7th Annual LiveText Collaboration Conference

Advanced Document Authoring
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ADVANCED DOCUMENT AUTHORMG

Introduction

This document provides supporting materials for Advanced Document Authoring Workshop. This workshop will provide the knowledge, tools and resources to create more attractive and attention-grabbing documents. It is especially beneficial for faculty members and student trainers who are responsible for introducing LiveText to students and who facilitate training labs and support on their campus. Advanced Document Authoring will provide the knowledge to create documents, change document properties, use the functions of LiveText's HTML editor, add Discovery Education™ streaming resources, build groups and share documents with groups, create Visitor’s Passes and share documents with visitors, create and manage templates, and enable discussion boards at the document level.

Prerequisite Skills

- Proficiency with a personal computer
- Web browser navigation skills
- Basic word processing skills
- Knowledge of LiveText basic mechanics
- Basic knowledge of HTML
- Knowledge of image editors
- Ability to access files on a computer

Goals

Ability to create documents
- To understand how to create and edit the pages and sections of a document
- To be able to add text, images, and attachments to a document

Ability to convert a document into a template
- How to use LiveText's HTML editor
- How to change LiveText document properties
- How to add Discovery Education™ streaming resources
- How to enable and use discussion boards at the document level
LiveText Legacy
Create a New Document for LiveText Legacy

This section demonstrates creating a portfolio, however all document types are created by clicking the Create button in the MyDesk area.

1. Click the My Work link located within the Materials area on the left side under the MyDesk tab.
2. From within the My Work area, click the Create button.

3. Choose a folder from the dropdown menu.
5. Enter a Title and an optional document Description.
6. Click the Create Document button located on the lower left side, below the Description box.

Insert & Edit Content

After the document is created, the next step is to insert content. Content can only be entered into sections. This means that a document must contain at least one page, and that page must contain at least one section before any content can be entered into a document. If your document was created from a blank template then you need to create a page and a section before you can add content to the document.
**Section Types**

There are five types of sections in LiveText. Each section stores different types of content. The table below describes each section type. This guide will model the steps for editing a Text & Image, Standards, and Resources section within a LiveText document.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text &amp; Image</td>
<td>The Text &amp; Image section is the most commonly used section type. Users can type or paste text here. Each section also stores up to one image and up to ten file attachments.</td>
</tr>
<tr>
<td>Standards</td>
<td>The Standards section stores standards selected from the LiveText Standards Database. Users are not allowed to type or paste standards into a Standards section. If users wish to manually type or paste standards, then use the Text &amp; Image section instead.</td>
</tr>
<tr>
<td>Resources</td>
<td>The Resources section stores other external supplemental material. The most common use of this section is to store Discovery Education™ streaming videos.</td>
</tr>
<tr>
<td>Rubric</td>
<td>The Rubric section stores rubrics which are built in LiveText. However, users cannot paste any external rubrics into the Rubric section. Users must build the rubric in LiveText.</td>
</tr>
<tr>
<td>Form Viewer</td>
<td>The Form Viewer section stores responses to forms you have submitted.</td>
</tr>
</tbody>
</table>
Create a Text & Image Section

1. While viewing the document, click the edit page link on the page where the new Text & Image section is needed.

2. Click the Create Section button.
3. Select the Text & Image option.
4. Enter a Section Title and click the Finish button.

Edit a Text & Image Section

1. From within the document, click the edit link that corresponds with the Text & Image section. The edit link is located to the right of each section.

2. Rename the Text & Image section by entering a new Section Title located above the HTML editor toolbar.
3. Author within the editor, add an image, or add attachments within the Text & Image Section.
4. Click the Save button.
5. When finished editing, click the Finish button to view the document.

Note: The edit button in legacy versions will appear in lowercase.
Using LiveText’s HTML Editor

Use LiveText HTML editor to enter and format text and paste text from other text editors. The editor has functions to adjust a document’s layout, insert LiveText links that lead to other LiveText documents, and create web links. Images can also be uploaded to accompany text and enhance a document’s look. Use the file attachment feature to add formatted content, such as word processor documents, spreadsheets, and multimedia presentations.

Overview—LiveText’s HTML Editor

This section provides an overview of the functions available in LiveText’s HTML editor including a brief description of what each function does.

### HTML Editor Toolbar Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td></td>
<td>Formats the style of a paragraph</td>
</tr>
<tr>
<td>Font</td>
<td></td>
<td>Formats the font style of selected text</td>
</tr>
<tr>
<td>Size</td>
<td></td>
<td>Formats the size of selected text</td>
</tr>
<tr>
<td>Cut (Ctrl+x)</td>
<td>![Cut Icon]</td>
<td>Cuts selected content from the editor</td>
</tr>
<tr>
<td>Copy (Ctrl+c)</td>
<td>![Copy Icon]</td>
<td>Copies selected content from the editor</td>
</tr>
</tbody>
</table>
## HTML Editor Toolbar Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paste</td>
<td><img src="paste_icon.png" alt="Paste" /></td>
<td>Pastes copied content into the editor</td>
</tr>
<tr>
<td>(Ctrl+v)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paste as plain text</td>
<td><img src="paste_plain_icon.png" alt="Paste as plain text" /></td>
<td>Strips all formatting from copied content and pastes it as plain text into the editor</td>
</tr>
<tr>
<td>Select All</td>
<td><img src="select_all_icon.png" alt="Select All" /></td>
<td>Selects all content in the editor</td>
</tr>
<tr>
<td>(Ctrl+a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bold</td>
<td><img src="bold_icon.png" alt="Bold" /></td>
<td>Makes selected text bold or not bold</td>
</tr>
<tr>
<td>(Ctrl+b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italics</td>
<td><img src="italics_icon.png" alt="Italics" /></td>
<td>Makes selected text italicized or not italicized</td>
</tr>
<tr>
<td>(Ctrl+i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Underline</td>
<td><img src="underline_icon.png" alt="Underline" /></td>
<td>Makes selected text underlined or removes the underline</td>
</tr>
<tr>
<td>(Ctrl+u)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strike Through</td>
<td><img src="strike_through_icon.png" alt="Strike Through" /></td>
<td>Creates or removes a strikethrough from selected text</td>
</tr>
<tr>
<td>Subscript</td>
<td><img src="subscript_icon.png" alt="Subscript" /></td>
<td>Formats selected text as subscript or returns subscript text to normal</td>
</tr>
<tr>
<td>Superscript</td>
<td><img src="superscript_icon.png" alt="Superscript" /></td>
<td>Formats selected text as superscript or returns superscript text to normal</td>
</tr>
<tr>
<td>Text Color</td>
<td><img src="text_color_icon.png" alt="Text Color" /></td>
<td>Changes the font color of selected text</td>
</tr>
<tr>
<td>Background Color</td>
<td><img src="background_color_icon.png" alt="Background Color" /></td>
<td>Changes the background color of selected text</td>
</tr>
<tr>
<td>Left Justify</td>
<td><img src="left_justify_icon.png" alt="Left Justify" /></td>
<td>Left justifies selected text</td>
</tr>
<tr>
<td>Center Justify</td>
<td><img src="center_justify_icon.png" alt="Center Justify" /></td>
<td>Center justifies selected text</td>
</tr>
<tr>
<td>Right Justify</td>
<td><img src="right_justify_icon.png" alt="Right Justify" /></td>
<td>Right justifies selected text</td>
</tr>
<tr>
<td>Numbered List</td>
<td><img src="numbered_list_icon.png" alt="Numbered List" /></td>
<td>Creates a numbered list of selected text or returns a numbered list to normal text</td>
</tr>
</tbody>
</table>
### HTML Editor Toolbar Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulleted List</td>
<td><img src="image" alt="Icon" /></td>
<td>Creates a bulleted list of selected text or returns bulleted content to normal text</td>
</tr>
<tr>
<td>Decrease Indent</td>
<td><img src="image" alt="Icon" /></td>
<td>Decreases indent of a paragraph that was previously indented</td>
</tr>
<tr>
<td>Increase Indent</td>
<td><img src="image" alt="Icon" /></td>
<td>Indents a paragraph</td>
</tr>
<tr>
<td>Table</td>
<td><img src="image" alt="Icon" /></td>
<td>Allows a table to be created in the editor</td>
</tr>
<tr>
<td>Horizontal Line</td>
<td><img src="image" alt="Icon" /></td>
<td>Inserts a horizontal line in the editor</td>
</tr>
<tr>
<td>Special Character</td>
<td><img src="image" alt="Icon" /></td>
<td>Inserts a special character in the editor (e.g. ©, ®, or accentuated vowels)</td>
</tr>
<tr>
<td>Web Link</td>
<td><img src="image" alt="Icon" /></td>
<td>Creates a web link in the editor that leads to a web site</td>
</tr>
<tr>
<td>Remove Web Link</td>
<td><img src="image" alt="Icon" /></td>
<td>Removes a web link present in the editor</td>
</tr>
<tr>
<td>LiveText Link</td>
<td><img src="image" alt="Icon" /></td>
<td>Creates a LiveText link in the editor that leads to another LiveText document</td>
</tr>
<tr>
<td>Spell Check</td>
<td><img src="image" alt="Icon" /></td>
<td>Checks the spelling of content in the editor</td>
</tr>
<tr>
<td>Source</td>
<td><img src="image" alt="Icon" /></td>
<td>Displays HTML source in the editor that can be modified</td>
</tr>
<tr>
<td>AutoSave</td>
<td><img src="image" alt="Icon" /></td>
<td>Automatically saves documents every 2 minutes</td>
</tr>
</tbody>
</table>
Author within the Editor

1. Click the text box, type text into the editor, and format with the HTML editor toolbar. Text from other editors can be pasted into the editor.
2. Click the Save button.
3. When finished editing, click the Finish button in the top right corner of the Text & Image section to view the document.

