

SoftChalk-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.

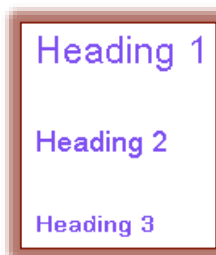
INSERT A PAGE

- Click **Insert** on the **Menu Bar**.
- Select **Page Break** from the list of options.
- A **Page Break** as shown in the illustration below will appear in the designated location.



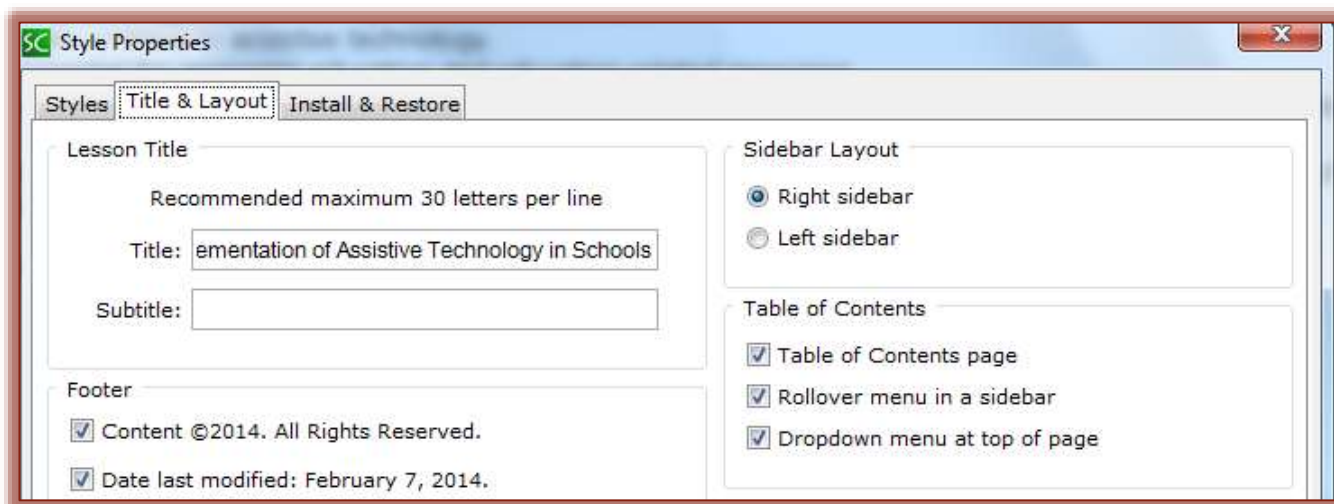
INSERT HEADINGS

- Select the text that is to be made into a Heading.
- Click the list arrow for the **Plain Text** item.
- Select one of the **Headings** from the list (see illustrations at right).
 - Heading 1** is the first level of the Table of Contents.
 - Heading 2** is the second level.
 - Heading 3** is the third level.
- The format of the **Headings** is determined by the **Style** that is selected for the **Lesson**.



SET LOCATION OF PAGE

- Click **Properties** on the **Menu Bar**.
- Click **Style Properties** in the list of options.
- The **Style Properties** window will display.
- Select a **Style** for the **Lesson**.
- Click the **Title & Layout Tab** (see illustration below).

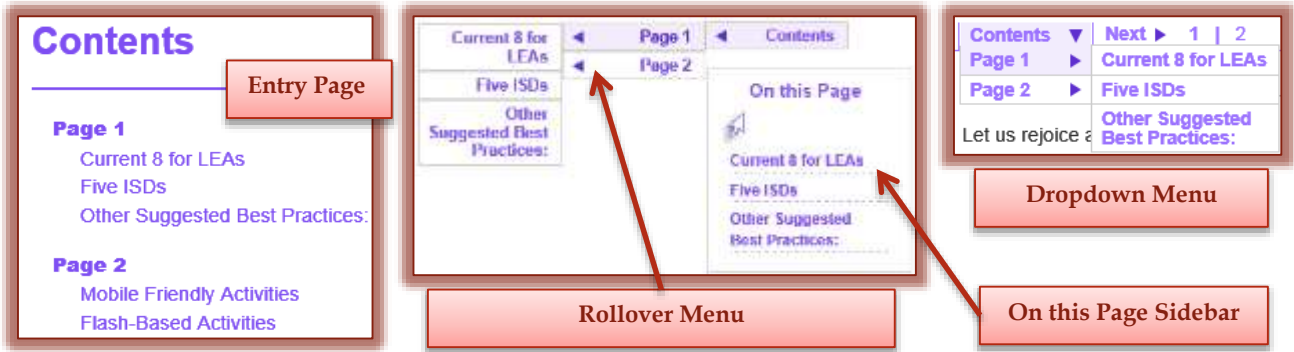


- Under **Table of Contents** select one of the following options:
 - Entry Page** – When this option is selected, the first page in the **Lesson** will display the **Table of Contents**.
 - Rollover Menu in a Sidebar** – The **Table of Contents** will appear in the **Sidebar**.

