

Learning | Assessment | Accreditation Solutions



7th Annual LiveText Collaboration Conference

Advanced Document Authoring

ADVANCED DOCUMENT AUTHORIZING

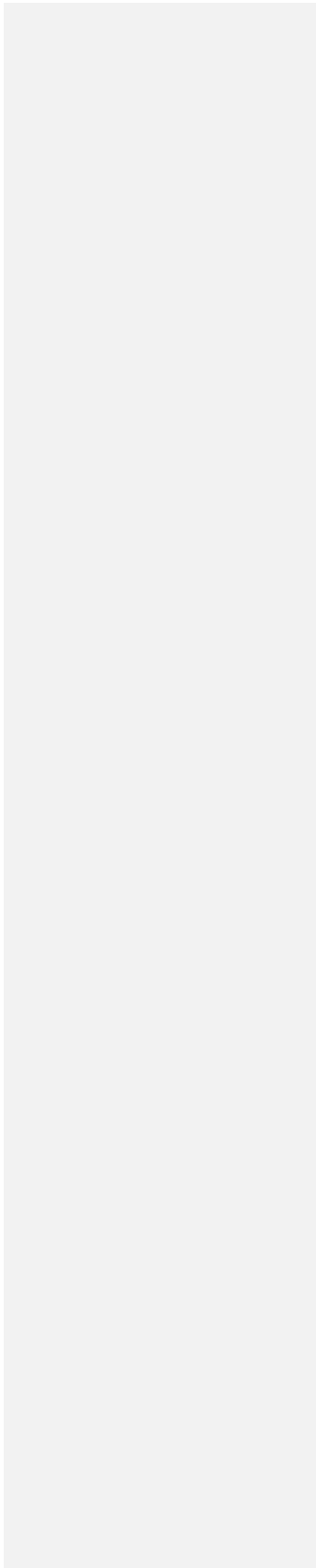


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ADVANCED DOCUMENT AUTHORIZING

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

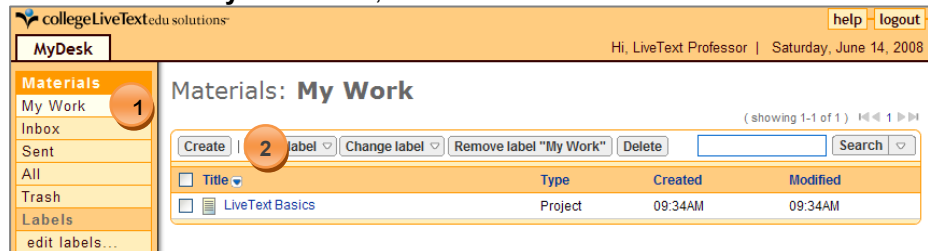
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Note: A Template Outline will appear on the right side of the screen once a document template has been selected. The outline reflects the page and section titles of the document template. The document structure, titles, and content may be modified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

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.
4. Choose a document template.
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.

1. Choose a folder

Training Templates 3

2. Choose a template

Document Authoring Basics - Guided Practice 1 4

3. Enter title and description

Title: 5

Description:
(optional)

4. 6

Template Outline

Document Authoring Basics - Guided Practice 1

- ◆ Page 1: Examples
 - ◇ Text & Image
 - ◇ Standards
 - ◇ Resources
 - ◇ Rubric
 - ◇ Form Viewer (This section is only available if you have taken a form in LiveText.)
- ◆ Page 2: Document Authoring Basics
 - ◇ LiveText Documents
 - ◇ Text & Image Sections
 - ◇ Standards
 - ◇ Resources
 - ◇ Rubric
 - ◇ Form Viewer (This section is only applicable if you have taken a form in LiveText.)
 - ◇ Standards Sections
 - ◇ Resources Sections

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.

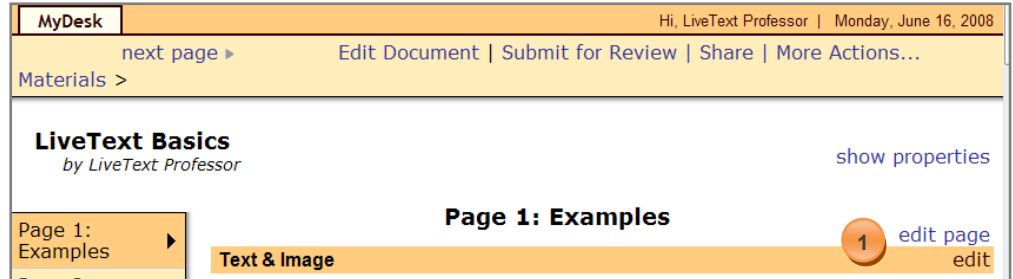
Type	Description
Text & Image	The Text & Image section is the most commonly used section type. Users can type or paste text here. Each section also stores up to one image and up to ten file attachments.
Standards	The Standards section stores standards selected from the LiveText Standards Database. Users 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 & Image section instead.
Resources	The Resources section stores other external supplemental material. The most common use of this section is to store Discovery Education™ <i>streaming</i> videos.
Rubric	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.
Form Viewer	The Form Viewer section stores responses to forms you have submitted.

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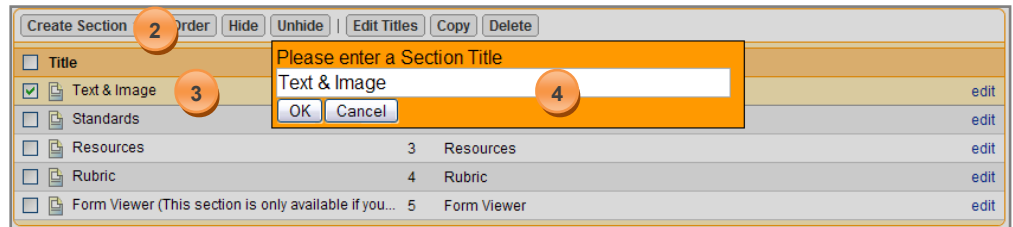
Note: The **edit** button in legacy versions will appear in lowercase.

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.

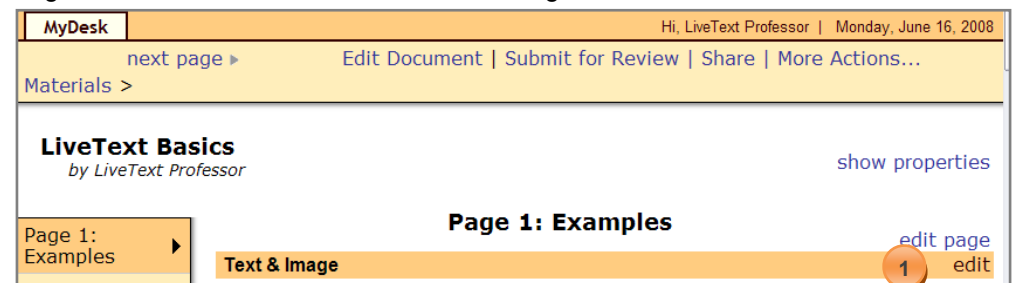


2. Click the **Create Section** button.
3. Select the **Text & Image** option.
4. Enter a **Section Title** and click the **Finish** button.



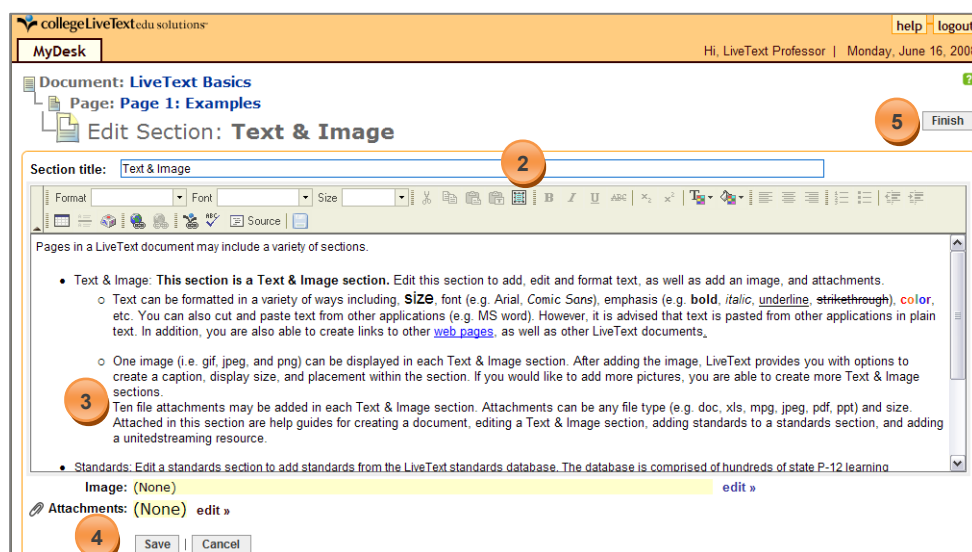
Edit a Text & Image Section

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.