Create and Edit Tables

This section will demonstrate how to create and edit a table in Firefox, LiveText’s recommended browser. Please note that some of these functions will vary from browser to browser.

1. While in edit mode of a Text & Image section, click the Edit/Insert Table icon.

2. Enter the number of Rows and Columns in the Table Properties pop-up window.
3. Enter desired Border size. Border size sets the thickness in pixels of the lines that separate each cell within the table. This may be set to 0 so that no border is visible between cells.
4. Choose Right, Center, or Left from the Alignment dropdown menu. Alignment tells the browser where to place the cell on the page.
5. Enter Width specifications and choose either pixels or percent.
6. Enter Height specifications in number of pixels.
7. Enter a value for Cell spacing. Cell spacing is the number of pixels that will appear between each cell in the table.
8. Enter a value for Cell padding. Cell padding is the distance that objects within the cell will have from the edge.
9. Type an optional **Caption** to add a title above the table.
10. Type an optional **Summary**.
11. Click the **OK** button.

![Table Properties](image)

12. Click in the cells and enter text.

Note: The total width of all cells must be less than or equal to the size of the table itself, or the table will be stretched beyond its set parameters. When using absolute measurements and not percentages, an asterisk (*) can be used to tell the browser to fill the remaining table width with

Note: When text is entered into the **Caption** field, it becomes the title of the table. Text entered into the **Summary** field will be used to describe the data presented in the table by text-to-speech applications and non-visual browsers only, which will not be apparent to most users.
13. Right-click in a cell to open the editing options dropdown menu.
14. Click **Cut**, **Copy**, or **Paste**.
15. Click **Insert Row** or **Insert Column** to add a row or column to the table.
16. Click **Delete Rows** or **Delete Columns** to remove the selected row or column.

17. Click **Insert Cell** to add a cell to the right of the selected cell.
18. Click **Delete Cell** to remove the current cell and shift the remaining cells in the row to the left.

19. Select at least two cells that are side by side and right-click.

Note: **Insert Cell** or **Delete Cell** may leave a column with improperly formatted cells, which appears below in gray. Some browsers do not display this correctly and therefore some text may not be visible, or other elements may not display correctly.
20. Click **Merge Cells** to merge the cells together into one cell that spans multiple columns.

![Merge Cells](image)

Note: The contents of each cell will be placed in the new cell with a line break between them. Cells in the same column cannot be merged.

21. Select a cell, right-click and click **Split Cell** to break the selected cell into two separate cells.

![Split Cell](image)

22. Right-click in a cell and click **Cell Properties**.
23. Enter **Width** specifications and choose either **pixels** or **percent**.
24. Enter **Height** specifications in number of pixels.
25. Choose **Yes** or **No** from the **Word Wrap** dropdown menu.
26. Choose **Right**, **Left**, or **Center** from the **Horizontal Alignment** dropdown menu.
27. Choose **Top**, **Bottom**, **Middle** or **Baseline** from the **Vertical Alignment** dropdown menu.
28. Enter a value for **Rows Span**.
29. Enter a value for **Columns Span**.

![Cell Properties](image)

Note: Rows and Columns Span can be used in conjunction with the adding and deleting cells operations from the editing menu. This will allow a cell to bridge multiple rows or columns without any breaks. Care should be taken when using these parameters as some values may cause unintended results.
30. Enter a **Background color** or click the **Select...** button to open the **Select Color** pop-up window.

31. Enter a **Border color** or click the **Select...** button to open the **Select Color** pop-up window.

![Select Color](image)

32. Choose the color or type the name or hexadecimal value in the text box.

33. Click **OK** to close the **Select Color** pop-up window.

34. Click the **OK** button to close the **Cell Properties** pop-up window.

35. Click the **Save** button.

36. When finished editing, click the **Finish** button to return to view mode.

**Insert a LiveText Link**

A LiveText link may be inserted into a section of one LiveText document that leads to another LiveText document. Disable any activated pop-up blocking software before inserting a LiveText Link to allow the Insert LiveText Link pop-up window to open.

1. While editing a **Text & Image** section, click the **Insert LiveText Link** icon.
2. Choose the label associated with the LiveText document from the **Materials** drop-down menu in the **Insert LiveText Link** pop-up window.

3. Check the checkbox that corresponds with the LiveText document.
4. Click the **Insert** button.
5. Click the **Save** button.
6. When finished editing, click the **Finish** button to return to view mode.

**Insert a Web Link**

A web link may be inserted into a section of a LiveText document that leads to a web site. Disable any activated pop-up blocking software before inserting a web link to allow the **Insert Web Link** pop-up window to open.

1. While in edit mode of a **Text & Image** section, highlight the text that will serve as the web link. If text is not selected, then the website’s URL will be present as the web link.
2. Click the **Insert/Edit Link** icon.
3. Type the web address in the **URL** field of the **Link** pop-up window.

4. Click **OK**.
5. Click the **Save** button.
6. When finished editing, click **Finish** to return to view mode.

**Source**

Source refers to the HTML code (source code) of a Web page. It is the icon in the LiveText editor that allows a user to edit the HTML. For more information on HTML visit: [http://www.htmlcodetutorial.com/](http://www.htmlcodetutorial.com/)

1. While in edit mode of a **Text & Image** section, click on the **Source** icon to edit the HTML code.
2. Click the **Save** button.
3. When finished editing, click **Finish** to return to view mode.
AutoSave

In a Text & Image section, documents are automatically saved every 2 minutes.

The AutoSave feature is the disk icon located in the HTML editor Toolbar. Once content has been added to the HTML editor textbox, the AutoSave feature will be activated.

The Save status of a Text & Image section can be viewed by hovering over the AutoSave icon. It will display a timestamp of the last AutoSave.

Add Images

There is a limit of one image per Text & Image section. Create additional Text & Image sections to add more than one image to the document. When adding images, it is important to maintain standard web browser image formats either .jpg, .gif, or .png.

1. From within the document, click the edit link that corresponds with the Text & Image section. The edit link is located to the right of each section.

2. Click the edit>> link to the right of the Image field located below the HTML editor text box.
3. Click the Browse... button in the Image pop-up window.
4. After the image is located and opened on the computer, click the Attach button to upload the image.
5. While the image is uploading, a status bar indicator will appear. Uploading larger images will take longer. When the image is finished loading, the file name will appear under the Attach button.
6. Click the **Finish** button to close the Image pop-up window.

7. Enter a **Caption** into the corresponding text box. This is optional.

8. Select a **Display Size** from the dropdown menu.

9. Select the **Placement** of the image in relation to the text.

10. Click the **Save** button.

11. When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

### Remove an Image

1. From within the document, click the **edit** link that corresponds with the **Text & Image** section. The edit link is located to the right of each section.

Note: When editing a Text & Image section, only the image appears in the preview area. The image aligned with the text will be visible in view mode after clicking the Finish button.
2. Click the edit>> link to the right of the Image field located below the HTML editor text box.

3. The file name of the uploaded image will be listed in the center of the Image pop-up window.

4. Click the remove link located to the right of the image file name.

5. Click the Finish button to close the Image pop-up window.

6. Click the Save button.

7. When finished editing, click the Finish button located in the top right corner of the Text & Image section to return to view mode.
Add Attachments

There is a limit of ten attachments per Text & Image section. Create additional Text & Image sections to add more than ten attachments to the document.

1. From within the document, click the edit link that corresponds with the Text & Image section. The edit link is located to the right of each section.
2. Click the edit>> link to the right of the Attachments field located below the HTML editor text box.

3. Click the Browse... button in the Attachments pop-up window.
4. After the file is located and opened on the computer, click the Attach button to upload the file.
5. While the file is uploading, a status bar indicator will appear. Uploading larger files will take longer. When the file is finished loading, the file name will appear under the Attach button.
6. Click the Finish button to close the Attachments pop-up window.
7. Click the Save button.
8. When finished editing, click the Finish button located in the top right corner of the Text & Image section to return to view mode.

Note: LiveText uses an Attachments pop-up window to add files. Disable any activated pop-up blocking software before uploading a file.
Remove an Attachment

1. From within the document, click the edit link that corresponds with the Text & Image section. The edit link is located to the right of each section.
2. Click the edit>> link to the right of the Attachments field located below the HTML editor text box.
3. The file name of the uploaded attachment will be listed in the center of the Attachments pop-up window.
4. Click the remove link located to the right of the attachment file name.
5. Click the Finish button to close the Attachments pop-up window.
6. Click the Save button.
7. When finished editing, click the Finish button located in the top right corner of the Text & Image section to return to view mode.
Create a Standards Section

1. While viewing the document, click the edit page link on the page where the new Standards section is needed.

2. Click the Create Section button.
3. Select the Standards option.
4. Enter a Section Title and click the Finish button.

