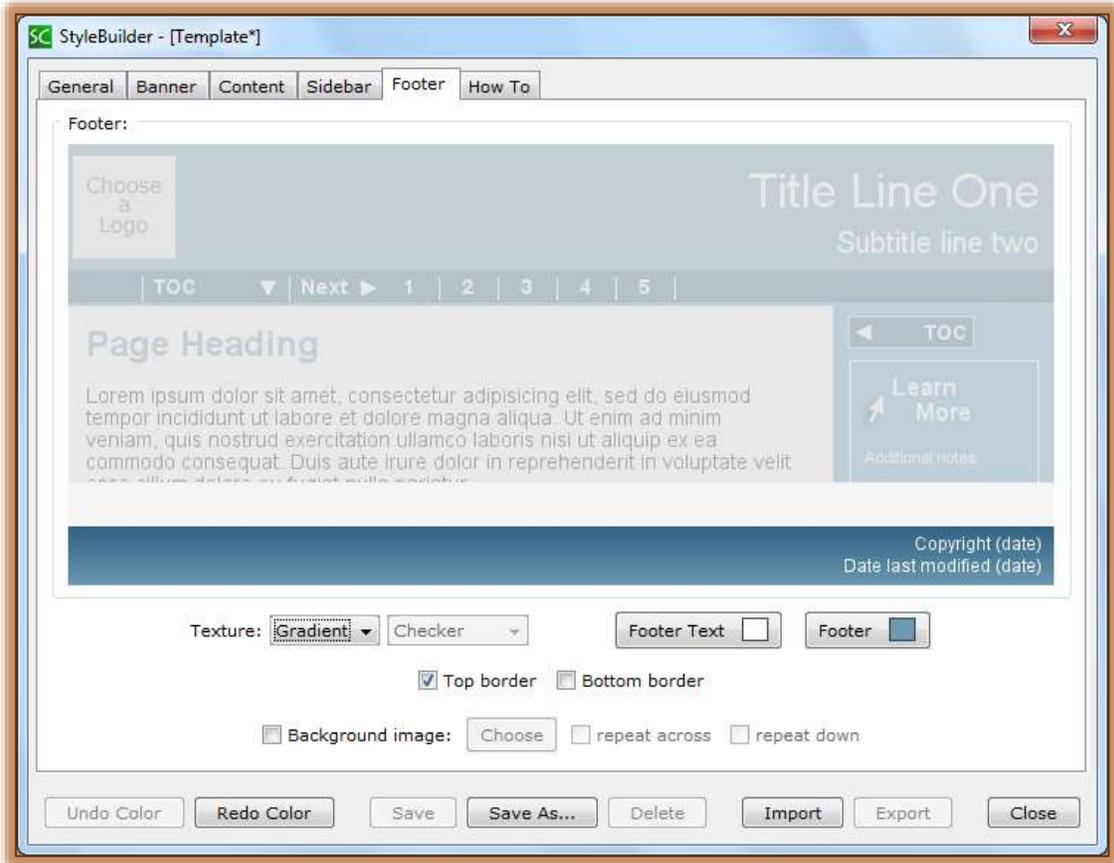| Content Tab	Description
Overview (con't)	⏚ **Text** – This is the text in the body of the lesson. ⏚ **Page** – This changes the background color for the pages of the lesson. ⏚ **QuizPopper Background** – Click this option to change the background colors for all QuizPoppers. ▤ The font type for the lesson can also be set using this tab. 　⏚ The font type will affect the Title, Subtitle, Body Text, Headings, Sidebar, and Footer. 　⏚ Changing the font type does not affect the Navigation Elements such as Previous and Next within the Navigation Bar.

SIDEBAR TAB

Sidebar Tab	Description
Overview	▤ This tab is used to change the appearance of the sidebar. ▤ In this window, it is possible to change: 　⏚ The transparency for the Sidebar. 　⏚ The color for the Sidebar. 　⏚ The color for the Sidebar text. 　⏚ Whether the Sidebar should be formatted with a Rounded Box.
Transparent	▤ If this option is chosen the color for the Sidebar disappears. ▤ The Background Color chosen under the Content tab will display.

Sidebar Tab	Description
Rounded Box	▤ When this option is chosen, a rounded box will appear within the Sidebar. ▤ To prevent lines from appearing in the Sidebar, select **Rounded Box** and select the same color as the Sidebar color.

FOOTER TAB

Footer Tab	Description

Overview	▤ This tab is used to change the appearance for the footer. The footer is the area at the bottom of the lesson page.
	▤ The following options may be changed under this tab.
	  ✒ Texture
	  ✒ Color for the Footer Text
	  ✒ Color for the Footer Background.
	▤ The color for the Border comes from the color for the Navigation Bar which is chosen under the Banner tab.