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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		
Function	Icon	Description
Format		Formats the style of a paragraph
Font		Formats the font style of selected text
Size		Formats the size of selected text
Cut (Ctrl+x)		Cuts selected content from the editor
Copy (Ctrl+c)		Copies selected content from the editor

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HTML Editor Toolbar Functions		
Function	Icon	Description
Paste (Ctrl+v)		Pastes copied content into the editor
Paste as plain text		Strips all formatting from copied content and pastes it as plain text into the editor
Select All (Ctrl+a)		Selects all content in the editor
Bold (Ctrl+b)	B	Makes selected text bold or not bold
Italics (Ctrl+i)	<i>I</i>	Makes selected text italicized or not italicized
Underline (Ctrl+u)	<u>U</u>	Makes selected text underlined or removes the underline
Strike Through	A	Creates or removes a strikethrough from selected text
Subscript	x_2	Formats selected text as subscript or returns subscript text to normal
Superscript	x^2	Formats selected text as superscript or returns superscript text to normal
Text Color		Changes the font color of selected text
Background Color		Changes the background color of selected text
Left Justify		Left justifies selected text
Center Justify		Center justifies selected text
Right Justify		Right justifies selected text
Numbered List		Creates a numbered list of selected text or returns a numbered list to normal text

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

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Tip: Click the **Paste as plain text** icon (clipboard with the T) to paste text from other editors (e.g. Microsoft Word, AppleWorks).

Note: The percentage is relative to the viewer's screen size. The layout will vary from computer to computer depending on resolution, browser, and presence of any scroll bars or menus on the side of the page.

Note: Both **Cell spacing** and **Cell padding** may be set to 0.

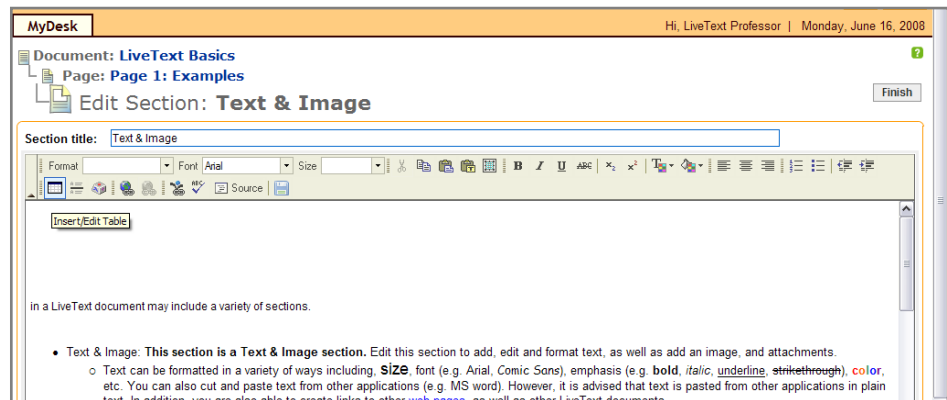
Author within the Editor

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.

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9. Type an optional **Caption** to add a title above the table.
10. Type an optional **Summary**.
11. Click the **OK** button.

Table Properties

Rows: Width:

Columns: Height: pixels

Border size: Cell spacing:

Alignment: Cell padding:

Caption:

Summary:

12. Click in the cells and enter text.

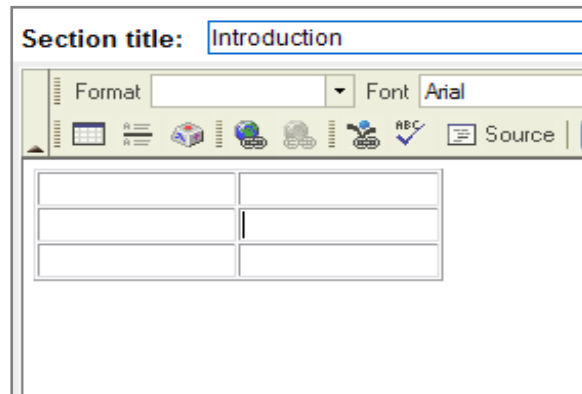
Note: The total width of all cells must be less than or equal to the size of the table itself, or the table will be stretched beyond its set parameters. When using absolute measurements and not percentages, an asterisk (*) can be used to tell the browser to fill the remaining table width with

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.

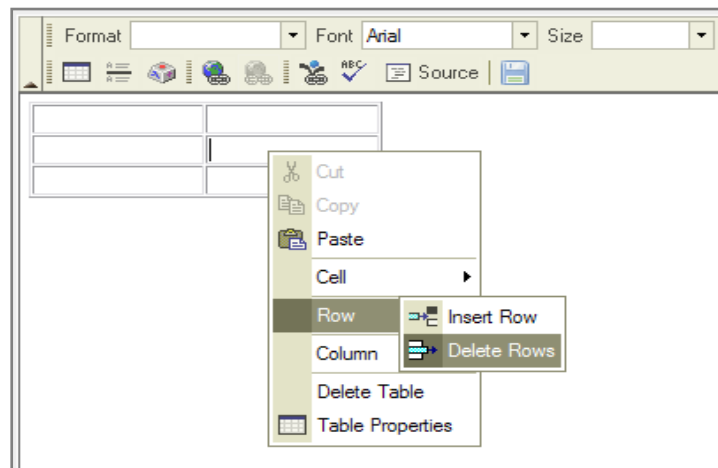
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Note: **Cut**, **Copy**, or **Paste** performs these operations on text within the cells only. They do not affect the entire cell or any of its attributes.

Note: Deleting rows and columns will also delete the content of the cells.



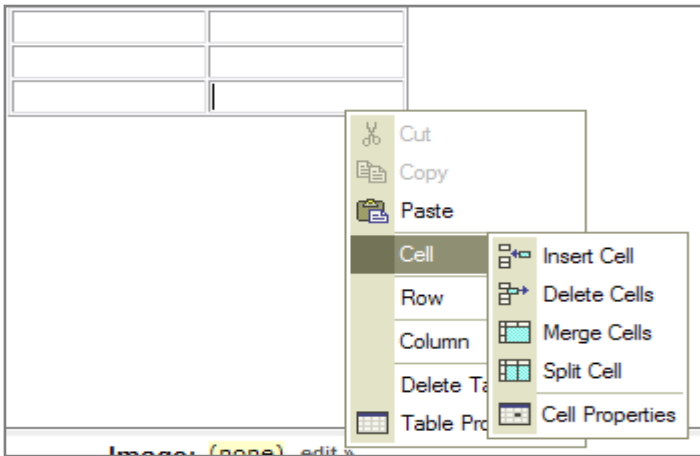
13. Right-click in a cell to open the editing options dropdown menu.
14. Click **Cut**, **Copy**, or **Paste**.
15. Click **Insert Row** or **Insert Column** to add a row or column to the table.
16. Click **Delete Rows** or **Delete Columns** to remove the selected row or column.



17. Click **Insert Cell** to add a cell to the right of the selected cell.

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18. Click **Delete Cell** to remove the current cell and shift the remaining cells in the row to the left.



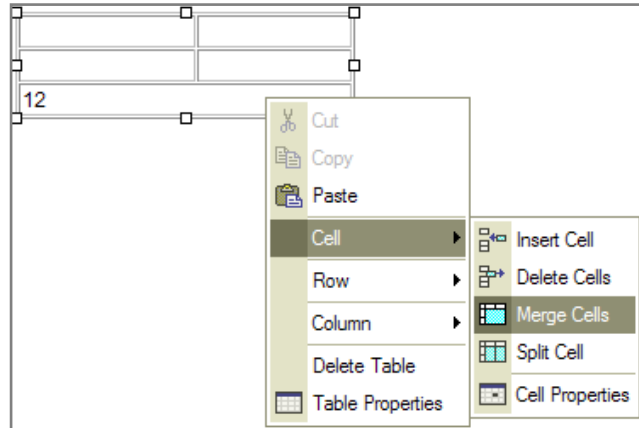
19. Select at least two cells that are side by side and right-click.