Edit a Standards Section

1. From within the document, click the edit link that corresponds with the Standards section. The edit link is located to the right of each section.
2. Rename the Standards section (optional) in the Section title text box located below the Standards List and Add Standards tabs.
3. Click the Add Standards tab.
4. Click the **All** or **Personal** links to display either **Personal** or **All Standards Sets**.
5. Select a **Standard Set** from the dropdown menu.
6. After selecting a **Standard Set**, the standards will appear below the LiveText Standards box. Additional Levels or Subjects, Grades, and/or Keywords may be used to refine the search.
7. After entering search criteria, click the **Search** button.

8. Select the checkboxes that correspond with the standards to be added.
9. Click the **Add** button located in the top left of the standards list.
10. To view added standards, click the **Standards List** tab.
11. Click the **Finish** button located in the top right corner of the Edit Section screen to view the document with the standards listed.
**Standard Sets** in LiveText are a list of itemized standards, goals, objectives, indicators, and/or outcomes from state, national, professional, or school/university institutions. They are added and updated at the request of LiveText partners and clients.

**Personal Standard Sets** is a default list of standard sets provided by LiveText based on the state and school of the LiveText user. The Personal Standard Set can be modified to list specific sets.

**All Standard Sets** is a list of all the standard sets in the LiveText Standards database. This contains additional standards that are not included in the Personal Standards Set.

**Remove Standards from a Document**

1. From within the document, click the **edit** link that corresponds with the **Standards** section. The edit link is located to the right of each section.
2. Rename the **Standards** section (optional) in the **Section title** text box located below the **Standards List** and **Add Standards** tabs.
3. Within the **Standards List** tab, select the checkbox to the left of each standard to be removed.
4. Click the **Remove** button located above the list of standards.
5. Click the **OK** button in the “Are you sure you want to remove checked items?” window.
6. Click the **Finish** button located in the top right corner of the Edit Section screen to view the document.
Create a Resources Section

1. While viewing the document, click the edit page link on the page where the new Resources section is needed.

2. Click the Create Section button.

3. Select the Resources option.

4. Enter a Section Title and click the Finish button.

Edit a Resources Section

Users can add personal resources, as well as choose from LiveText resources and Discovery Education™ streaming video resources.

Add a Personal Resource

1. From within the document, click the edit link that corresponds with the Resources section. The edit link is located to the right of each section.

2. Rename the Resources section (optional) in the Section title text box located below the Resource List tab.

3. Click the Add Personal Resource tab.

4. Enter the Name, URL (if applicable), Type, Description, Subject, and Grade(s) for the resource.

5. Click the Save button.

6. Click the Finish button in the top right corner of the edit Section screen.
Add a LiveText Resource

1. From within the document, click the edit link that corresponds with the Resources section. The edit link is located to the right of each section.

2. Rename the Resources section (optional) in the Section title text box located below the Resource List tab.

3. Click the Add LiveText Resource tab.
4. Select the Type of resource, as well as Grades and/or Keywords to refine the search.
5. Click the Search button.
6. A list of LiveText resources will be listed below the search box.
7. Select the checkbox to the left of each resource to be added.
8. Click the Add button located above the list of resources.
9. Click the Finish button in the top right corner of the Edit Section screen.

**Add a Discovery Education™ streaming Video**

LiveText users with the LiveText plus Discovery Education™ streaming membership may add Discovery Education™ streaming video resources to a LiveText document.

1. From within the document, click the edit link that corresponds with the Resources section. The edit link is located to the right of each section.

2. Rename the Resources section (optional) in the Section title text box located below the Resource List tab.
3. Click the Add Discovery Education™ streaming Resource tab.
4. Click the Go button.
5. Search for content using the Search text box in the top center of the screen or search using the search links on the left side.
6. Click the Go button.
7. After the search results appear, select a resource by clicking its title.
8. Click the Play button to view the video.
9. Click the Add to my LiveText Document link to add the resource to the document.
10. If desired, edit the resource Name, Type, Description, Subject, and Grade(s), but do not make changes to the URL.
11. Click the Save button.
12. Click the Finish button in the top right corner of the Edit Section screen.

**Remove a Resource**

1. From within the document, click the edit link that corresponds with the Resources section. The edit link is located to the right of each section.
2. Rename the Resources section (optional) in the Section title text box located below the Resource List tab.
3. From within the Resource List tab, select the checkbox to the left of each resource to be removed.
4. Click the Remove button located above the list of the resources.
5. Click the OK button in the “Are you sure you want to remove checked items?” window.
6. Click the Finish button in the top right corner of the Edit Section screen.

Tip: To return to your LiveText document without adding a resource, click the LiveText logo located in the top right corner.
Create a Rubric Section

1. While viewing the document, click the edit page link on the page where the new Rubric section is needed.

2. Click the Create Section button.
3. Select the Rubric option.
4. Enter a Section title and click the Finish button.

5. While editing a page, click the edit link that corresponds with the Rubric section.

Edit a Rubric Section

1. From within the document, click the edit link that corresponds with the Rubric section. The edit link is located to the right of each section.
2. Rename the Rubric section (optional) in the Section title text box.

Add/Edit Rubric Levels (Columns)

1. Select from the predefined set of levels in the dropdown menu, or click the corresponding Add button located to the right side of the screen for each additional level (or column).

2. To edit a level, click its title to open an edit window.
   • Edit the name of the Level.
   • Adjust the level’s Points value, if applicable.
   • Position the level in relation to the other levels. By default, the level’s present position is listed.
   • To delete a level, click the delete button.
   • Insert a new level by clicking the insert button (which will shift existing levels to the right).
   • To add a level, click the Add button.
3. Continue editing the rubric levels, elements, and cells. When finished, click the **Save** button.

**Add/Edit Rubric Elements/Objectives (Rows)**

1. To add an element, click the **Add** button on the left side of the screen.
2. To edit an element, click its title to open an edit window.
   - Edit the name of the **Element**.
   - Set the element’s relative **Weight**.
   - Position the element in relation to the other elements. By default, the element’s present position is listed. Click the Position field box to view the positions of the elements. To reposition the element, enter a new position number. The other elements in the rubric will shift accordingly.
   - To delete an element, click the **delete** button.
   - Insert a new element by clicking the **insert** button (this will shift existing elements down).
   - If standards are added to the document, a list of available standards will appear. These standards can be associated with the rubric element by highlighting the standard(s) from the Available Standards menu and clicking the << add button.
   - To remove standards from the element, click the standard(s) from the Assigned Standards menu, and click the **remove** button.

3. Continue editing the rubric levels, elements, and cells. When finished, click the **Save** button.
**Edit Rubric Cells**

1. Double click the rubric cell that corresponds with the level and element, and enter text. Text from other sources can be pasted (Ctrl + v) into each rubric cell.
2. Continue editing the rubric elements and cells, then click the **Save** button.
3. To return to view mode, click the **Finish** button located in the top right of the Edit Section screen.

![Edit Rubric Cells](image)

**Create a Form Viewer Section**

The **Form Viewer** section displays your responses to a selected LiveText form and is only applicable if you have taken a LiveText form. The **Form Viewer** section allows for a form and its answers to be included in a LiveText document that can be shared with others for viewing and evaluation purposes.

1. While viewing the document, click the **edit page** link on the page where the new **Form Viewer** section is needed.

![Create a Form Viewer Section](image)

2. Click the **Create Section** button.
3. Select the **Form Viewer** option.
4. Enter a **Section Title** and click the **Finish** button.
Edit a Form Viewer Section

1. From within the document, click the edit link that corresponds with the Form Viewer section. The edit link is located to the right of each section.

2. Rename the Form Viewer section (optional) in the Section title text box.
3. Select a form from the Form dropdown menu.
4. Click the Save button.
5. To return to view mode, click the Finish button located in the top right of the Edit Section screen.

The section will display the questions and responses of the form selected.
Create a New Section

1. From within a document, click the page title to be edited.
2. Click the **edit page** link located on the right side of the screen, across from the page title.

3. Click the **Create Section** button located on the right side of the screen.
4. Select the section type (e.g. Text & Image, Standards, Resources, Rubric, Form Viewer) from the dropdown menu.
5. Enter a **Section Title**.
6. Click the **Finish** button.

The section will be displayed in the Edit Page screen.
Manage Sections

Users can create, sort, hide, unhide, edit titles, copy, delete, and edit/modify sections within a page.

Order Sections

Sections of a document can be placed in a particular order.

1. From within a document, click the page title to be edited.
2. Click the *edit page* link located on the right side of the screen, across from the page title.
3. Click the *Order* button.
4. Select a section title.
5. Click the up and down scrolling arrows to order the sections.
6. Click the *Finish* button located in the top right corner of the screen to view the document.
Hide Sections

Hide sections from being viewed by others when sharing or submitting a document for review. Sections can also be hidden if they will not be accessed frequently.

