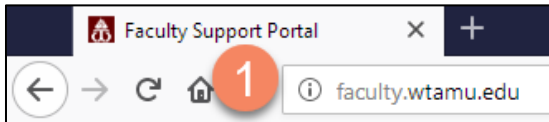
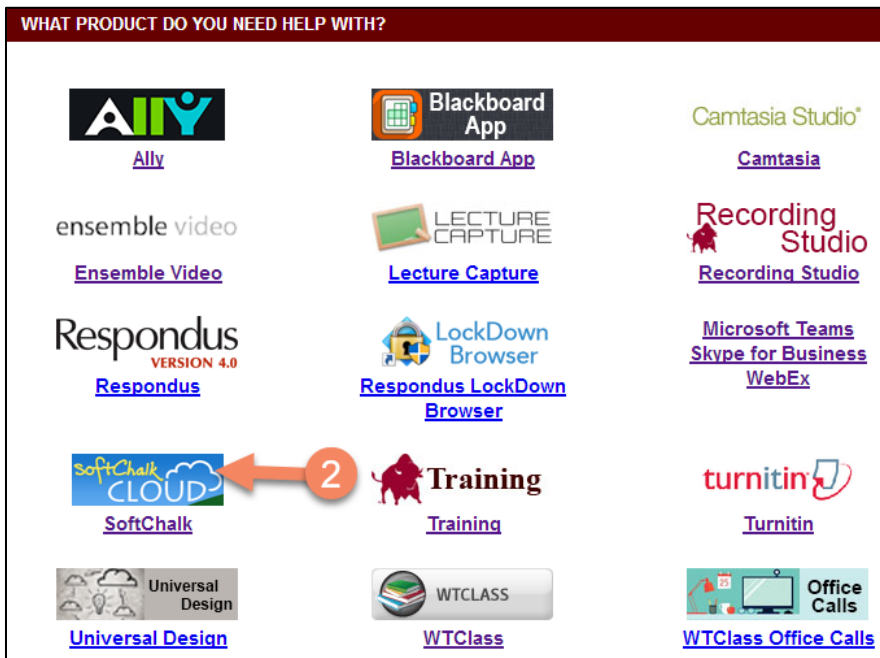


## IMPORTING AND APPLYING THE WTAMU SOFTCHALK STYLE

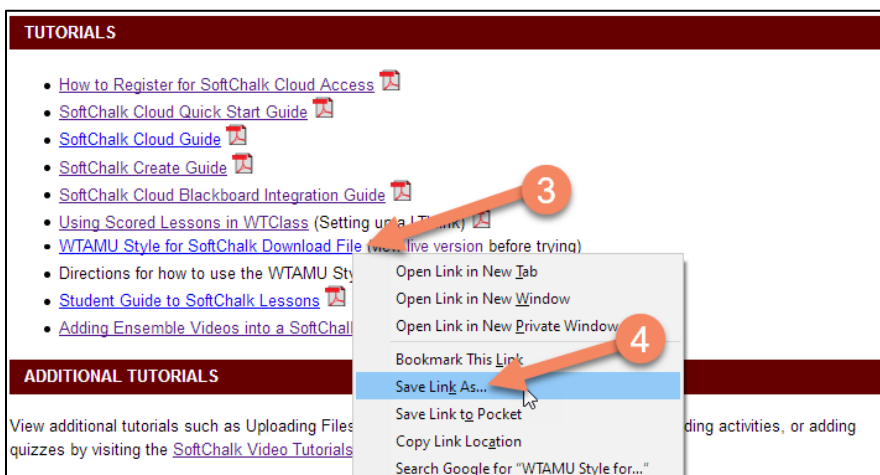
1. Access the **faculty support page** at [faculty.wtamu.edu](http://faculty.wtamu.edu).



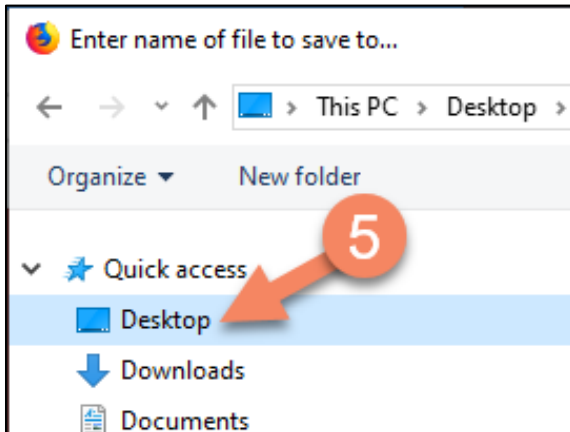
2. Click on the **SoftChalk** link.