Top Border **Bottom Border**	▤ Click the **Top Border** button to add a border at the top edge of the footer. ▤ Click the **Bottom Border** button to add a border to the bottom edge of the footer.

HOW TO TAB

▤ Select this tab to view a video on how to use the StyleBuilder.
▤ The SoftChalk How to Series window will display.
▤ Other How to videos are available at this site.

APPLY PERSONAL STYLE TO LESSON
- Open the Lesson that the style is to be applied to.
- Click the **Properties** tab from the **Menu Bar**.
- Select **Style Properties** from the list of options.
- The style you created will appear under **Personal Styles**.
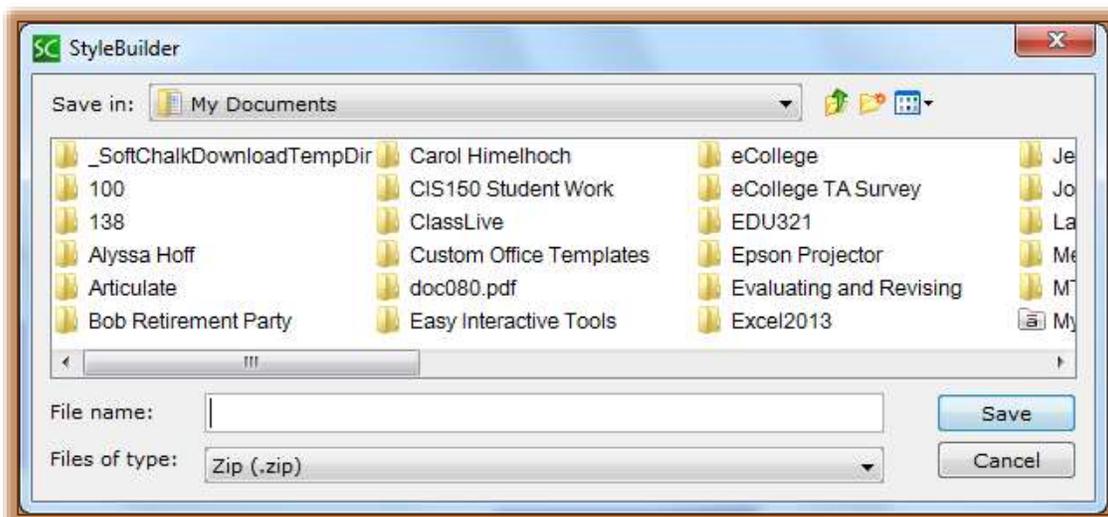- Click the **Style** to select it.
- Click the **OK** button.

CREATE PERSONAL STYLE FROM TEMPLATE
There are times when you might want to make slight changes to a template and save it as a personal style.
- Click the **Tools** tab on the **Menu Bar**.
- Select **Style Builder** from the list of options.
- The **Style Builder** window will display.
- Click the **General** tab, if necessary.
- Click the **Dropdown Menu** at the bottom of the window.
- Select a **Style** such as **Aqua Blue** from the list.
- Make some changes to the style.
- Click **Save As**.
- Input a **Name** for the style.
- Click the **OK** button to create the new style.

EXPORT STYLE
- Click the **Tools** tab on the **Menu Bar**.
- Select **Style Builder** from the list of options.
- The **Style Builder** window will display.
- Click the **General** tab, if necessary.
- Click the **Dropdown Menu** at the bottom of the window.
- Select a **Personal Style** from the list.
- Click the **Export** button.
- The **Style Builder Save Window** will display (see illustration below).

- Input a **File Name** for the **Exported Style**.
- Select the folder where the **Style** is to be stored.

▣ Click the **Save** button.
▣ Click **OK** when the **Export Complete** message appears.
  ◌ The file is saved as a zip folder.
  ◌ This style can be emailed to others or uploaded to a Network folder.

