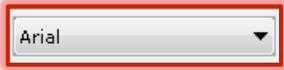
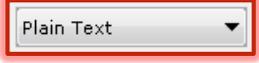


SoftChalk-Toolbar

This bar is used to access many of the features for creating and formatting a SoftChalk lesson. The table below lists, illustrates, and describes each of the buttons on the toolbar.

| Toolbar Item | Description |
|--|---|
| Font Style  | Click the list arrow to select a different style of font for the selected text. The font style options are Arial, Comic Sans MS, Courier New, Georgia, Monotype Corsiva, Times New Roman, and Verdana. These are the fonts that display best in all types of browsers. The default font is Arial. |
| Font Size  | To change the size of the font for the selected text, click the list arrow for this option. The font size options are 8, 10, 12, 14, 18, 24, and 36. The default size is 14 point. |
| Save  | Click this button to save the presentation. The first time you click this button the Save As dialog box will display. Name the lesson and click the Save button. After the first time, clicking this button will save a new copy of the lesson over the older copy. Use the Save As feature under the File Menu to save the lesson with a different name. |
| View in Browser  | This button is used to view the lesson in a browser. This allows you to see how the presentation will look when it is completed. You can't preview the lesson unless it has been saved. If the lesson has not been saved, you will be prompted to save it. |
| Bold  | Use this button to apply bold formatting to selected text in the lesson. This is a toggle button that when clicked will turn bold on and off. |
| Italics  | To italicize selected text in a lesson, click this button. This is a toggle button that when clicked will turn the italics on and off. |
| Underline  | This button is used to underline selected text in a lesson. This is a toggle button that when clicked will turn underline on and off. |
| Text Color  | Click this button to change the color of selected text in the lesson. A gallery of acceptable colors will display. Click one of the colors to apply it to the text. |
| Highlight Color  | Use this button to highlight selected text within a lesson. A gallery of acceptable colors will display. Click one of the colors to apply it to the text. |
| Decrease Indent  | To move a paragraph closer to the left margin, click this button. Each time the button is clicked, the paragraph will move back 0.5 inches. |
| Increase Indent  | Click this button to move a paragraph to the right. Each time the button is clicked, the paragraph will move in 0.5 inches. |

| Toolbar Item | Description |
|---|---|
| Align Left  | This button is used to align paragraphs at the left margin of the page. |
| Align Center  | To align paragraphs so that all the lines are centered on the page, click this button. |
| Align Right  | Use this button to align paragraphs to the right side of the page. |
| Image  | Click this button to insert an image into the lesson. The Insert Image dialog box will display. Images can only be added to areas that contain plain text, not to lines that contain Headings. |
| Hyperlink  | This button can be used to add a hyperlink to selected text or to images. When the button is clicked, the Insert a Hyperlink dialog box will display. Hyperlinks can't be added to text that is formatted as a heading. |
| Toggle Bullet List  | Click this button to add bullets to selected text in the lesson. The bullet lists will automatically indent. |
| Toggle Number List  | To add numbers to a list of items in a lesson, select the text and then click this button. The numbered lists will indent automatically. |
| Style  | This button is used to specify headings for paragraphs in a lesson. The available options are Plain Text, Heading 1, Heading 2, and Heading 3. The smaller the heading number the larger the text will be. These headings are used for creating a Table of Contents for the lesson. The Table of Content levels are determined by the heading number. |