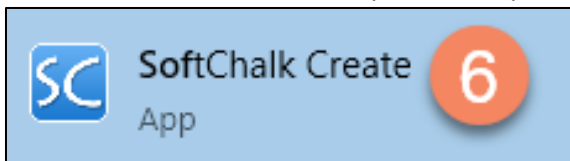
3. **Save** the WTAMU Style for Softchalk by **right-clicking** on the link.
4. Choose **Save link as**



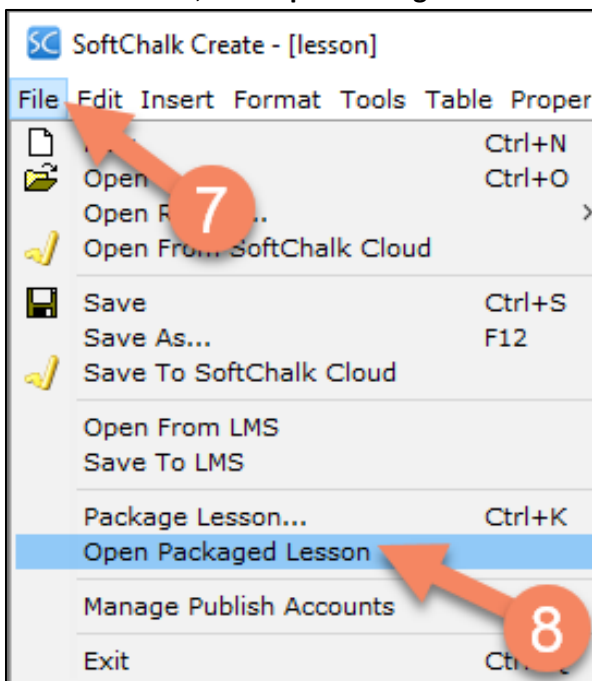
5. Select the **desktop** as the location and click **save**.



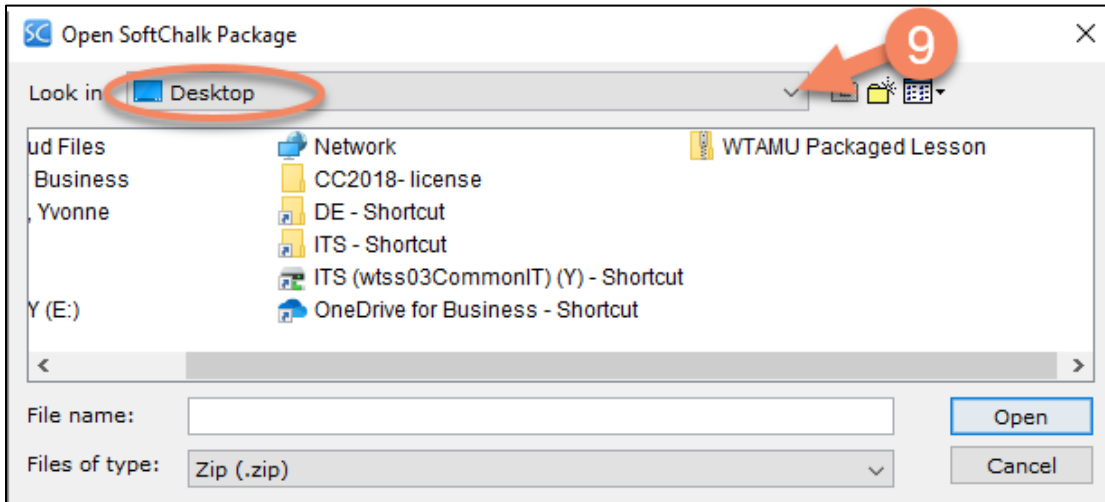
6. Launch **SoftChalk Create** from your desktop.



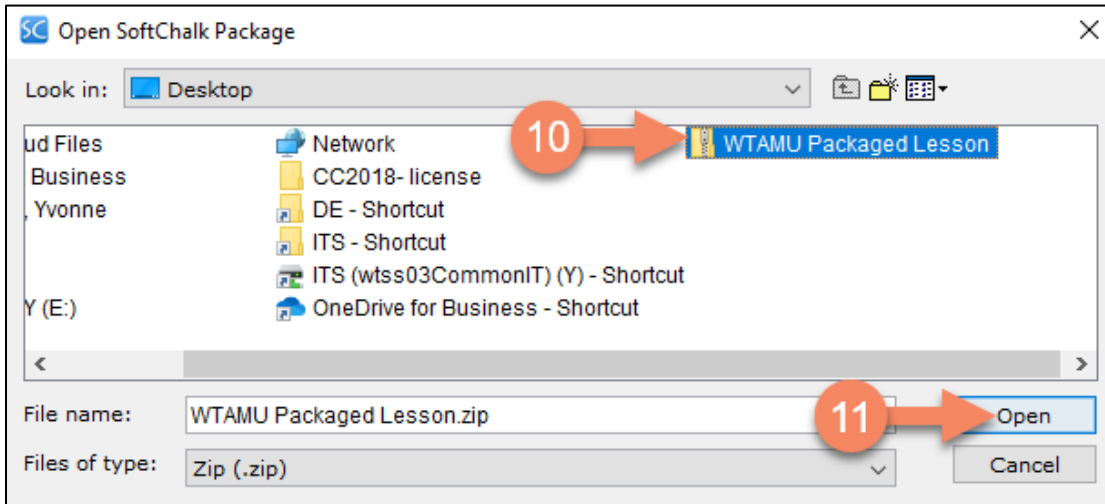
7. On the menu bar, **click File**.
8. In the File menu, **click Open Packaged Lesson**.



