Topic: Editing Pages

Editing pages in SoftChalk is easy. SoftChalk has most of the basic editing features and shortcuts as many word processing applications.

Adding New Pages

1. Select Insert, Page Break, Insert

2. This will then enter a page break, creating a new page in your lesson.

3. You may also press Control + Enter to enter in page breaks as well.

Page Names

When you create multiple pages in a lesson, you may want to name them for easier navigation.

1. Select Properties and click Page Names
2. The Page Name window will open. All your pages will show here, along with options for a TOC name (table of contents) or a Menu name. These are optional settings. Type in the names you wish to give to these pages.

<table>
<thead>
<tr>
<th>Page 1:</th>
<th>TOC name: Home Page</th>
<th>Menu name: Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 2:</td>
<td>TOC name: System Requirements</td>
<td>Menu name: Sys Req</td>
</tr>
<tr>
<td>Page 3:</td>
<td>TOC name: Installation</td>
<td>Menu name: Install</td>
</tr>
<tr>
<td>Page 4:</td>
<td>TOC name: Frequently Asked Questions</td>
<td>Menu name: FAQ</td>
</tr>
</tbody>
</table>

**Note:** Your TOC names will only show up if you have a table of contents page. Add a TOC page by going into **Style Properties > Title & Layout > Table of Contents**

### Sidebars

1. Add/Edit Sidebars to your pages by selecting **Properties, Sidebars** and the type of sidebar you want to have.

2. Select Handouts to show a **Handouts** Title above your sidebar, Learn More to show a **Learn More** Title above your sidebar, More Resources for a **More Resources** title, or **Text Only** to edit your own Headers and links.
3. After you’ve selected your sidebar type, the Sidebar window will open. Enter your sidebar names and any custom title here (custom title available if you’ve selected Text Only sidebar).

4. Highlight menu items, right click, and select **Hyperlink**.

5. Under the Link to Internal Bookmark menu, select ‘**Choose Bookmark**’ and select a bookmark to link to sidebar.

6. Select **OK**.
7. Your sidebar link will then be underlined and have blue font.

8. Select OK to save changes to your sidebar menu

For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.