👉 **Dropdown Menu at Top of Page** – A **Dropdown Menu** will appear on the left top side of the **Lesson Page**.

📄 Click the **OK** button to **Save** the changes.

📄 The **Table of Contents** will appear as shown in the illustrations below.

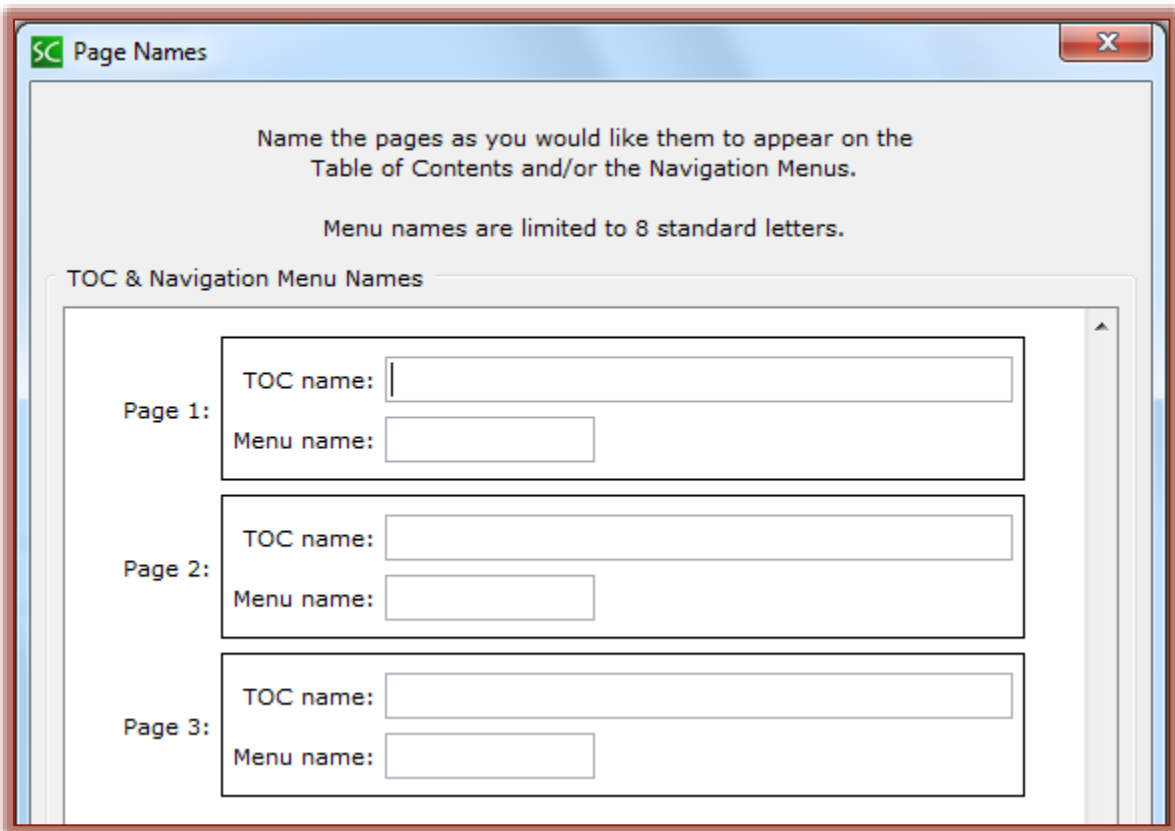


CREATE PAGE NAMES

📄 Click **Properties** on the **Menu Bar**.

📄 Select **Page Names** from the list of options.

📄 The **Page Names** window will appear (see illustration below).



📄 Type the **Page Names** as you would like them to appear.

👉 The **Table of Contents Name** appears on the **initial** Table of Contents page.

👉 The **Menu Name** appears in the **rollover** and **drop down menus**.

📄 When all the names have been entered, click the **OK** button.

VIEW PAGE NAMES AND HEADING LEVELS

- ☞ Page Names only appear in the Entry Page option when this feature is used.
- ☞ The **Page Names** will appear in the Rollover and Dropdown Menus in the Web Browser as specified in the Page Names window.
- ☞ When there is a mixture of heading levels (Heading 1, Heading 2, Heading 3) they will appear under the Page Names.
- ☞ If there is a mixture of heading levels (Heading 1, Heading 2 and Heading 3) are in the lesson, then indentations will appear in the Table of Contents when the lesson is previewed in the Web Browser.