1. From within a document, click the page title to be edited.
2. Click the edit page link located on the right side of the screen, across from the page title.
3. Select the checkbox to the left of each section to be hidden.
4. Click the Hide button.
5. The section title(s) will be visible in gray in the Edit Page screen but will not be visible in view mode.
6. Click the Finish button in the top right corner of the screen to view the document.

Unhide Sections

1. From within a document, click the page title to be edited.
2. Click the edit page link located on the right side of the screen, across from the page title.
3. Select the checkbox to the left of each section to be unhidden. The title of each hidden section is displayed in gray.
4. Click the Unhide button.
5. The section title(s) will be visible in black in the Edit Page screen and will be visible in view mode.
6. Click the Finish button in the top right corner of the screen to view the document.
Edit Titles

1. From within a document, click the page title to be edited.
2. Click the edit page link located on the right side of the screen, across from the page title.
3. Select the checkbox to the left of each section title to be edited.
4. Click the Edit Titles button.
5. Enter/modify the title for each section.
6. Click the Finish button.

Copy

1. From within a document, click the page title to be edited.
2. Click the edit page link located on the right side of the screen, across from the page title.
3. Select the checkbox to the left of each section to be copied.
4. Click the Copy button.
5. A copy of the section(s) will be displayed in the Edit Page screen.
6. Click the Finish button in the top right corner of the screen to view the document.
Delete

1. From within a document, click the page title to be edited.
2. Click the edit page link located on the right side of the screen, across from the page title.

3. Select the checkbox to the left of each section to be deleted.
4. Click the Delete button.

5. Click the OK button in the “Are you sure you want to delete checked items?” window.
6. The sections(s) selected will be deleted.
7. Click the Finish button in the top right corner of the screen to view the document.

Edit/Modify a Section

1. From within a document, click the page title to be edited.
2. Click the edit page link located on the right side of the screen, across from the page title.
3. Click the edit link located to the right of each section.
4. Edit/Modify the content within the section.

5. Click the Finish button in the top right corner of the screen to view the document.

Note: Deleting a section will delete all content within the section.

Note: The steps and process for editing a section will vary based on the section type. Please refer to the documentation for editing Text & Image, Standards, Resources, Rubric, or Form Viewer sections.
Create a New Page

Users can create, sort, hide, unhide, edit titles, copy, delete, and edit/modify pages within a document.

1. From within a document, click the Edit Document link located in the top right of the document.

2. Click the Create Page button.
3. Enter a Page Title.
4. Click the Finish button.

The page will be displayed in the Edit Document screen.

Manage Pages

Use the Edit Document screen to manage pages within a document. Open the Edit Document screen by clicking the Edit Document link within an open document. From here you can create, order, hide, unhide, rename, copy, and delete pages.

Order Pages

1. From within a document, click the Edit Document link located in the top right of the document.

2. Click the Order button.
3. Select a page title.
4. Click the up and down scrolling arrows to order the pages.
5. Click the Save button
6. Click the Finish button in the top right corner of the screen to view the document.

Hide Pages

Hide pages from being viewed by others when sharing or submitting a document for review. Pages can also be hidden if they will not be accessed frequently.

1. From within a document, click the Edit Document link located in the top right of the document.

2. Select the checkbox to the left of each page to be hidden.
3. Click the Hide button.

4. The page title(s) will be visible in gray in the Edit Document screen but will not be visible in view mode.
5. Click the Finish button in the top right corner of the screen to view the document.
Unhide Pages

1. From within a document, click the **Edit Document** link located in the top right of the document.

2. Select the checkbox to the left of each page that is hidden. The title of each hidden page is displayed in gray.

3. Click the **Unhide** button.

4. The page title(s) will be visible in black in the Edit Document screen and will be visible in view mode.

5. Click the **Finish** button in the top right corner of the screen to view the document.
Edit Titles

1. From within a document, click the Edit Document link located in the top right of the document.

2. Select the checkbox to the left of each page title to be edited.
3. Click the Edit Titles button.

4. Enter/modify the title for each page.

5. Click the Save button.
6. Click the Finish button in the top right corner of the screen to view the document.
ADVANCED DOCUMENT AUTHORING

**Copy**

1. From within a document, click the **Edit Document** link located in the top right of the document.

   ![Edit Document Link](image)

2. Select the checkbox to the left of each page to be copied.

3. Click the **Copy** button.

   ![Copy Button](image)

4. A copy of each page selected will be displayed in the Edit Document screen.

5. Click the **Finish** button in the top right corner of the screen to view the document.

**Delete**

1. From within a document, click the **Edit Document** link located in the top right of the document.

   ![Edit Document Link](image)

2. Select the checkbox to the left of each page to be deleted.

3. Click the **Delete** button.

   ![Delete Button](image)

4. Click the **OK** button in the “Are you sure you want to delete checked items?” window.

5. The page(s) selected will be deleted.

6. Click the **Finish** button in the top right corner of the screen to view the document.

---

Note: Copying a page will copy all sections and content within the page.

Note: Deleting a page will delete all sections and content within the page.
**Edit/Modify a Page**

1. From within a document, click the **Edit Document** link located in the top right of the document.

   ![Edit Document Link](image)

2. Click the **edit** link located to the right of each page.

   ![Edit Link](image)

3. The Edit Page screen will open with options to create, edit/modify, sort, hide, unhide, edit titles, copy, and delete sections of a page.

4. When finished editing or managing the sections of a page, click **Finish**.

Please refer to the documentation for Create/Edit a Section for more information about managing sections of a page.

**Discussion Board**

Discussions can be enabled at the page level of a document. Viewers and editors of the document will be able to participate in the discussion board.

1. From the document view screen, click the **Edit Document** button.

   ![Edit Document Button](image)

2. Click the **edit** link that corresponds to the page where the discussion will be enabled.

   ![Edit Link](image)

3. Click **Properties** in the top right hand corner.

   ![Properties Button](image)

4. Check the box **Enable discussions on this page**.
5. Click **Save**.

![Image of a text editor with options to save or cancel]

6. Click **Finish**. You will be taken back to the document view page and the Post new message link appears at the bottom of the page.

7. Click on the Post new message link and a discussion board window opens.

8. Enter a Subject and/or message in the text box below.

![Image of a text box for entering a post new message]

Three options are made available:

- a. **Preview**: preview the message before posting
- b. **Save**: saves and posts the message
- c. **Cancel**: cancels the message and it will not be posted

Within the Preview mode, three additional options are available:

- a. **Post**: the message will be posted
- b. **Edit**: the message can be edited before posting
- c. **Cancel**: cancels any editing, and the message will not be posted

Note: A Subject is required in order to post a message. Each entry is date and time stamped and includes the author’s name.
Change Document Properties

After a document is created, the document's Title, Description, Type, Layout, or Style may be modified.

Title

After a document is created, the document's Title may be modified.

1. From within a document, click the show properties link on the top right side of the document.

2. Click the edit properties link.

3. Modify the Title.

4. Click the Save button located in the lower left of the Edit Document Properties area.
## Description

After a document is created, the document's Description may be modified. A document description provides supporting rationale for the purpose or function of the document.

1. From within a document, click the **show properties** link on the top right side of the document.

2. Click the **edit properties** link.

3. Modify the Description.

4. Click the **Save** button located in the lower left of the Edit Document Properties area.
Type

After a document is created, the document Type may be modified.

1. From within a document, click the show properties link on the top right side of the document.

2. Click the edit properties link.

3. Select a document type (e.g. Assessment, Course, Lesson Plan, Project, or Portfolio) from the Type dropdown menu.

4. Click the Save button located in the lower left of the Edit Document Properties area.
Layout

The layout of a document may be modified to display it in a Single Page, or Multi Page layout. A Single Page layout displays the entire document on one page, and a Multi Page layout displays the document one page at a time.

1. From within a document, click the show properties link on the top right side of the document.

2. Click the edit properties link.

3. Select a layout from the Layout dropdown menu (e.g. Single, Page, Multi Page).

4. Click the Save button located in the lower left of the Edit Document Properties.
The screenshots below display the same document in **Single vs. Multi Page Layout**.

### Single Page

<table>
<thead>
<tr>
<th>Materials &gt;</th>
<th>Edit Document</th>
<th>Submit for Review</th>
<th>Share</th>
<th>More Actions...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>sample portfolio 2</strong></td>
<td>show properties</td>
<td>edit page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by Linda Perez</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Standards</strong></td>
<td></td>
<td>edit page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No standards added. Click edit to add standards.</td>
<td>older versions</td>
<td>edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td></td>
<td>edit page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State your purpose, including major aspects how you chose to organize your portfolio.</td>
<td>older versions</td>
<td>edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mission and Resume</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Multi Page

<table>
<thead>
<tr>
<th>Materials &gt;</th>
<th>next page &gt;</th>
<th>Edit Document</th>
<th>Submit for Review</th>
<th>Share</th>
<th>More Actions...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>sample portfolio 2</strong></td>
<td>show properties</td>
<td>edit page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>by Linda Perez</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Standards</strong></td>
<td></td>
<td>edit page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No standards added. Click edit to add standards.</td>
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<td>edit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td></td>
<td>edit page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State your purpose, including major aspects how you chose to organize your portfolio.</td>
<td>older versions</td>
<td>edit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mission and Resume</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Style

The style of a document may only be modified by LiveText users with a Legacy account. Different styles may alter the appearance of the document, including the color and font of the pages, sections, and content within the document.

