

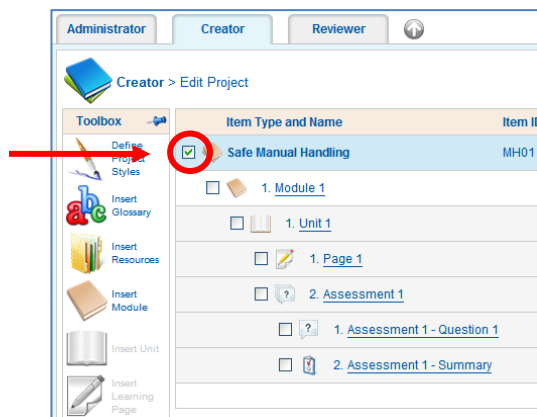
Importing Textfield Styles

If you need to use a specific font frequently when creating materials in Course Builder, and you have already used it in a previous project, you don't necessarily need to create a new textfield style.

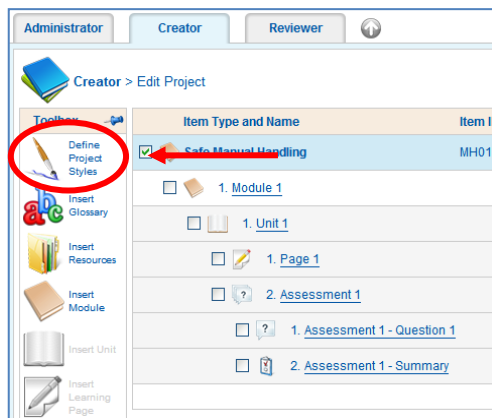
Instead, you can import the existing textfield style in your new project so it will then be readily available from your style selection box.

To do this:

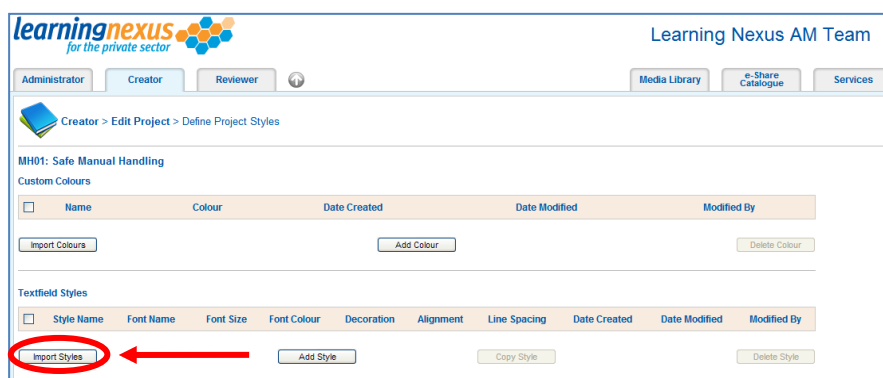
- 1) Place a tick in the Project selection box in the course structure:



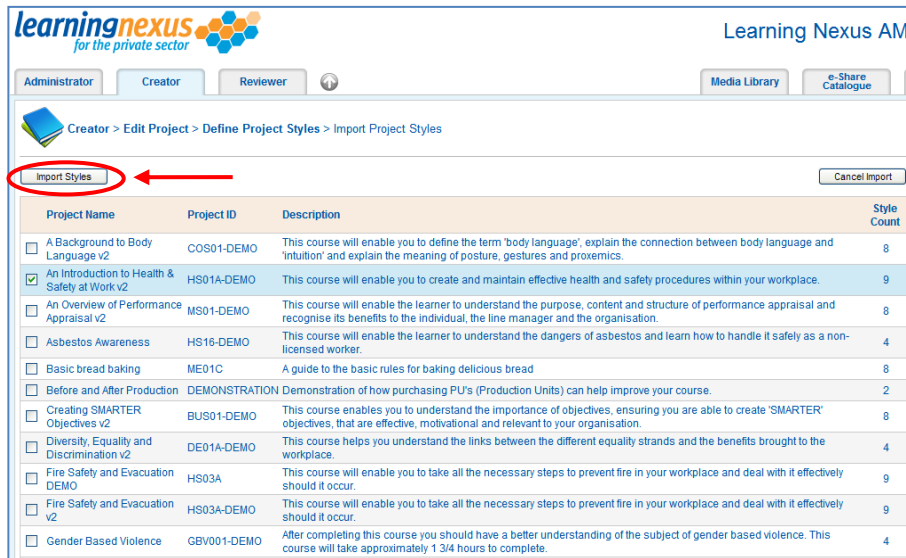
- 2) Click on the **Define Project Styles** button in your **Toolbox**:



- 3) You will be taken to a screen that displays any textfield styles already available to your project. To import textfield styles, click on the **Import Styles** button:



- 4) You will see a screen listing all the courses available to your site. Place a tick in the box next to the course you want to import textfield styles from, then click on the **Import Styles** button.