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.

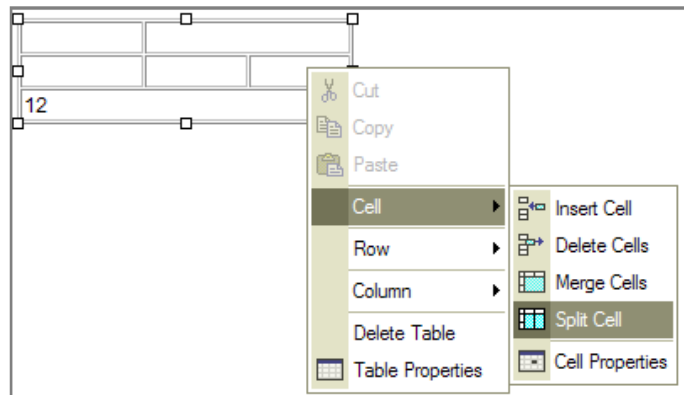
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Note: The contents of each cell will be placed in the new cell with a line break between them. Cells in the same column cannot be merged.

20. Click **Merge Cells** to merge the cells together into one cell that spans multiple columns.

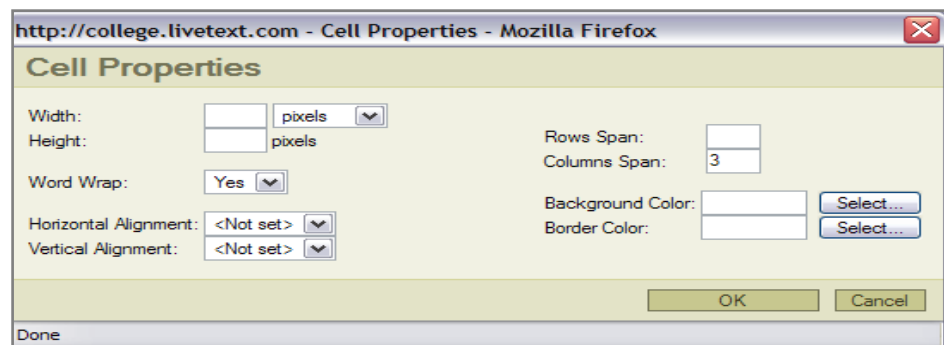


21. Select a cell, right-click and click **Split Cell** to break the selected cell into two separate cells.



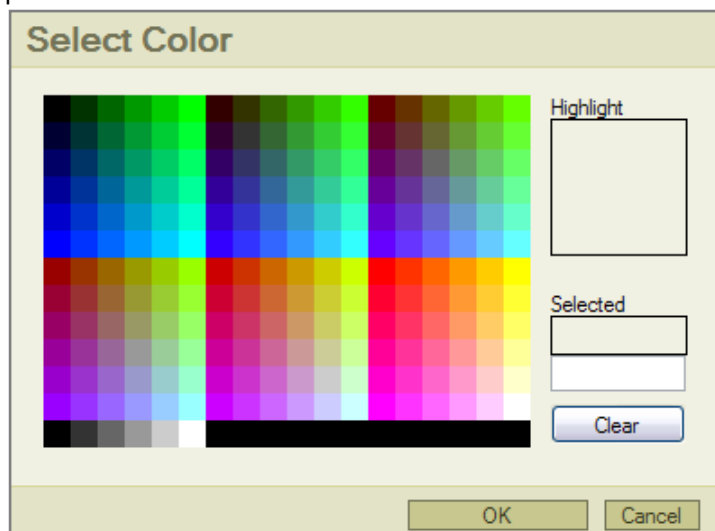
22. Right-click in a cell and click **Cell Properties**.
 23. Enter **Width** specifications and choose either **pixels** or **percent**.
 24. Enter **Height** specifications in number of pixels.
 25. Choose **Yes** or **No** from the **Word Wrap** dropdown menu.
 26. Choose **Right**, **Left**, or **Center** 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**.

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.



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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.

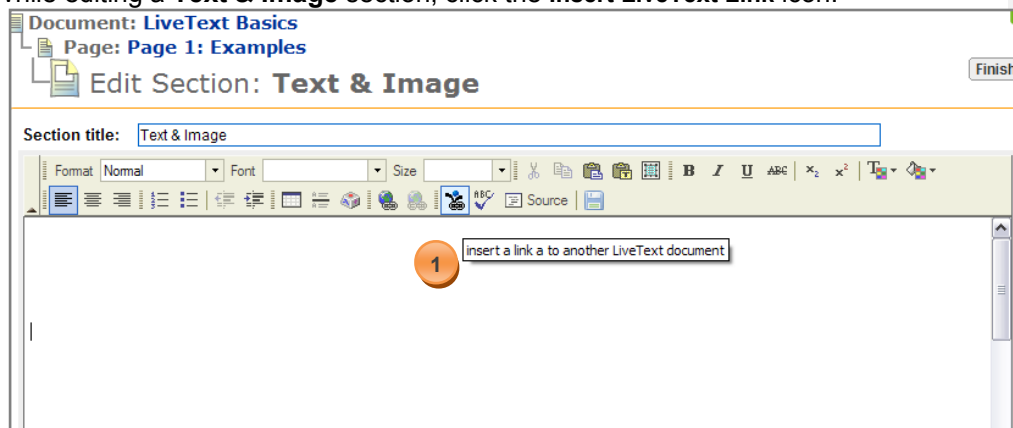


32. Choose the color or type the name or hexadecimal value in the text box.
33. Click **OK** to close the **Select Color** pop-up window.
34. Click the **OK** button to close the **Cell Properties** pop-up window.
35. Click the **Save** button.
36. When finished editing, click the **Finish** button to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

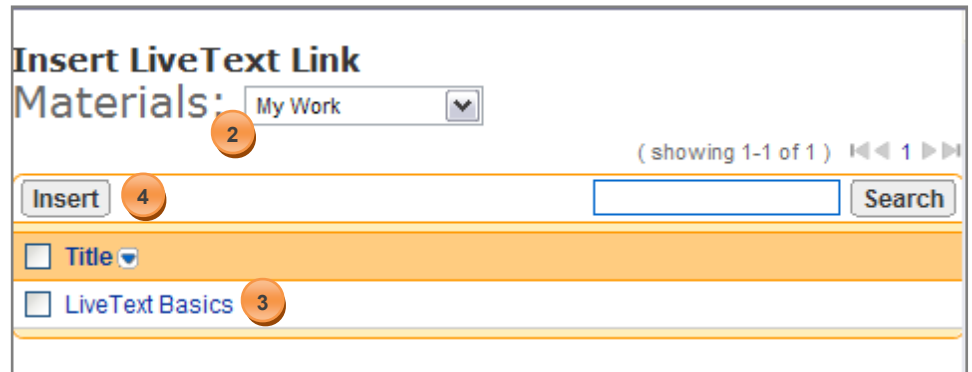
1. While editing a **Text & Image** section, click the **Insert LiveText Link** icon.



Tip: Holding the Control key on a PC or the Command key on a Mac while clicking the **Insert LiveText Link** icon will disable pop-up blocker for one action.

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- Choose the label associated with the LiveText document from the **Materials** drop-down menu in the **Insert LiveText Link** pop-up window.

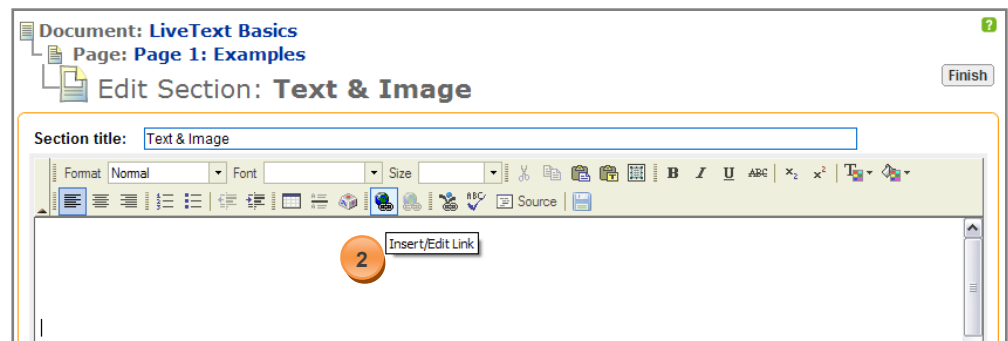


- Check the checkbox that corresponds with the LiveText document.
- Click the **Insert** button.
- Click the **Save** button.
- When finished editing, click the **Finish** button to return to view mode.