1. From within a document, click the **show properties** link on the top right side of the document.

2. Click the **edit properties** link.

3. Select a style from the **Style** dropdown menu.

4. Optional: Click the **Edit This Style** link to modify the style. This will open the **Document Styles Editor**.

5. Click the **Save** button located in the lower left of the Edit Document Properties area.

Tip: Click the checkbox next to “To filter out any previous styles.” This will apply text, image, and background color settings to previously edited Text & Image sections.
The screenshots below display the same document in two different **Styles**.

**Classic**

<table>
<thead>
<tr>
<th>Standards</th>
<th>Mission and Rationale</th>
<th>Teaching Philosophy</th>
<th>Belief Statements</th>
<th>Standards Growth</th>
<th>Artifacts</th>
<th>Rubrics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample Portfolio 2</strong></td>
<td>by Linda Perez</td>
<td>Standards</td>
<td>No standards added. Click edit to add standards.</td>
<td>older versions</td>
<td>edit page</td>
<td>Standards</td>
</tr>
</tbody>
</table>

**Vapor**

<table>
<thead>
<tr>
<th>Materials &gt;</th>
<th>next page &gt;</th>
<th>Edit Document</th>
<th>Submit for Review</th>
<th>Share</th>
<th>More Actions...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standards</td>
<td>Standards</td>
<td>No standards added. Click edit to add standards.</td>
<td>older versions</td>
<td>edit page</td>
<td>Standards</td>
</tr>
<tr>
<td>Purpose</td>
<td>Mission and Rationale</td>
<td>Teaching Philosophy</td>
<td>Belief Statements</td>
<td>Standards Growth</td>
<td>Artifacts</td>
</tr>
</tbody>
</table>
About the Document Styles Manager

A Document Style is a group of formats (such as color, size, and position) that can be created, named, saved, and applied to a LiveText document. Document styles allow you to customize the look of many of the elements of your document. Use the Document Style Manager to list, edit, and delete existing document styles or to create new document styles.

Access the Document Styles Manager

1. Click the Document Styles link within the Tools menu.

2. The system lists existing document styles. If there are no existing styles, then the system lists "No document styles found."
Create a Document Style

1. From within the **Document Styles Manager**, click the **Create** button. The **Document Styles Editor** is now open. The left column (Document, Edit Links, etc.) is the component selector.

2. Use the component selector to select the document component that you wish to format. The right column is the format selector. Use the format selector to select the formats that you wish to apply.

3. Also, use the right column to save or discard (cancel) the styles that you create. The middle column is the stand-in document. The look of this document will change as you apply your formats, allowing you to view those formats.

4. Select a component to style. The system will display a red bracket to indicate the selected component.

5. Select the formats to apply to the component. The choice of formats will vary based on the selected component. You will see the effects of your formats within the stand-in document.
6. When you are done, click the X in the upper right corner of the right column beneath the Document Style Editor.

7. Click the Save button to save your new style.

8. Enter a title for your style and click the OK button.
9. Your saved style is now listed in the Document Styles Manager.

Apply Document Styles to LiveText Documents

After you have created document styles, you can apply them to LiveText documents. Follow these steps to apply a document style to a LiveText document.

1. From within the Materials: My Work area, click on the title of the LiveText document.

2. Click on the show properties link.

3. Click on the edit properties link.
4. From the Style dropdown menu, select a style from **LiveText Styles** or **My Styles**.

5. Click the **Save** button.

6. After clicking the **Save** button, the document with the newly applied style will appear in view mode.

Tip: Click the checkbox next to “To filter out any previous styles.” This will apply text, color, picture, and background color to previously edited Text & Image sections.
Print a LiveText Document

This section of the guide will discuss how to print a LiveText document.

1. From the **MyDesk** area, click the title of the document to print.

2. While viewing the document, hover over the **More Actions…** link.

3. If desired, click the titles of pages or sections to exclude them from printing.

4. Click the **Print** link.

5. Use the options provided by the computer’s operating system and web browser to finish printing the document.
6. Click **OK** to begin printing.
LiveText C1
Create a New Document for LiveText C1

All documents are created from document templates.

1. Click the **Documents** tab located in the top center of the screen.
2. From within the **My Work** tab, click the **New** button.
3. **Choose a folder** from the dropdown menu.
4. Choose a document **template**.
5. Enter a **Title** and an optional document **Description**.
6. Click the **Save as New Document** button located on the lower right side below the Template Outline.

Insert & Edit Content

After creating a document, the next step is to add content. Content can only be entered into sections. This means that a document must contain at least one page, and that page must contain at least one section. If your document was created from a blank template, then you need to create a page and a section before you can add content to the document.

Note: A Template Outline will appear on the right side of the screen once a document template has been selected. The outline reflects the page and section titles of the document template. The document structure, titles, and content may be modified after the document has been created.
**Section Types**

There are five types of sections in LiveText. Each section stores different types of content. The table below describes each section type. This guide will model the steps for editing a Text & Image, Standards, and Resources section within a LiveText document.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Text &amp; Image</strong></td>
<td>The Text &amp; Image section is the most commonly used section type. Users can type or paste text here. Each section also stores up to one image and up to ten file attachments.</td>
</tr>
<tr>
<td><strong>Standards</strong></td>
<td>The Standards section stores standards selected from the LiveText Standards Database. Users are not allowed to type or paste standards into a Standards section. If users wish to manually type or paste standards, then use the Text &amp; Image section instead.</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td>The Resources section stores other external supplemental material. The most common use of this section is to store Discovery Education™ streaming videos.</td>
</tr>
<tr>
<td><strong>Rubric</strong></td>
<td>The Rubric section stores rubrics which are built in LiveText. However, users cannot paste any external rubrics into the Rubric section. Users must build the rubric in LiveText.</td>
</tr>
<tr>
<td><strong>Form Viewer</strong></td>
<td>The Form Viewer section stores responses to forms you have submitted.</td>
</tr>
</tbody>
</table>
Create a Text & Image Section

1. While viewing the document, click the Manage Section link on the page where the new Text & Image section is needed.

2. Click the Create Section button.
3. Select the Text & Image option.
4. Enter a Section title and click OK.

Edit a Text & Image Section

1. From within the document, click the Edit link that corresponds with the Text & Image section. The Edit link is located to the right of each section.
2. Rename the **Text & Image** section by entering a new **Section title** located above the HTML editor toolbar.

3. Author within the editor, add an image, or add attachments within the **Text & Image** Section.

4. Click the **Save** button.

5. When finished editing, click the **Finish** button to view the document.

---

**Use LiveText’s HTML Editor**

Use LiveText’s HTML editor to enter and format text or paste text from other text editors. The editor has functions to adjust a document’s layout, to insert LiveText links that lead to other LiveText documents, and to create web links. Images can also be uploaded to accompany text and enhance a document’s look. Use the file attachment feature to add formatted content, such as word processor documents, spreadsheets, and multimedia presentations.
Overview—LiveText’s HTML Editor

This section provides an overview of the functions available in LiveText’s HTML editor including a brief description of what each function does.

<table>
<thead>
<tr>
<th>HTML Editor Toolbar Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function</td>
</tr>
<tr>
<td>Format</td>
</tr>
<tr>
<td>Font</td>
</tr>
<tr>
<td>Size</td>
</tr>
<tr>
<td>Cut</td>
</tr>
<tr>
<td>Copy</td>
</tr>
<tr>
<td>Paste</td>
</tr>
<tr>
<td>Paste as plain text</td>
</tr>
<tr>
<td>Select All</td>
</tr>
<tr>
<td>Bold</td>
</tr>
<tr>
<td>Italics</td>
</tr>
<tr>
<td>Underline</td>
</tr>
<tr>
<td>Strike Through</td>
</tr>
<tr>
<td>Subscript</td>
</tr>
</tbody>
</table>
## HTML Editor Toolbar Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superscript</td>
<td>🡲</td>
<td>Formats selected text as superscript or returns superscript text to normal</td>
</tr>
<tr>
<td>Text Color</td>
<td>🌈</td>
<td>Changes the font color of selected text</td>
</tr>
<tr>
<td>Background Color</td>
<td>🌈</td>
<td>Changes the background color of selected text</td>
</tr>
<tr>
<td>Left Justify</td>
<td>🥇</td>
<td>Left justifies selected text</td>
</tr>
<tr>
<td>Center Justify</td>
<td>🍀</td>
<td>Center justifies selected text</td>
</tr>
<tr>
<td>Right Justify</td>
<td>🥉</td>
<td>Right justifies selected text</td>
</tr>
<tr>
<td>Numbered List</td>
<td>📌</td>
<td>Creates a numbered list of selected text or returns a numbered list to normal text</td>
</tr>
<tr>
<td>Bulleted List</td>
<td>🛡️</td>
<td>Creates a bulleted list of selected text or returns bulleted content to normal text</td>
</tr>
<tr>
<td>Decrease Indent</td>
<td>📆</td>
<td>Decreases the indent of a paragraph that was previously indented</td>
</tr>
<tr>
<td>Increase Indent</td>
<td>📆</td>
<td>Indents a paragraph</td>
</tr>
<tr>
<td>Table</td>
<td>📃</td>
<td>Allows a table to be created in the editor</td>
</tr>
<tr>
<td>Horizontal Line</td>
<td>🚗</td>
<td>Inserts a horizontal line in the editor</td>
</tr>
<tr>
<td>Special Character</td>
<td>💡</td>
<td>Inserts a special character in the editor (e.g. ©, ®, or accentuated vowels)</td>
</tr>
<tr>
<td>Web Link</td>
<td>🗺️</td>
<td>Creates a web link in the editor that leads to a website</td>
</tr>
<tr>
<td>Remove Web Link</td>
<td>🛡️</td>
<td>Removes a web link present in the editor</td>
</tr>
</tbody>
</table>
HTML Editor Toolbar Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LiveText Link</td>
<td><img src="live-text.png" alt="Icon" /></td>
<td>Creates a LiveText link in the editor that leads to another LiveText document</td>
</tr>
<tr>
<td>Spell Check</td>
<td><img src="spell-check.png" alt="Icon" /></td>
<td>Checks the spelling of content in the editor</td>
</tr>
<tr>
<td>Source</td>
<td><img src="source.png" alt="Icon" /></td>
<td>Displays HTML source in the editor that can be modified</td>
</tr>
<tr>
<td>AutoSave</td>
<td><img src="autosave.png" alt="Icon" /></td>
<td>Automatically saves documents every 2 minutes</td>
</tr>
</tbody>
</table>

