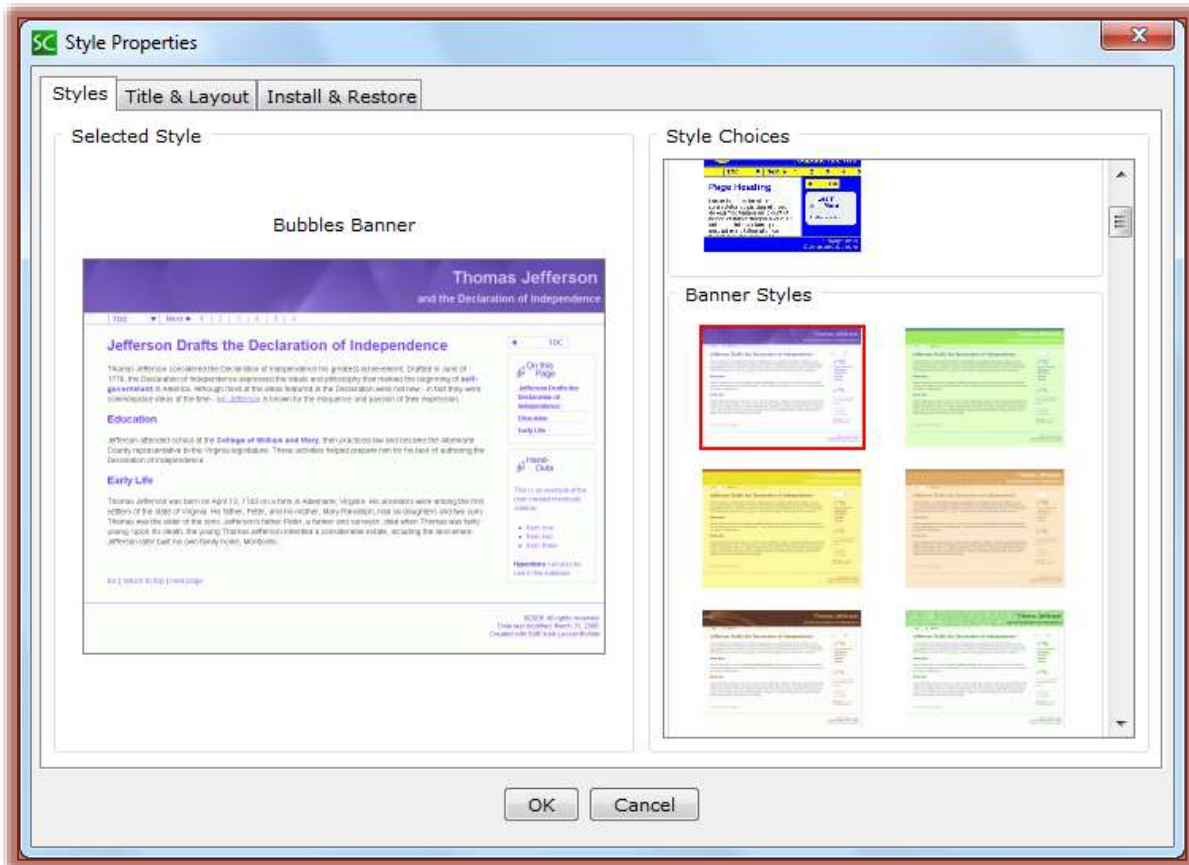


SoftChalk-Style Properties

This feature is used to apply a design (style) to the Lesson. When a Style is attached to a Lesson it brings professionalism such as headers (aka as a Banner), footers, a navigation bar, and the options for sidebars. Without a Style, the Lesson will look similar to what it does in the Main Editing Window of SoftChalk. There isn't any header, footer, or sidebars. There are only Previous Page and Next Page Navigation Links at the bottom of the page.