Learning Nexus AM

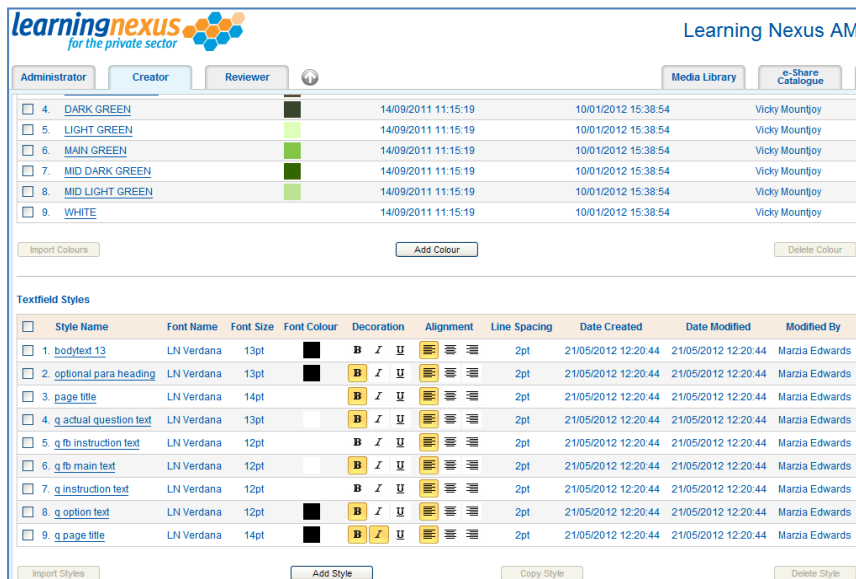
Administrator Creator Reviewer Media Library e-Share Catalogue

Creator > Edit Project > Define Project Styles > Import Project Styles

Import Styles Cancel Import

Project Name	Project ID	Description	Style Count
<input type="checkbox"/> A Background to Body Language v2	COS01-DEMO	This course will enable you to define the term 'body language', explain the connection between body language and 'intuition' and explain the meaning of posture, gestures and proxemics.	8
<input checked="" type="checkbox"/> An Introduction to Health & Safety at Work v2	HS01A-DEMO	This course will enable you to create and maintain effective health and safety procedures within your workplace.	9
<input type="checkbox"/> An Overview of Performance Appraisal v2	MS01-DEMO	This course will enable the learner to understand the purpose, content and structure of performance appraisal and recognise its benefits to the individual, the line manager and the organisation.	8
<input type="checkbox"/> Asbestos Awareness	HS16-DEMO	This course will enable the learner to understand the dangers of asbestos and learn how to handle it safely as a non-licensed worker.	4
<input type="checkbox"/> Basic bread baking	ME01C	A guide to the basic rules for baking delicious bread	8
<input type="checkbox"/> Before and After Production	DEMONSTRATION	Demonstration of how purchasing PU's (Production Units) can help improve your course.	2
<input type="checkbox"/> Creating SMARTER Objectives v2	BUS01-DEMO	This course enables you to understand the importance of objectives, ensuring you are able to create 'SMARTER' objectives, that are effective, motivational and relevant to your organisation.	8
<input type="checkbox"/> Diversity, Equality and Discrimination v2	DE01A-DEMO	This course helps you understand the links between the different equality strands and the benefits brought to the workplace.	4
<input type="checkbox"/> Fire Safety and Evacuation DEMO	HS03A	This course will enable you to take all the necessary steps to prevent fire in your workplace and deal with it effectively should it occur.	9
<input type="checkbox"/> Fire Safety and Evacuation v2	HS03A-DEMO	This course will enable you to take all the necessary steps to prevent fire in your workplace and deal with it effectively should it occur.	9
<input type="checkbox"/> Gender Based Violence	GBV001-DEMO	After completing this course you should have a better understanding of the subject of gender based violence. This course will take approximately 1 3/4 hours to complete.	4

- 5) You will be taken back to the previous screen where you will see all the styles that have been imported.



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<input type="checkbox"/> 4. DARK GREEN		14/09/2011 11:15:19	10/01/2012 15:38:54	Vicky Mountjoy
<input type="checkbox"/> 5. LIGHT GREEN		14/09/2011 11:15:19	10/01/2012 15:38:54	Vicky Mountjoy
<input type="checkbox"/> 6. MAIN GREEN		14/09/2011 11:15:19	10/01/2012 15:38:54	Vicky Mountjoy
<input type="checkbox"/> 7. MID DARK GREEN		14/09/2011 11:15:19	10/01/2012 15:38:54	Vicky Mountjoy
<input type="checkbox"/> 8. MID LIGHT GREEN		14/09/2011 11:15:19	10/01/2012 15:38:54	Vicky Mountjoy
<input type="checkbox"/> 9. WHITE		14/09/2011 11:15:19	10/01/2012 15:38:54	Vicky Mountjoy

Import Colours Add Colour Delete Colour

Textfield Styles

Style Name	Font Name	Font Size	Font Colour	Decoration	Alignment	Line Spacing	Date Created	Date Modified	Modified By
<input type="checkbox"/> 1. bodytext 13	LN Verdana	13pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 2. optional para heading	LN Verdana	13pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 3. page title	LN Verdana	14pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 4. q actual question text	LN Verdana	13pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 5. q fb instruction text	LN Verdana	12pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 6. q fb main text	LN Verdana	12pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 7. q instruction text	LN Verdana	12pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 8. q option text	LN Verdana	12pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards
<input type="checkbox"/> 9. q page title	LN Verdana	14pt		 B I U 	 L R J 	2pt	21/05/2012 12:20:44	21/05/2012 12:20:44	Marzia Edwards

Import Styles Add Style Copy Style Delete Style

You will now be able to use all the imported styles in your project to format any textfield.

IMPORTANT: you can only import once and you must do this before you add any additional textfield styles to your project.