Author within the Editor

1. Click the text box, type text into the editor, and format with the HTML editor toolbar. Text from other editors can be pasted into the editor.
2. Click the Save button.
3. When finished editing, click the Finish button in the top right corner of the Text & Image section to view the document.

Create and Edit Tables

This section will demonstrate how to create and edit a table in Firefox, LiveText's recommended browser. Please note that some of these functions will vary from browser to browser.

1. While in edit mode of a Text & Image section, click the Edit/Insert Table icon.

2. Enter the number of Rows and Columns in the Table Properties pop-up window.
3. Enter desired Border size. Border size sets the thickness in pixels of the lines that separate each cell within the table. This may be set to 0 so that no border is visible between cells.
4. Choose Right, Center, or Left from the Alignment dropdown menu. Alignment tells the browser where to place the cell on the page.
5. Enter Width specifications and choose either pixels or percent.
6. Enter **Height** specifications in number of pixels.
7. Enter a value for **Cell spacing**. **Cell spacing** is the number of pixels that will appear between each cell in the table.
8. Enter a value for **Cell padding**. **Cell padding** is the distance that objects within the cell will have from the edge.
9. Type an optional **Caption** to add a title above the table.
10. Type an optional **Summary**.
11. Click the **OK** button.

Note: When text is entered into the **Caption** field, it becomes the title of the table. Text entered into the **Summary** field will be used to describe the data presented in the table by text-to-speech applications and non-visual browsers only, which will not be apparent to most users.

12. Click in the cells and enter text.

13. Right-click in a cell to open the editing options dropdown menu.
14. Click **Cut**, **Copy**, or **Paste**.
15. Click **Insert Row** or **Insert Column** to add a row or column to the table.
16. Click **Delete Rows** or **Delete Columns** to remove the selected row or column.

Note: **Cut**, **Copy**, or **Paste** performs these operations on text within the cells only. They do not affect the entire cell, or any of its attributes.

17. Click **Insert Cell** to add a cell to the right of the selected cell.
18. Click **Delete Cell** to remove the current cell and shift the remaining cells in the row to the left.

Note: **Insert Cell** or **Delete Cell** may leave a column with improperly formatted cells, which appears below in gray. Some browsers do not display this correctly and therefore some text may not be visible, or other elements may not display correctly.

19. Select at least two cells that are side by side and right-click.
20. Click **Merge Cells** to merge the cells together into one cell that spans multiple columns.

Note: The contents of each cell will be placed in the new cell with a line break between them. Cells in the same column cannot be merged.
21. Select a cell, right-click and click **Split Cell** to break the selected cell into two separate cells.

Note: The editor will create a new column and merge all of the other cells in these columns to give the appearance that the selected cell was split. The original cells appear in blue, the new cell appears in white.

22. Right-click in a cell and click **Cell Properties**.
23. Enter **Width** specifications and choose either **pixels** or **percent**.
24. Enter **Height** specifications in number of pixels.
25. Choose **Yes** or **No** from the **Word Wrap** dropdown menu.
26. Choose **Right**, **Left**, or **Center** from the **Horizontal Alignment** dropdown menu.
27. Choose **Top**, **Bottom**, **Middle** or **Baseline** from the **Vertical Alignment** dropdown menu.
28. Enter a value for **Rows Span**.
29. Enter a value for **Columns Span**.
30. Enter a **Background Color** or click the **Select**... button to open the **Select Color** pop-up window.

Note: Rows and Columns span can be used in conjunction with the adding and deleting cells operations from the editing menu. This will allow a cell to bridge multiple rows or columns without any breaks. Care should be taken when using these parameters as some values may cause unintended results.
31. Enter a **Border Color** or click the **Select…** button to open the **Select Color** pop-up window.

![Select Color](image)

32. Choose the color or type the name or hexadecimal value in the text box.
33. Click OK to close the **Select Color** pop-up window.
34. Click the OK button to close the **Cell Properties** pop-up window.
35. Click the **Save** button.
36. When finished editing, click the **Finish** button to return to view mode.

**Insert a LiveText Link**

A LiveText Link may be inserted into a section of one LiveText document that leads to another LiveText document. Disable any activated pop-up blocking software before inserting a LiveText Link to allow the Insert LiveText Link pop-up window to open.

1. While editing a **Text & Image** section, click the **Insert LiveText Link** icon.

![Insert LiveText Link](image)
2. Choose the label associated with the LiveText document from the Materials drop-down menu in the Insert LiveText Link pop-up window.
3. Check the checkbox that corresponds with the LiveText document.
4. Click the Insert button.

5. The LiveText Link pop-up window will close after clicking Insert.
6. Click the Save button.
7. When finished editing, click the Finish button to return to view mode.

**Insert a Web Link**

A web link may be inserted into a section of a LiveText document that leads to a web site. Disable any activated pop-up blocking software before inserting a web link to allow the Link pop-up window to open.

1. While in edit mode of a Text & Image section, highlight the text that will serve as the web link.
2. If text is not selected, then the website’s URL will be present as the web link.
3. Click the Insert/Edit link icon.

Tip: Holding the Control key on a PC or the Command key on a Mac while clicking the Insert/Edit link icon will disable pop-up blocker for one action.
4. Type the web address in the URL field of the Link pop-up window.
5. Click the OK button.

![Link pop-up window](image)

6. Click the Save button.
7. When finished editing, click Finish to return to view mode.

**Source**

Source refers to the HTML code (source code) of a Web page. It is the icon in the LiveText editor that allows a user to edit the HTML. For more information on HTML visit: [http://www.htmlcodetutorial.com/](http://www.htmlcodetutorial.com/)

1. While in edit mode of a Text & Image section, click on the Source icon to edit the HTML code.

![HTML source editor](image)

2. Click the Save button.
3. When finished editing, click Finish to return to view mode.

**AutoSave**

In a Text & Image section, documents are automatically saved every 2 minutes. This is beneficial in the case that the Save and Finish buttons were not pressed before exiting the section or internet connectivity is lost.

The AutoSave feature is the disk icon located in the HTML Editor Toolbar. Once content has been added to the HTML editor textbox the AutoSave feature will be activated.
The Save status of a **Text & Image** section can be viewed by hovering over the AutoSave icon. It will display a timestamp of the last AutoSave.

### Add an Image

There is a limit of one image per **Text & Image** section. Create additional **Text & Image** sections to add more than one image to the document. When adding images, it is important to maintain standard web browser image formats either .jpg, .gif, or .png.

1. From within the document, click the **Edit** link that corresponds with the **Text & Image** section. The **Edit** link is located to the right of each section.

2. Click the **edit>>** link to the right of the Image field located below the HTML editor text box.
3. Click the **Browse...** button in the Image pop-up window.
4. After the image is located and opened on the computer, click the **Attach** button to upload the image.
5. While the image is uploading, a status bar indicator will appear. Uploading larger images will take longer. When the image is finished loading, the file name will appear under the **Attach** button.
6. Click the **Finish** button to close the Image pop-up window.

---

Note: LiveText uses an Image pop-up window to add images and attachments. Disable any activated pop-up blocking software before uploading an image.
7. Enter a **Caption** into the corresponding text box. This is optional.
8. Select a **Display size** from the dropdown menu.
9. Select the **Placement** of the image in relation to the text.
10. Click the **Save** button.

![Image Editing Interface]

11. When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

### Remove an Image

1. From within the document, click the **Edit** link that corresponds with the **Text & Image** section. The Edit link is located to the right of each section.