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.

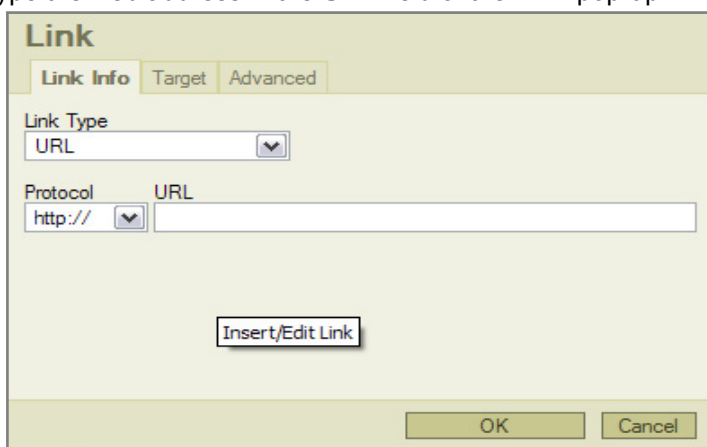
- While in edit mode of a **Text & Image** section, highlight the text that will serve as the web link. If text is not selected, then the website's URL will be present as the web link.
- Click the **Insert/Edit Link** icon.



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.

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3. Type the web address in the **URL** field of the **Link** pop-up window.

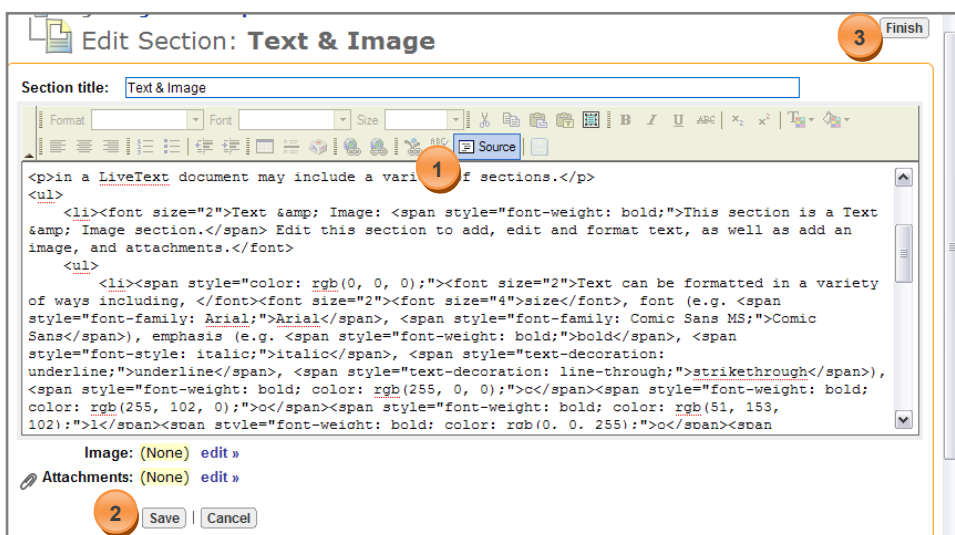


4. Click **OK**.
5. Click the **Save** button.
6. When finished editing, click **Finish** to return to view mode.

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/>

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.



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Note: LiveText uses an Image pop-up window to add images and attachments. Disable any activated pop-up blocking software before uploading an image.

AutoSave

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

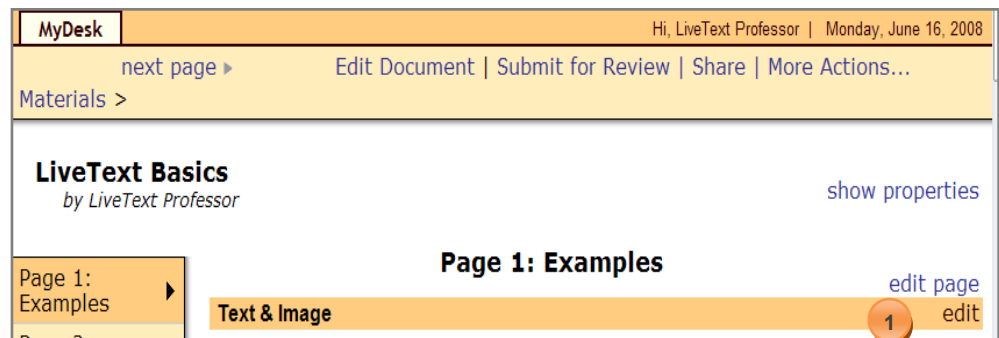
The AutoSave feature is the disk icon located in the HTML editor Toolbar. Once content has been added to the HTML editor textbox, the AutoSave feature will be activated.

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.

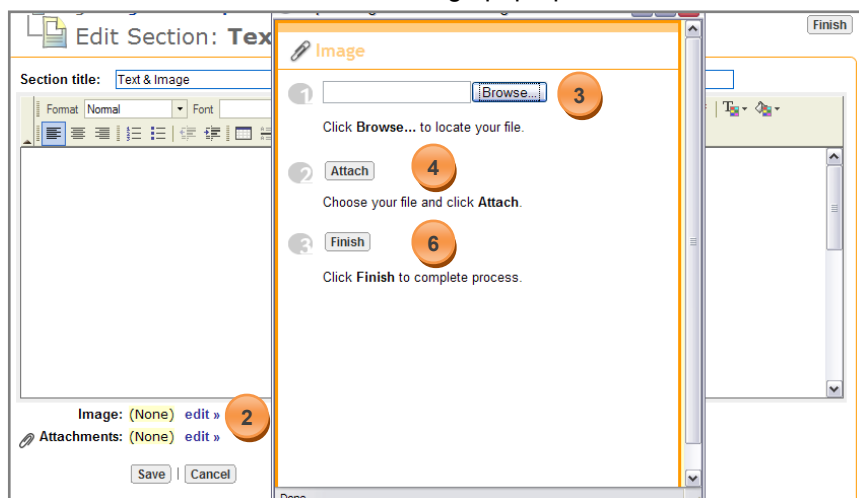
1. From within the document, click the **edit** link that corresponds with the Text & Image section. The edit link is located to the right of each section.



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.

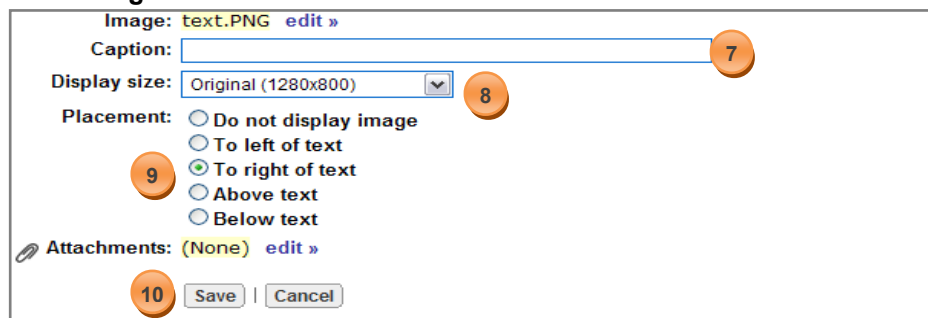
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- Click the **Finish** button to close the Image pop-up window.