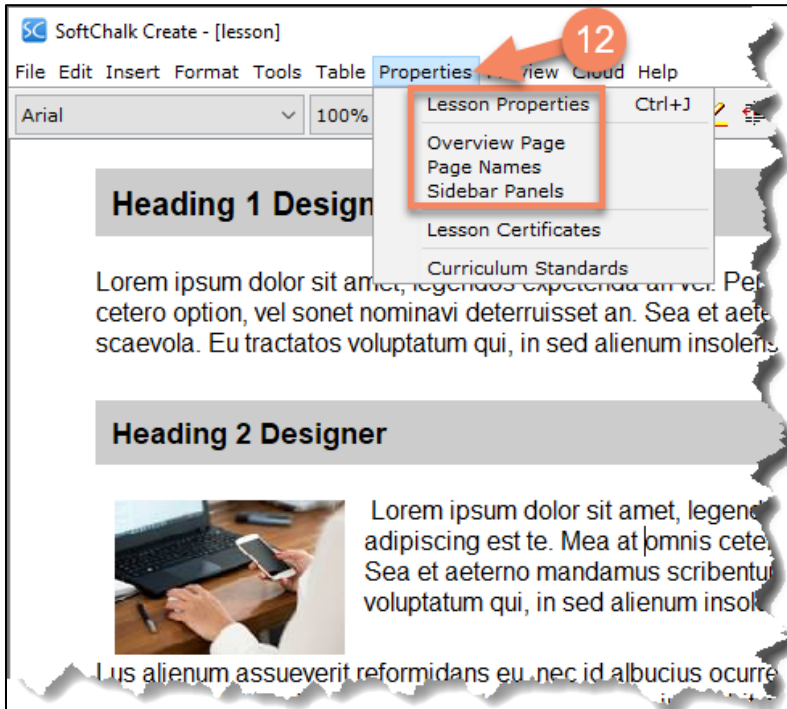
9. In the Open SoftChalk Package window, change the **Look in** pull down list to **Desktop**.



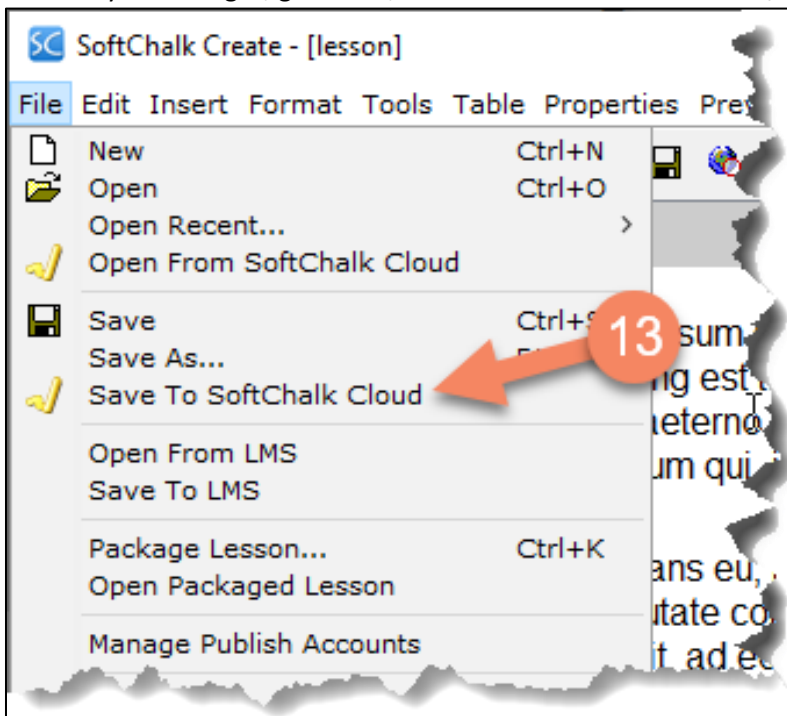
10. Select the **WTAMU PACKED LESSON zip file** (note: name may change as we make updates).  
11. Click **Open**.



12. Once the file has opened, you can begin editing or go to **Properties** to make changes on the Lesson Properties, Overview Page, Page Names or Sidebar Panels as needed.



13. To save your changes, go to **File**, select **Save to SoftChalk Cloud**, and rename your new lesson.



Your current lesson will now have the WTAMU style. To apply this style to other lessons, open a new WTAMU Packaged Lesson by repeating steps 1-13.