IMPORT A STYLE

In SoftChalk, it is possible to import a style that was created by someone else. Once a style has been imported and applied to a lesson, then the style will become the default style for new lessons.
▣ Click the **Tools** tab on the **Menu Bar**.
▣ Select **Style Builder** from the list of options.
▣ The **Style Builder** window will display.
▣ Click the **Import** button.
▣ The **Style Builder Open** window will display (see illustration below).
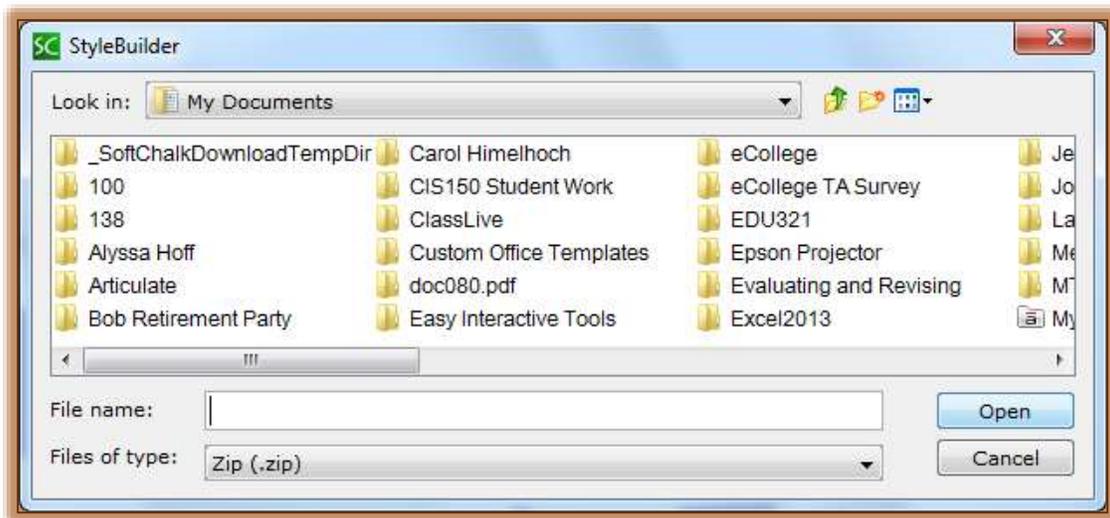
▣ Select the **Exported Zip File** that was sent to you.
▣ Click the **Open** button.
▣ Click **OK** when the **Import Complete** window displays.
▣ The **Imported Style** will appear in the dropdown list at the bottom of the **Style Builder** window.
▣ Click the **Close** button to return to the **Main Editing Window**.

APPLY IMPORTED STYLE TO LESSON
▣ Open the **Lesson** that the style is to be applied to.
▣ Click the **Properties** tab from the **Menu Bar**.
▣ Select **Style Properties** from the list of options.
▣ The style you imported will appear under **Personal Styles**.
▣ Click the **Style** to select it.
▣ Click the **OK** button.

DELETE PERSONAL STYLE
▣ Click the **Tools** tab on the **Menu Bar**.
▣ Select **Style Builder** from the list of options.
▣ The **Style Builder** window will display.

- ⌨ Click the dropdown list at the bottom of the window.
- ⌨ Click the **Style** that is to be deleted.
- ⌨ Click the **Delete** button that appears at the bottom of the **Style Builder** window.
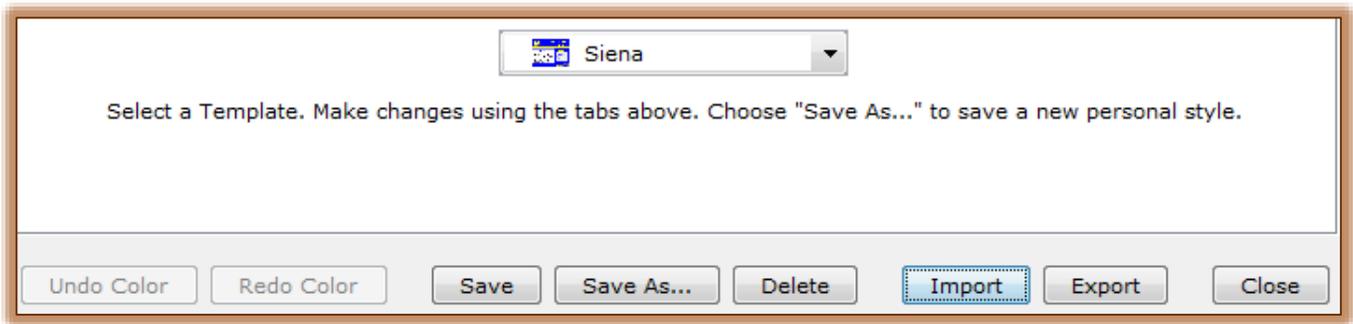
NOTE:
- ⌨ If a message appears saying the style can't be deleted it is because the style is currently applied to the open lesson.
- ⌨ This means that you will have to click **OK** and then choose a different style to apply to the current lesson.
- ⌨ If there are saved lessons that have the deleted style applied, you will have to apply a different style before making any modifications to the lesson.

NOTE: The **F11** function key on the keyboard can be used to open the **Style Builder** window.