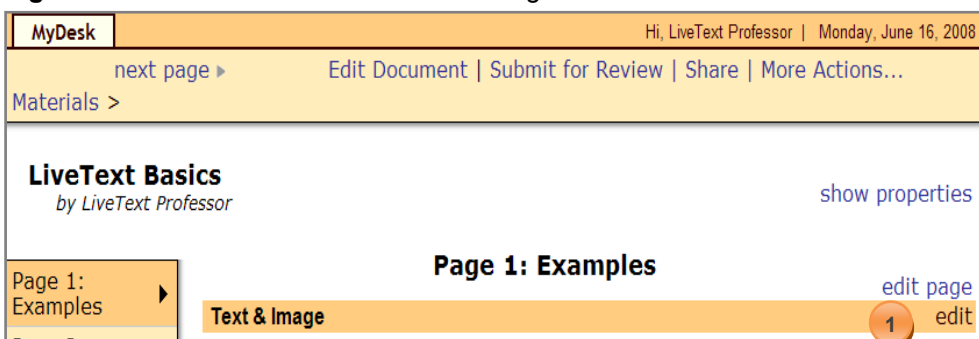
Note: When editing a Text & Image section, only the image appears in the preview area. The image aligned with the text will be visible in view mode after clicking the Finish button.

- Enter a **Caption** into the corresponding text box. This is optional.
- Select a **Display Size** from the dropdown menu.
- Select the **Placement** of the image in relation to the text.
- Click the **Save** button.
- 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

- 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.



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

Image: text.PNG **edit >>** **2**

Caption:

Display size: Original (1280x800) ▼

Placement: Do not display image
 To left of text
 To right of text
 Above text
 Below text

Attachments: (None) **edit >>**

Save | Cancel

- The file name of the uploaded image will be listed in the center of the **Image** pop-up window.
- Click the **remove** link located to the right of the image file name.
- Click the **Finish** button to close the Image pop-up window.
- Click the **Save** button.
- When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

Image

1 Browse...

Note: You can only attach a single image.

2 **Attach**

Choose your file and click **Attach**.

Current Attachments:

3 text.PNG **remove** **4**

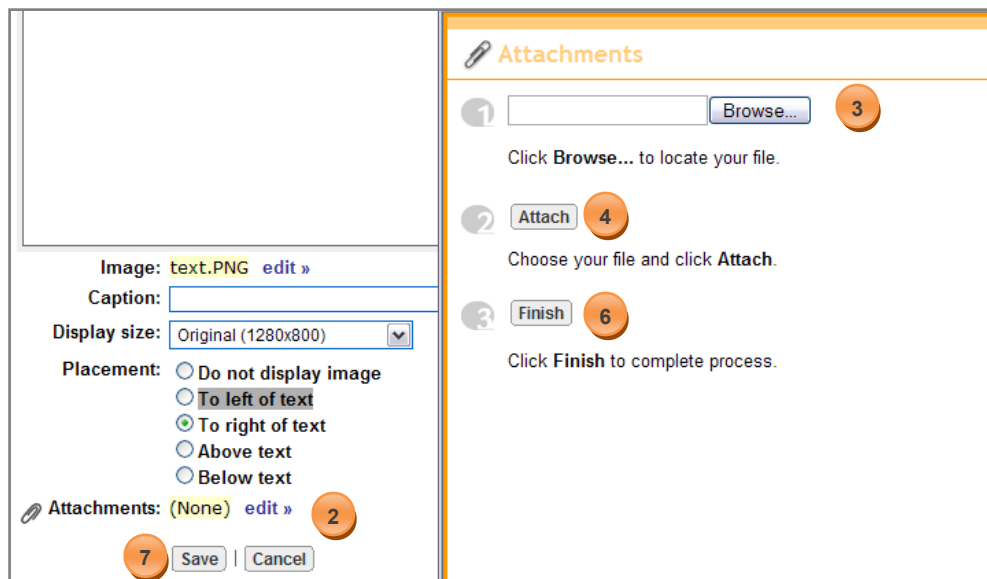
3 **Finish** **5**

Click **Finish** to complete process.

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.



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

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.

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Remove an Attachment

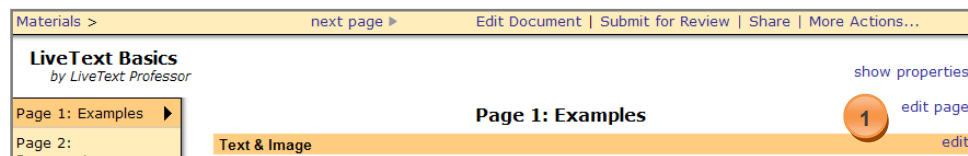
1. From within the document, click the **edit** link that corresponds with the **Text & Image** section. The **edit** link is located to the right of each section.
2. Click the **edit>>** link to the right of the **Attachments** field located below the HTML editor text box.

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.

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Create a Standards Section

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



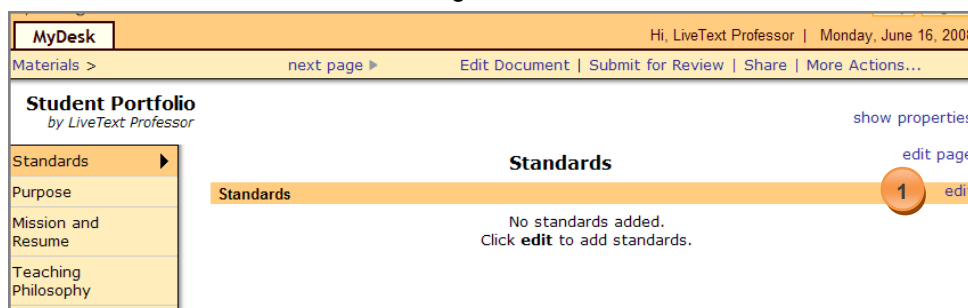
2. Click the **Create Section** button.
3. Select the **Standards** option.



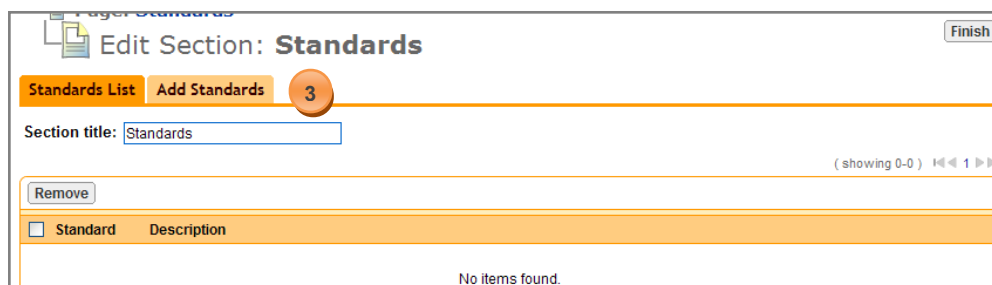
4. Enter a **Section Title** and click the **Finish** button.

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.



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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.

LiveText Standards

NCATE:National Council for Accreditation of Teacher Education

Search using the following criteria:

Standard Set:
([Personal](#) | [All](#)) NCATE ▼

Standard Set Level 1:
([Levels](#) | [Subjects](#)) All ▼ *Optional*

Grade(s): From ▼ - To ▼

Keywords:
(optional)
(Example: 'NCATE.1' or 'Economy')

Search

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 Set	Description
<input type="checkbox"/> Standard Set <input checked="" type="checkbox"/> NCATE.1 <input checked="" type="checkbox"/> NCATE.1.A <input type="checkbox"/> NCATE.1.A(NT) <input checked="" type="checkbox"/> NCATE.1.B	<p>Candidate Knowledge -- Candidate Knowledge, Skills, and Dispositions: Candidates preparing to work in schools as teachers or other professional school personnel know and demonstrate the content, pedagogical, and professional knowledge, skills, and dispositions necessary to help all students learn. Assessments indicate that candidates meet professional, state, and institutional standards.</p> <p>> Content Knowledge: Teacher candidates know the subject matter that they plan to teach and can explain important principles and concepts delineated in professional, state, and institutional standards. Eighty percent or more of the unit's program completers pass the academic examinations in states that require examinations for licensure. (c.Spr 2003) [Acceptable]</p> <p>> Content Knowledge: Candidates for other professional school roles know their fields and can explain principles and concepts delineated in professional, state, and institutional standards. Eighty percent or more of the unit's program completers pass the academic examinations in states that require examinations for licensure. (c.Spr 2003) [Acceptable]</p> <p>> Pedagogical Content Knowledge: Teacher candidates have a broad knowledge of instructional strategies that draws upon content and pedagogical knowledge and skills delineated in professional, state, and institutional standards to help all students learn. They facilitate student learning of the subject matter through presentation of the content in clear and meaningful ways and through the integration of technology. [Acceptable]</p>