![Document Edit Options]

2. Click the **edit>>** link to the right of the Image field located below the HTML editor text box.

![Image Editing Interface]

3. The file name of the uploaded image will be listed in the center of the Image pop-up window.
4. Click the **remove** link located to the right of the image file name.

![Image](image.png)

*Note: You can only attach a single image.*

5. Click the **Finish** button to close the Image pop-up window.
6. Click the **Save** button.
7. When finished editing, click the **Finish** button located in the top right corner of the Text & Image section to return to view mode.

### Add an Attachment

There is a limit of ten attachments per **Text & Image** section. Create additional **Text & Image** sections to add more than ten attachments to the document.

1. From within the document, click the **Edit** link that corresponds with the **Text & Image** section. The **Edit** link is located to the right of each section.
2. Click the edit>> link to the right of the Attachments field located below the HTML editor text box.

3. Click the Browse... button in the Attachments pop-up window.
4. After the file is located and opened on the computer, click the Attach button to upload the file.
5. While the file is uploading, a status bar indicator will appear. Uploading larger files will take longer. When the file is finished loading, the file name will appear under the Attach button.
6. Click the Finish button to close the Attachments pop-up window.
7. Click the Save button.
8. When finished editing, click the Finish button located in the top right corner of the Text & Image section to return to view mode.

Remove an Attachment

1. From within the document, click the Edit link that corresponds with the Text & Image section. The Edit link is located to the right of each section.
2. Click the edit>> link to the right of the Attachments field located below the HTML editor text box.
3. The file name of the uploaded attachment will be listed in the center of the Attachments pop-up window.
4. Click the **remove** link located to the right of the attachment file name.

5. Click the **Finish** button to close the Attachments pop-up window.
6. Click the **Save** button.
7. When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

### Create a Standards Section

1. While viewing the document, click the **Manage Section** link on the page where the new **Standards** section is needed.

2. Click the **Create Section** button.
3. Select the **Standards** option.

4. Enter a **Section Title** and click the **Finish** button.
Edit a Standards Section

1. From within the document, click the **Edit** link that corresponds with the **Standards** section. The edit link is located to the right of each section.

2. Click the **Add Standards** tab.
3. Click the **All** or **Personal** links to display either Personal or All Standards Sets.
4. Select a **Standard Set** from the dropdown menu.
5. After selecting a **Standard Set**, the standards will appear below the LiveText Standards box. Additional Levels or Subjects, Grades, and/or Keywords may be used to refine the search.
6. After entering search criteria, click the **Search** button.

7. Select the checkboxes that correspond with the standards to be added.
8. Click the **Add** button located in the top left of the list of standards.
9. To view added standards, click the **Standards List** tab.
10. Click the **Finish** button located in the top right corner of the Edit Section screen to view the document with the standards listed.
Standard Sets in LiveText are a list of itemized standards, goals, objectives, indicators, and/or outcomes from state, national, professional, or school/university institutions. They are added and updated at the request of LiveText partners and clients.

Personal Standard Sets is a default list of standard sets provided by LiveText based on the state and school of the LiveText user. The Personal Standards Set can be modified to list specific sets.

All Standard Sets is a list of all the standard sets in the LiveText Standards database. This contains additional standards that are not included in the Personal Standards Set.

Remove Standards from a Document

1. From within the document, click the Edit link that corresponds with the Standards section. The Edit link is located to the right of each section.

2. Within the Standards List tab, select the checkbox to the left of each standard to be removed.

3. Click the Remove button located above the list of standards.

4. Click the OK button in the “Are you sure you want to remove checked items?” window.

5. Click the Finish button located in the top right corner of the Edit Section screen to view the document.
Create a Resources Section

1. While viewing the document, click the Manage Section link on the page where the new Resources section is needed.

2. Click the Create Section button.

3. Select the Resources option.

4. Enter a Section Title and click the Finish button.

Edit a Resources Section

Users can add personal resources, and choose from LiveText resources or Discovery Education™ streaming video resources.

Add a Personal Resource

1. From within the document, click the Edit link that corresponds with the Resources section. The Edit link is located to the right of each section.
2. Rename the **Resources** section (optional) in the **Section title** text box located below the Resource List tab.

3. Click the **Add Personal Resource** tab.

4. Enter the Name, URL (if applicable), Type, Description, Subject, and Grade(s) for the resource.

5. Click the **Save** button.

6. Click the **Finish** button in the top right corner of the Edit Section screen.

---

**Add a LiveText Resource**

1. From within the document, click the **Edit** link that corresponds with the **Resources** section. The Edit link is located to the right of each section.

2. Rename the **Resources** section (optional) in the **Section title** text box located below the Resource List tab.
3. Click the **Add LiveText Resource** tab.

4. Select the Type of resource, as well as Grades and/or Keywords to refine the search.
5. Click the **Search** button.
6. A list of LiveText resources will be listed below the search box.
7. Select the checkbox to the left of each resource to be added.
8. Click the **Add** button located above the list of resources.
9. Click the **Finish** button in the top right corner of the Edit Section screen.

---

**Add a Discovery Education™ streaming Video**

LiveText users with the LiveText plus Discovery Education™ streaming membership may add Discovery Education™ streaming video resources to a LiveText document.

1. From within the document, click the **Edit** link that corresponds with the Resources section. The **Edit** link is located to the right of each section.

---

**Note:** The first visit to Discovery Education™ streaming requires registration. Complete the registration form but do not change the pre-populated fields. Your personal LiveText account will automatically store your Discovery Education™ streaming username and password; therefore, it is not necessary to write them down.
2. Rename the **Resources** section (optional) in the **Section title** text box located below the **Resource List** tab.

3. Click the **Add Discovery Education™ streaming Resource** tab.
4. Click the **Go** button.

5. Search for content using the **Search** text box in the top center of the screen or search using the search links on the left side.
6. Click the **Go** button.
7. After the search results appear, select a resource by clicking its title.
8. Click the **Play** button to view the video.
9. Click the **add to my LiveText Document** link to add the resource to the document.
10. If desired, edit the resource Name, Type, Description, Subject, and Grade(s), but do not make changes to the URL.
11. Click the **Save** button.
12. Click the **Finish** button in the top right corner of the Edit Section screen.

**Remove a Resource**

1. From within the document, click the **Edit** link that corresponds with the **Resources** section. The **Edit** link is located to the right of each section.
2. Rename the **Resources** section (optional) in the **Section title** text box located below the Resource List tab.

![Edit Section: Resources](image)

3. From within the Resource List tab, select the checkbox to the left of each resource to be removed.

4. Click the **Remove** button located above the list of resources.

![Edit Section: Resources](image)

5. Click the **OK** button in the “Are you sure you want to remove checked items?” window.

6. Click the **Finish** button in the top right corner of the Edit Section screen.
Create a Rubric Section

1. While viewing the document, click the Manage Section link on the page where the new Rubric section is needed.

2. Click the Create Section button.
3. Select the Rubric option.
4. Enter a Section Title and click the Finish button.

Edit a Rubric Section

1. From within the document, click the Edit link that corresponds with the Rubric section. The Edit link is located to the right of each section.
2. Rename the Rubric section (optional) in the Section title text box.

Add/Edit Rubric Levels (Columns)

1. Select from the predefined set of levels in the dropdown menu, or click the corresponding Add button located to the right side of the screen for each additional level (or column).
2. To edit a level, click its title to open an edit window.
   - Edit the name of the Level.
   - Adjust the level’s Points value, if applicable.
   - Position the level in relation to the other levels. By default, the level’s present position is listed.
   - To delete a level, click the delete button.
   - Insert a new level by clicking the insert button (which will shift existing levels to the right).
   - To add a level, click the Add button.
3. Continue editing the rubric levels, elements, and cells. When finished, click the **Save** button.

**Add/Edit Rubric Elements/Objectives (Rows)**

1. To add an element, click the **Add** button on the left side of the screen.
2. To edit an element, click its title to open an edit window.
   - Edit the name of the Element.
   - Set the element’s relative Weight.
   - Position the element in relation to the other elements. By default, the element’s present position is listed. Click the Position field box to view the positions of the elements. To reposition the element, enter a new position number. The other elements in the rubric will shift accordingly.
   - To delete an element, click the **delete** button.
   - Insert a new element by clicking the **insert** button (this will shift existing elements down).
   - If standards are added to the document, a list of available standards will appear. These standards can be associated with the rubric element by highlighting the standard(s) from the Available Standards menu and clicking the **<< add** button.
   - To remove standards from the element, click the standard(s) from the Assigned Standards menu, and click the **remove** button.

3. Continue editing the rubric levels, elements, and cells. When finished, click the **Save** button.
Edit Rubric Cells

1. Double click the rubric cell that corresponds with the level and element, and enter text. Text from other sources can be pasted (Ctrl + v) into each rubric cell.
2. Continue editing the rubric elements and cells, then click the Save button.
3. To return to view mode, click the Finish button located in the top right of the Edit Section screen.

Create a Form Viewer Section

The Form Viewer section displays your responses to a selected LiveText form and is only applicable if you have taken a LiveText form. The Form Viewer allows for a form and its answers to be included in a LiveText document that can be shared with others for viewing and evaluation purposes.

