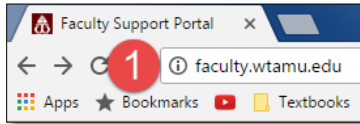


IMPORTING AND APPLYING THE WTAMU SOFTCHALK STYLE

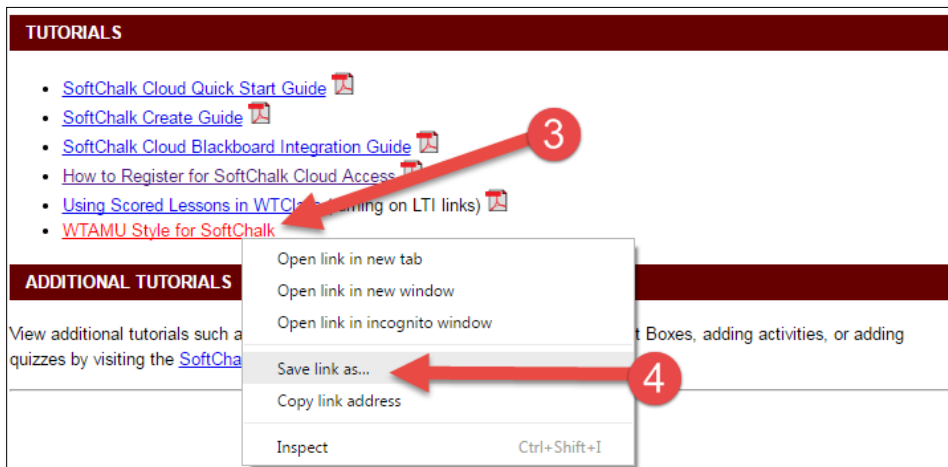
1. Access the **faculty support page** at faculty.wtamu.edu.



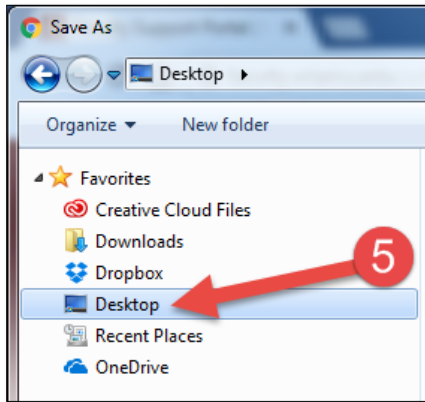
2. Click on the SoftChalk link.



3. **Save** the WTAMU Style for Softchalk by **right-clicking** on the link.
4. Choose **Safe link as**



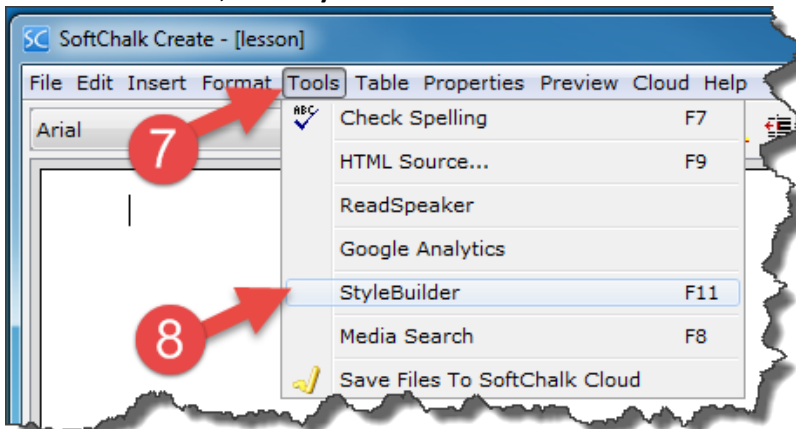
5. Select the **desktop** as the location and click **save**.



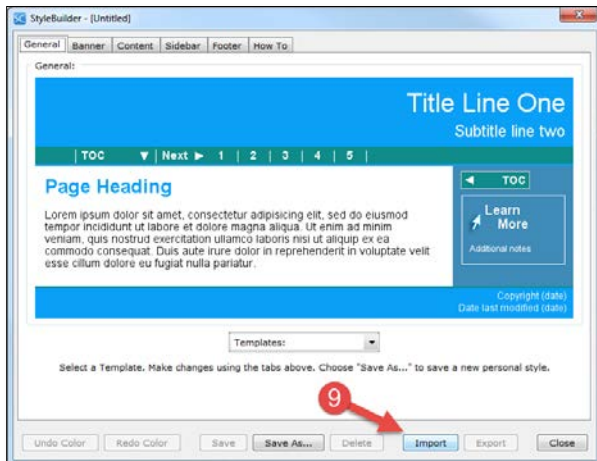
6. Launch **SoftChalk Create** from your desktop.