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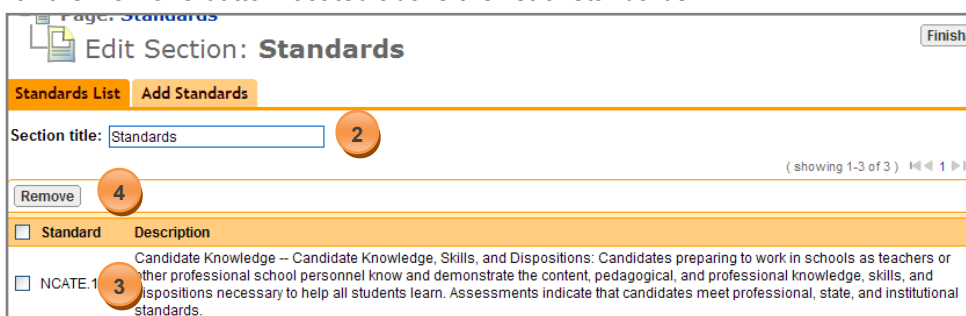
Standard Sets in LiveText are a list of itemized standards, goals, objectives, indicators, and/or outcomes from state, national, professional, or school/university institutions. They are added and updated at the request of LiveText partners and clients.

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.

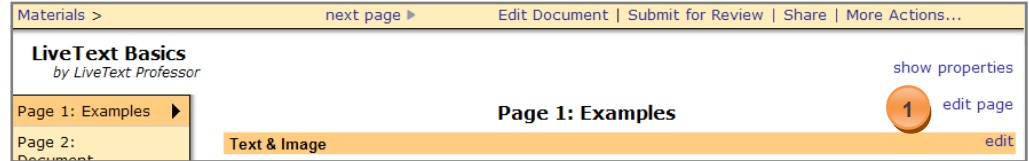


5. Click the **OK** button in the “Are you sure you want to remove checked items?” window.
6. Click the **Finish** button located in the top right corner of the Edit Section screen to view the document.

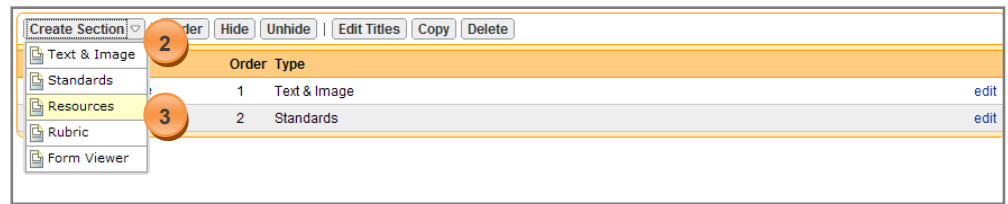
ADVANCED DOCUMENT AUTHORIZING

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.



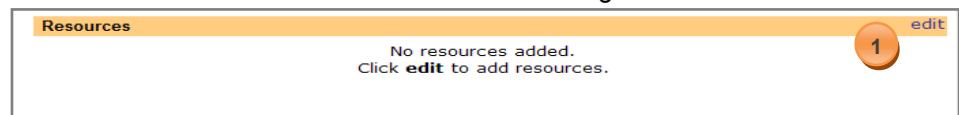
3. Select the **Resources** option.
4. Enter a **Section Title** and click the **Finish** button.

Edit a Resources Section

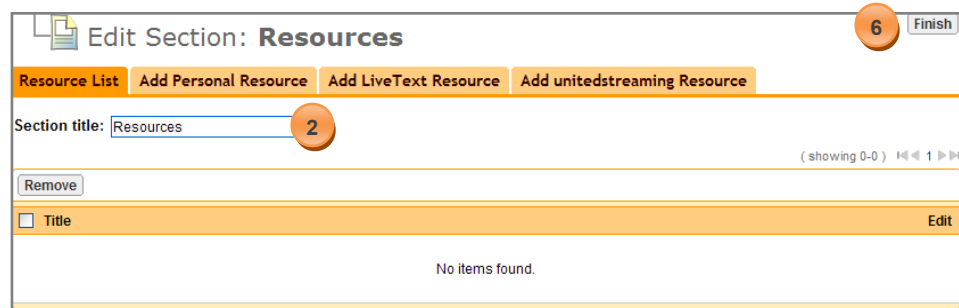
Users can add personal resources, as well as choose from LiveText resources and Discovery Education™ *streaming* video resources.

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.

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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.

ADVANCED DOCUMENT AUTHORIZING

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.

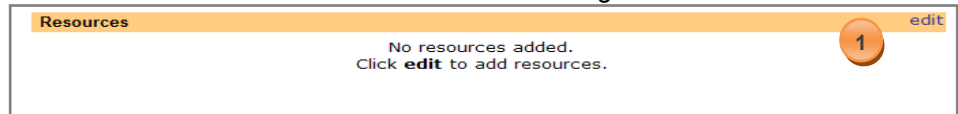
Tip: To return to your LiveText document without adding a resource, click the LiveText logo located in the top right corner.

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.

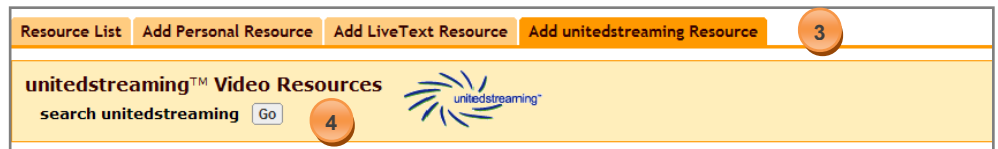
Add a Discovery Education™ *streaming* Video

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.



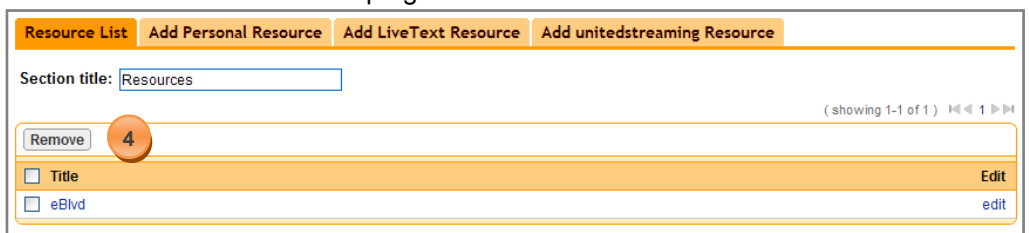
2. Rename the Resources section (optional) in the Section title text box located below the Resource List tab.
3. Click the **Add Discovery Education™ *streaming* Resource** tab.
4. Click the **Go** button.



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.

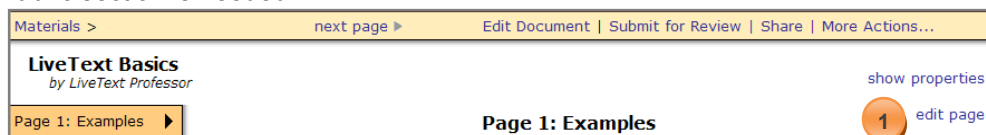
Remove a Resource

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.



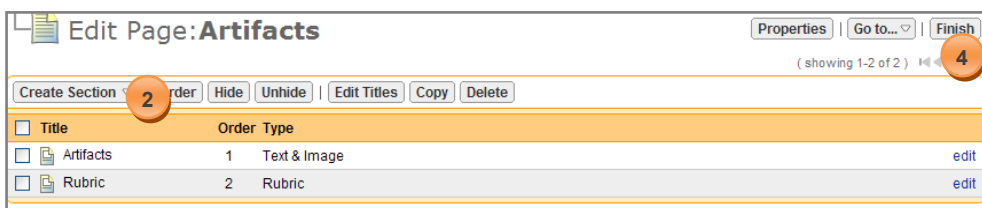
Create a Rubric Section

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



Tip: LiveText provides a dropdown menu of predefined sets of levels. After selecting a set, the title, points, and position of each level may be modified.