1. While viewing the document, click the Manage Section link on the page where the new Form Viewer section is needed.
2. Click the Create Section button.
3. Select the Form Viewer option.
4. Enter a Section Title and click the Finish button.
Edit a Form Viewer Section

1. From within the document, click the edit link that corresponds with the Form Viewer section. The edit link is located to the right of each section.

2. Rename the Form Viewer section (optional) in the Section title text box.
3. Select a form from the Form dropdown menu.
4. Click the Save button.
5. To return to view mode, click the Finish button located in the top right of the Edit Section screen.

Note: The Form Viewer section will only retrieve and display form information that you have taken and submitted in your LiveText account.

The section will display the questions and responses of the form selected.
Create a New Section

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.
3. Click the Create Section button on the right side of the screen.
4. Select the section type (e.g. Text & Image, Standards, Resources, Rubric, Form Viewer) from the dropdown menu.
5. Enter a Section Title.
6. Click the Finish button.

The section will be displayed in the Edit Page screen.
Manage Sections

Users can create, sort, hide, unhide, edit titles, copy, delete, and edit/modify sections within a page.

Order Sections

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.
3. Click the Order button.
4. Select a section title.
5. Click the up and down scrolling arrows to order the sections.
6. Click the Save button.
7. Click the Finish button located in the top right corner of the screen to view the document.
Hide Sections

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.
3. Select the checkbox to the left of each section to be hidden.
4. Click the Hide button.
5. The section title(s) will be visible in gray in the Edit Page screen but will not be visible in view mode.
6. Click the Finish button in the top right corner of the screen to view the document.

Unhide Sections

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.
3. Select the checkbox to the left of each section to be unhidden. The title of each hidden section is displayed in gray.
4. Click the Unhide button.
5. The section title(s) will be visible in black in the Edit Page screen and will be visible in view mode.
6. Click the Finish button in the top right corner of the screen to view the document.
Edit Titles

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.

3. Select the checkbox to the left of each section title to be edited.
4. Click the Edit Titles button.

5. Enter/modify the title for each section.

6. Click the Save button.
7. Click the Finish button in the top right corner of the screen to view the document.
Copy

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.
3. Select the checkbox to the left of each section to be copied.
4. Click the Copy button.
5. A copy of the section(s) will be displayed in the Edit Page screen.
6. Click the Finish button in the top right corner of the screen to view the document.

Delete

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.
3. Select the checkbox to the left of each section to be deleted.
4. Click the Delete button.
5. Click the OK button in the “Are you sure you want to delete checked items?” window.
6. The section(s) selected will be deleted.
7. Click the Finish button in the top right corner of the screen to view the document.

Note: Copying a section will copy all content within the section.

Note: Deleting a section will delete all content within the section.
Edit/Modify a Section

1. From within a document, click the page title to be edited.
2. Click the Manage Sections button located in the top right corner of each page within the document.
3. Click the edit link located to the right of each section.
4. Edit/Modify the content within the section.
5. Click the Finish button in the top right corner of the screen to view the document.

Create a New Page

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.
2. Click the Create Page button.
3. Enter a Page Title.
4. Click the Finish button.

The page will be displayed in the Edit Document screen.

Note: The steps and process for editing a section will vary based on the section type. Please refer to the documentation for editing Text & Image, Standards, Resources, Rubric, or Form Viewer sections.
Manage Pages

Users can create, sort, hide, unhide, edit titles, copy, delete, and edit/modify pages within a document.

Order Pages

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.

2. Click the Order button.

3. Select a page title.
4. Click the up and down scrolling arrows to order the pages.

5. Click the Finish button.
6. The ordered pages will be displayed in the Edit Document screen.
Hide Pages

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.

2. Select the checkbox to the left of each page to be hidden.
3. Click the Hide button.

4. The page title(s) will be visible in gray in the Edit Document screen but will not be visible in view mode.
5. Click the Finish button in the top right corner of the screen to view the document.

Unhide

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.

2. Select the checkbox to the left of each page that is hidden. The title of each hidden page is displayed in gray.
3. Click the Unhide button.

4. The page title(s) will be visible in black in the Edit Document screen and will be visible in view mode.
5. Click the Finish button in the top right corner of the screen to view the document.
Edit Titles

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.

2. Select the checkbox to the left of each page title to be edited.
3. Click the Edit Titles button.

4. Enter/modify the title for each page.

5. Click the Finish button.
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Copy

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.

   ![Manage Pages Tab](image)

2. Select the checkbox to the left of each page to be copied.
3. Click the Copy button.

   ![Copy Button](image)

4. A copy of each page selected will be displayed in the Edit Document screen.
5. Click the Finish button in the top right corner of the screen to view the document.

Delete

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.

   ![Manage Pages Tab](image)

2. Select the checkbox to the left of each page to be deleted.
3. Click the Delete button.

   ![Delete Button](image)

4. Click the OK button in the “Are you sure you want to delete checked items?” window.
5. The page(s) selected will be deleted.
6. Click the Finish button in the top right corner of the screen to view the document.

Note: Copying a page will copy all sections and content within the page.

Note: Deleting a page will delete all sections and content within the page.
Edit/Modify a page

1. From within a document, click the Manage Pages tab. The Manage Pages tab is the third tab from the left within the document.

2. Click the edit link located to the right of each page.

3. The Edit Page screen will open with options to create, edit/modify, sort, hide, unhide, edit titles, copy, and delete sections of a page.

4. When finished editing or managing the sections of a page click Finish.

Please refer to the documentation for Create/Edit a Section for more information about managing sections of a page.
Discussion Board

Discussions can be enabled at the page level of a document. Viewers and editors of the document will be able to participate in the discussion board.

1. From the document view screen, click the Manage Pages button.

2. Click the edit link that corresponds to the page where the discussion will be enabled.

3. Click Properties in the top right-hand corner.

4. Check the box Enable discussions on this page.
5. Click Save.

6. Click Finish. You will be taken back to the document view page and the Post new message link appears at the bottom of the page.
7. Click on the Post new message link and a discussion board window opens.

8. Enter a Subject and/or message in the text box below.
Three options are made available:

A. Preview: preview the message before posting  
B. Save: saves and posts the message  
C. Cancel: cancels the message and it will not be posted  

Within the Preview mode, three additional options are available:

A. Post: the message will be posted  
B. Edit: the message can be edited before posting  
C. Cancel: cancels any editing and the message will not be posted  

Note: A Subject is required in order to post a message. Each entry is date and time stamped and includes the author’s name.
Change Document Properties

After a document is created, the document's Title, Description, Type, Layout, or Style may be modified.

**Title**

After a document is created, the document's Title may be modified.

1. From within a document, click the **Edit Properties** tab. The Edit Properties tab is the second tab from the left and is located between the Document View and Manage Pages tabs.

2. Modify the Title.

3. Click the **Save** button on the lower right side of the Edit Properties tab.
Description

After a document is created, the document's Description may be modified. A document description provides supporting rationale for the purpose or function of the document.

1. From within a document, click the **Edit Properties** tab. The Edit Properties tab is the second tab from the left and is located between the Document View and Manage Pages tabs.

2. Modify the Description.
Type

After a document is created, the document Type may be modified.

1. From within a document, click the **Edit properties** tab. The Edit Properties tab is the second tab from the left, and is located between the Document View and Manage Pages tabs.

2. Select a document type (e.g. Assessment, Course, Lesson Plan, Project, or Portfolio) from the **Type** dropdown menu.

3. Click the **Save** button on the lower right side of the Edit Properties tab.
Layout

The layout of a document may be modified to display it in a **Single Page** or **Multi Page Layout**. A Single Page Layout displays the entire document on one page, and a Multi Page Layout displays the document one page at a time.

After a document is created, the document layout may be modified.

1. From within a document, click the *Edit Properties* tab. The Edit Properties tab is the second tab from the left, and is located between the Document View and Manage Pages tabs.

2. Select a document layout (e.g. Single Page or Multi Page) from the Layout dropdown menu.

3. Click the *Save* button on the lower right side of the Edit Properties tab.
Style

A Document Style is a group of formats (such as color, size, and position) that can be applied to a LiveText document.

1. From within a document, click the Edit Properties tab. The Edit Properties tab is the second tab from the left, and is located between the Document View and Manage Pages tabs.

![LiveText Frequently Asked Questions](image)

2. Select the Style.

![LiveText Frequently Asked Questions](image)

3. Click the Save button on the lower right side of the Edit Properties tab.

Note: Different components of a LiveText document (such as titles, pages, and sections) support different formats. There are various system default document styles that can be applied.
Print a LiveText Document

This section of the guide will discuss how to print a LiveText document.

1. From the Documents Tab, click the title of the document to print.
2. Click the Print icon. A print preview version of the document opens.
3. If desired, click the titles of pages or sections to exclude them from printing.
4. Click the Print link.
5. Use the options provided by the computer’s operating system and web browser to finish printing the document.
6. Click OK to begin printing.
LiveText Support Team

If further questions arise regarding the application, contact LiveText at:

LiveText Tech Support

Phone: 1-866-LiveText (1-866-548-3839)

Email: support@livetext.com