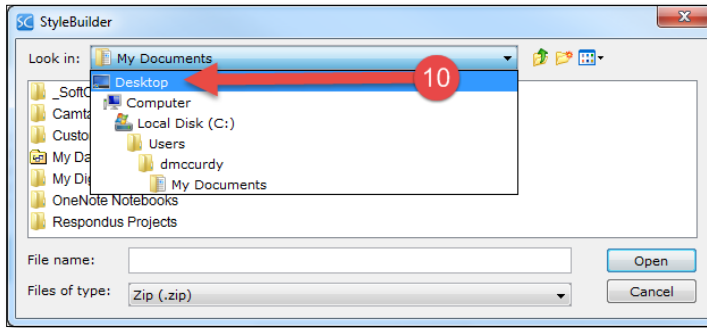
7. On the menu bar, **click Tools**.
8. In the Tools menu, **click StyleBuilder**.



9. In the StyleBuilder window, **click import**.

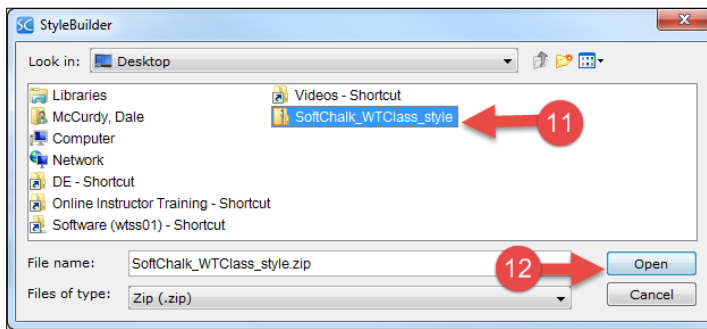


10. Change the **Look in** pull down list to **Desktop**.

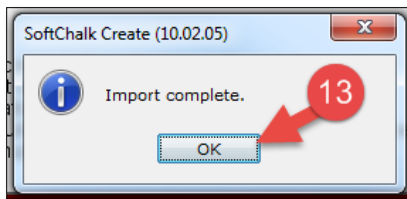


11. Select the **SoftChalk_WTClass_style** zip file (note: name may change as we make updates).

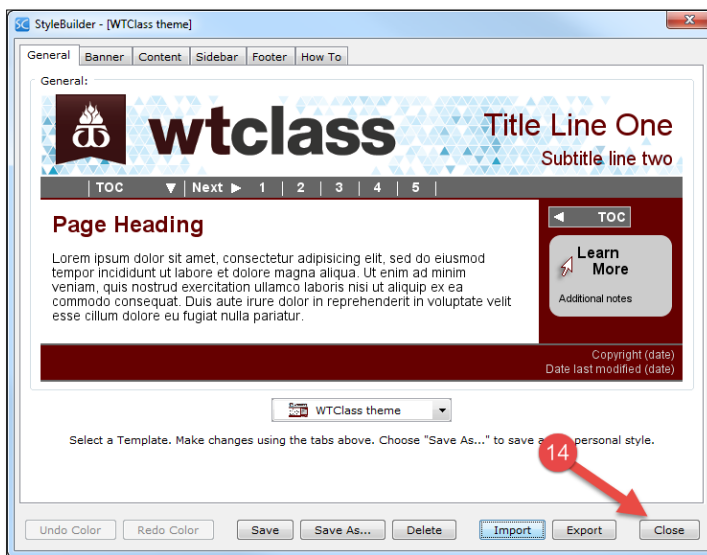
12. Click **open**.



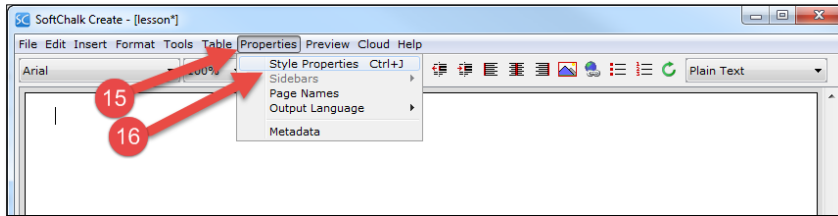
13. Once the file has imported, click **OK**.



14. Click **Close** to close the StyleBuilder.



15. To use the new style, **click Properties** on the menu bar.
16. In the Properties menu, **click Style Properties**.



17. In the Personal Styles section, **click on the WTAMU style**.
18. Click **Ok**.



Your current lesson will now have the WTAMU style. To apply this style to other lessons, open each lesson and repeat steps 15-18.