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



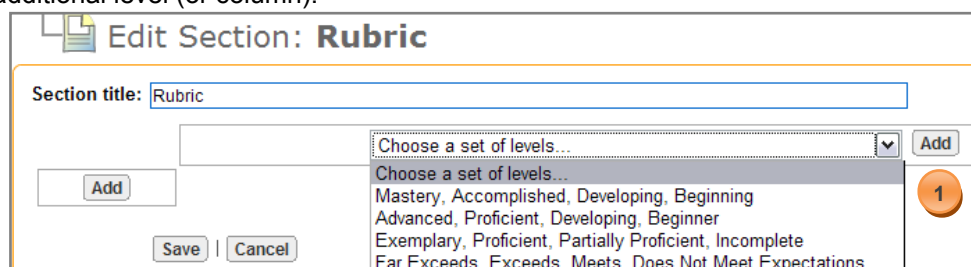
5. While editing a page, click the **edit** link that corresponds with the **Rubric** section.

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.

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Section title: Rubric

Target (3 pts) Acco

Add

2 Level Target

Points 3

Save Cancel Position 1 move

delete this level

insert new level here

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.

Edit Section Rubric

Element Element 1

Weight 1

2 Position 1 move

Section title: Rubric

Assigned Standards:

Available Standards:

1 Add

3 Save

remove << add

delete this element

insert new element here

Element 1
1/1 (100%)

Target (3 pts)

NCATE.1 (2 pts)
NCATE.1.A
NCATE.1.B

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

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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** 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.

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

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Note: The Form Viewer section will only retrieve and display form information that you have taken and submitted in your LiveText account. The Forms area is located within the Tools area in the Legacy version of LiveText and within the Tools & References tab in the New Generation.

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.

The screenshot shows a document section titled "Purpose" with a blue "edit page" link in the top right. Below the title is a yellow bar with the text "Purpose" and a blue "edit" link. Underneath is the text "State your purpose, including major aspects how you chose to organize your portfolio." Below that is another yellow bar with the text "Form Viewer" and a blue "edit" link. A circled "1" is placed over the "edit" link. Below the "Form Viewer" bar is the text "Form data unavailable."

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 screenshot shows the "Edit Section: Form Viewer" dialog box. At the top right is a "Finish" button with a circled "5" next to it. Below the title bar are two input fields: "Section title:" with the text "Form Viewer" and "Form:" with a dropdown menu showing "Training form March 08". A circled "3" is next to the dropdown. Below these fields are "Save" and "Cancel" buttons with a circled "4" next to the "Save" button.

Below the dialog box is a preview of the "Form Viewer" section. It contains the following text:

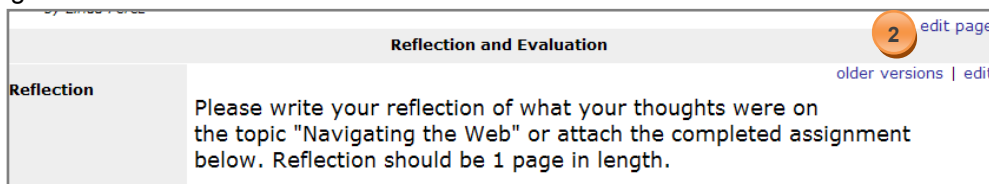
Form Viewer

What is your first and last name?
 Please state your date of birth:
 Which feature was the easiest to learn?
 Are you a current LiveText member?
 Was the Eblvd demo beneficial and did it address your concerns?
 Ethnicity:
 Gender:
 How did you hear about LiveText products?

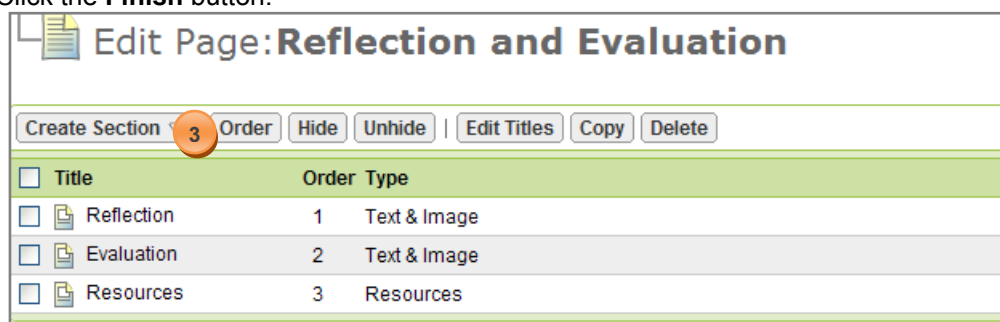
The section will display the questions and responses of the form selected.

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.

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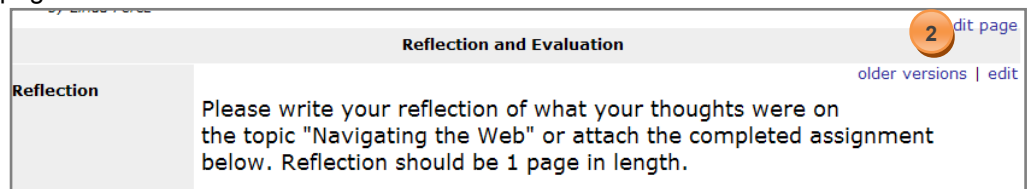
Manage Sections

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

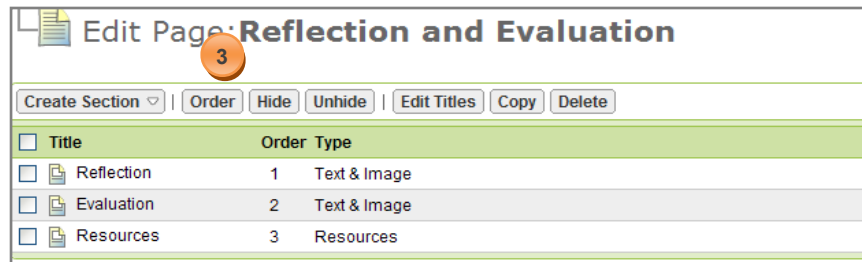
Order Sections

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

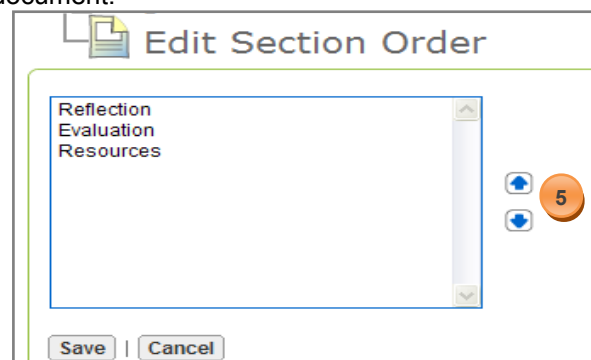
1. From within a document, click the page title to be edited.
2. Click the **edit page** link located on the right side of the screen, across from the page title.



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.

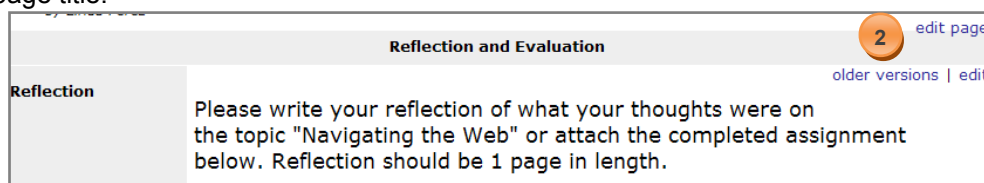


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Hide Sections

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.



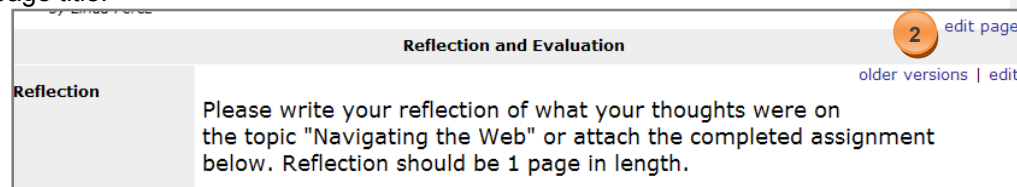
3. Select the checkbox to the left of each section to be hidden.
4. Click the **Hide** button.