ATTACH A STYLE

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

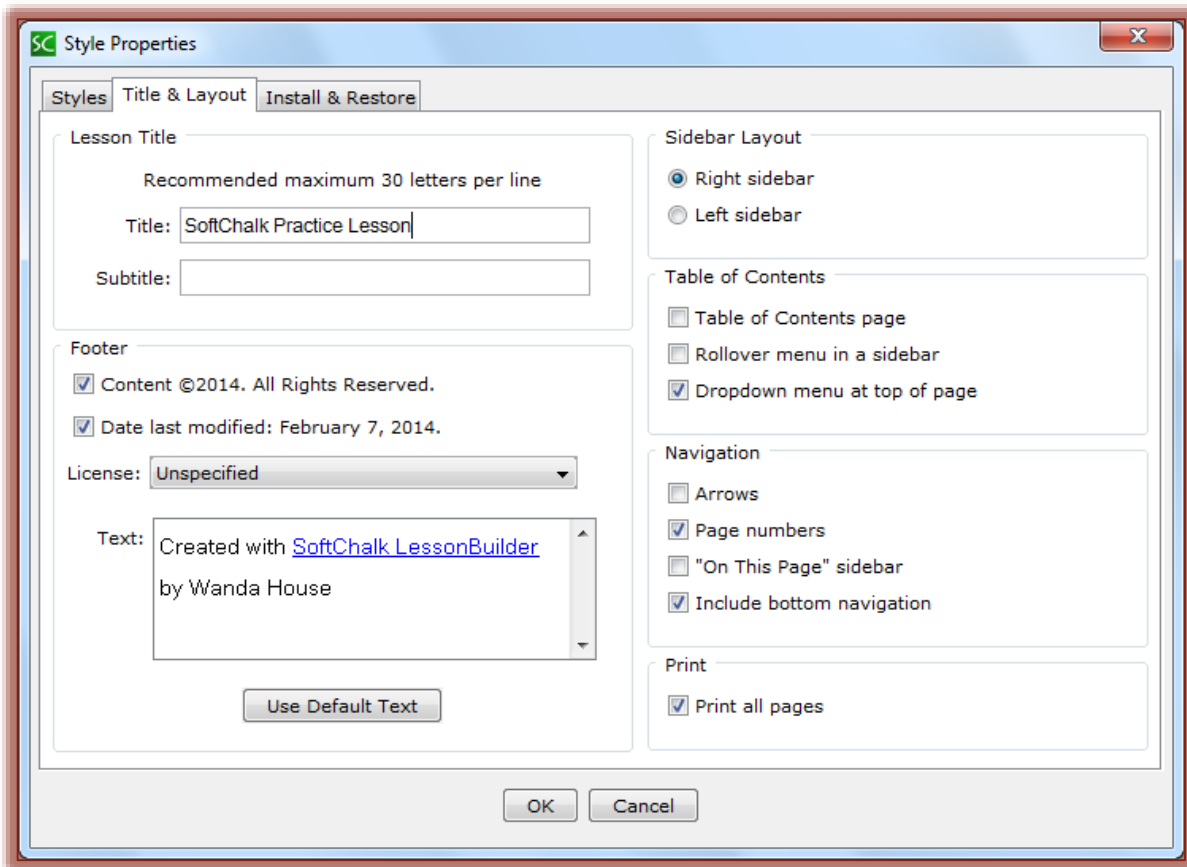


- 📖 Select a **Style** under **Style Choices**.
- 📖 Click **OK** to return to the **Main Editing Window**.
 - 🔗 The **Style** will not display in this window.
 - 🔗 The **Style** only displays in the **Web Browser** window.
 - 🔗 When viewing the **Lesson** in the **Browser** you will see:
 - ✦ A header with no text.
 - ✦ A footer with default links.
 - ✦ A navigation bar at the top if page breaks have been inserted into the Lesson.

SET OPTIONS FOR STYLE

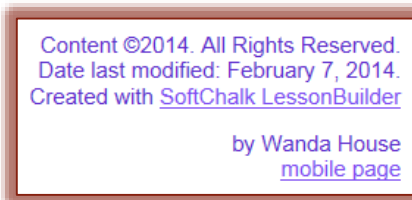
- 📖 Click the **Title & Layout** tab (see illustration on next page).
- 📖 Input a **Title** for the **Lesson**.

- Input a **Subtitle** for the **Lesson**.
- These two **Titles** will appear in the **Header (Banner)** in the **Web Browser**.



Footer

- Right-click** within the **Text** area.
- Add an **Image**, **Hyperlink**, **Widget**, or **Special Character**, if desired.
- Input your **Name** below the text **Created with SoftChalk**. This will identify you as the author of the **Lesson**.
- The **Footer** will display when the **Lesson** is viewed in the **Web Browser** (see illustration at right).



Sidebar Layout

Sidebars appear on the right or left side of a **Lesson Page**. There are several **Sidebar**s that can be used in your **Lesson**. The **Location** can be specified in the **Style Properties** window.

- The options in the **Style Properties** window are:
 - Right Sidebar** – The sidebar will be placed on the right side of the Lesson Page.
 - Left Sidebar** – The sidebar will be placed on the left side of the Lesson Page.
- The **Sidebar** will be displayed on the page when it is viewed in the **Web Browser**.
- Go to the **Sidebar** document on the **eCollege Training Web Page** for information on creating different types of Sidebars.

Table of Contents

Before a Table of Contents can be created pages need to be added to the Lesson. Also, Headings need to be applied to the Main Points in the Lesson. The Location for the Table of Contents must be specified.

Set Location of Page

- Under **Table of Contents** select one of the following options:
 - Entry Page** – When this option is selected, the first page in the **Lesson** will display the **Table of Contents**.
 - Rollover Menu in a Sidebar** – The **Table of Contents** will appear in the **Sidebar**.
 - Dropdown Menu at Top of Page** – A **Dropdown Menu** will appear on the left top side of the **Lesson Page**.
- The **Table of Contents** will appear as shown in the illustrations below.



Navigation

The Navigation Bar will not appear in the Main Entry Page. This bar only appears in the Web Browser. One or all three of the options below may be chosen.

- Arrows** – When this option is selected, the **Previous** and **Next** arrows will appear in the **Navigation Bar** at the top of the **Lesson Page** in the **Web Browser**.
- Page Numbers** – The **numbers** for the pages will appear in the **Navigation Bar** at the top of the **Lesson Page** in the **Web Browser**.
- "On This Page" Sidebar** – When this option is selected, a **Sidebar** will appear in the **Web Browser** with links to the **Headings** (Heading 1, Heading 2, Heading 3) on the page.

Print All Pages

- When this item is selected, a **Print All** button will appear.
- This button allows students to print all the pages in the **Lesson**.
- This feature **does not** let the students **Print** TextPoppers, QuizPoppers, or Activities.

SAVE AND CLOSE

- When all the options have been selected, click the **OK** button.
- When the **Lesson** is open in the **Web Browser**, the Style and other elements will display.