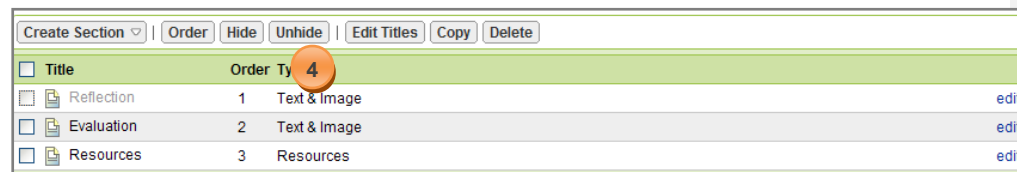
5. The section title(s) will be visible in gray in the Edit Page screen but will not be visible in view mode.
6. Click the **Finish** button in the top right corner of the screen to view the document.

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.



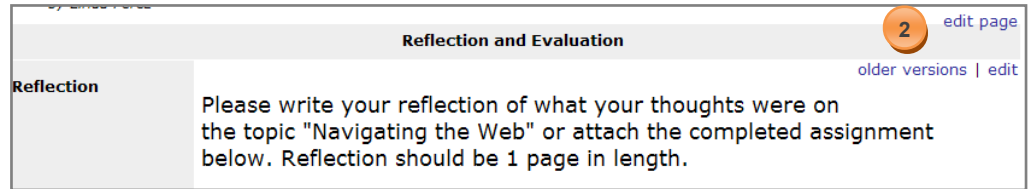
5. The section title(s) will be visible in black in the Edit Page screen and will be visible in view mode.
6. Click the **Finish** button in the top right corner of the screen to view the document.

ADVANCED DOCUMENT AUTHORIZING

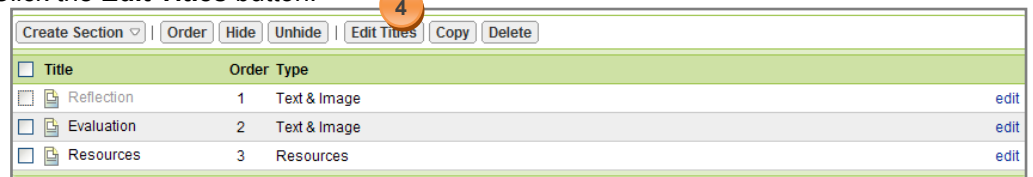
Note: Edit a section's Title by also clicking the corresponding edit link.

Edit Titles

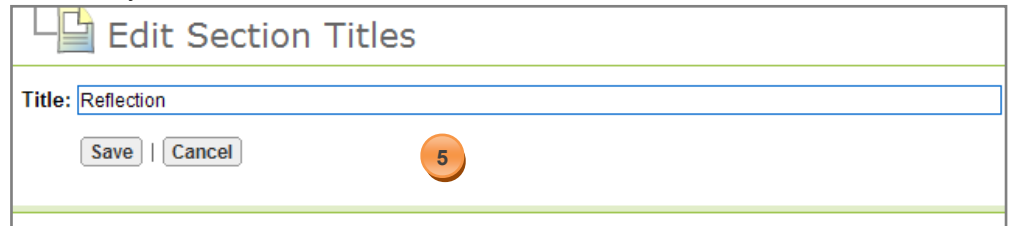
1. From within a document, click the page title to be edited.
2. Click the **edit page** link located on the right side of the screen, across from the page title.



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.

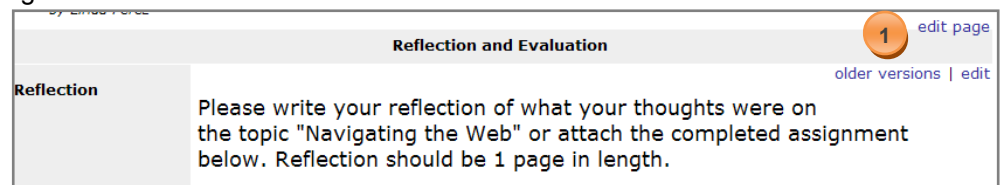


6. Click the **Finish** button.

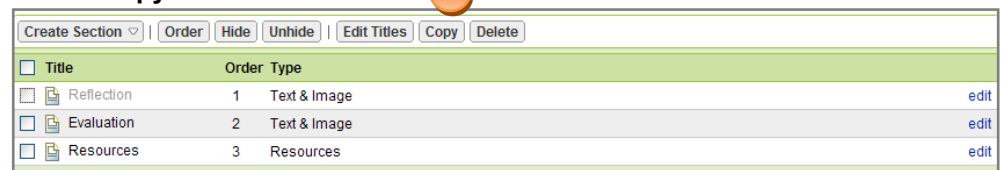
Copy

Note: Copying a section will copy all content within the 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. Select the checkbox to the left of each section to be copied.
4. Click the **Copy** button.

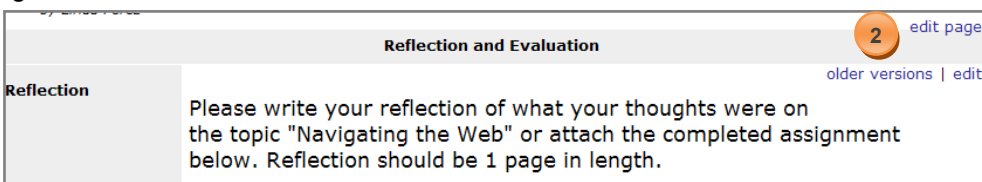


5. A copy of the section(s) will be displayed in the Edit Page screen.
6. Click the **Finish** button in the top right corner of the screen to view the document.

ADVANCED DOCUMENT AUTHORIZING

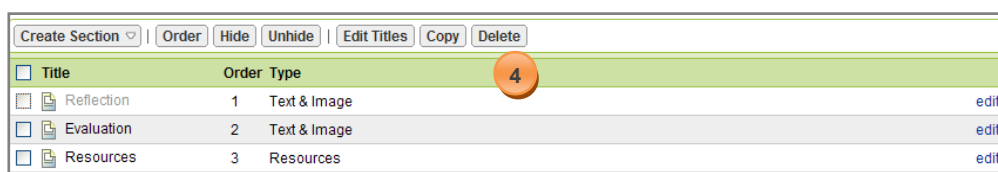
Delete

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.



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

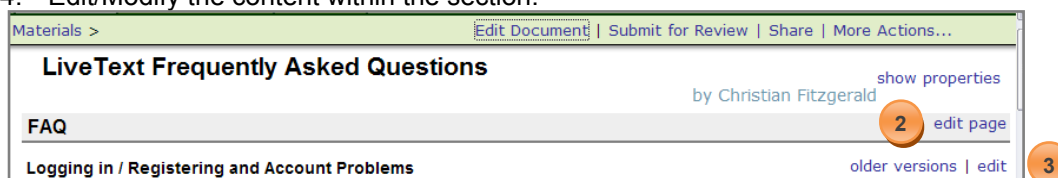
3. Select the checkbox to the left of each section to be deleted.
4. Click the **Delete** button.



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.

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.

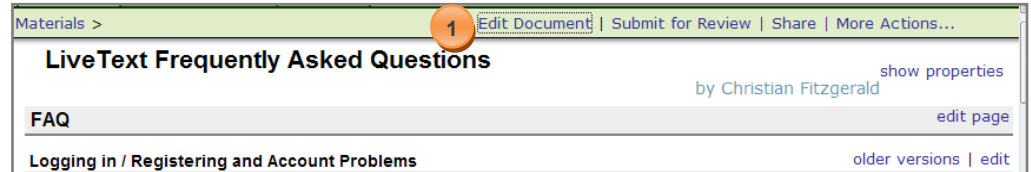
Note: The steps and process for editing a section will vary based on the section type. Please refer to the documentation for editing Text & Image, Standards, Resources, Rubric, or Form Viewer sections.

ADVANCED DOCUMENT AUTHORIZING

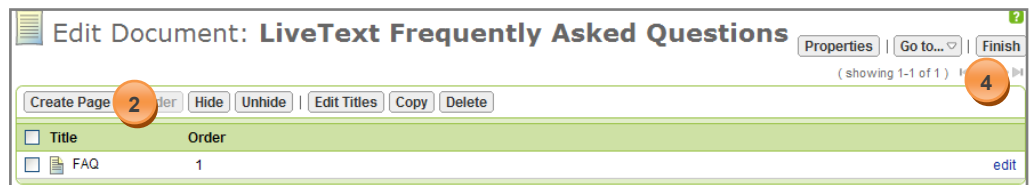
Create a New Page

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.



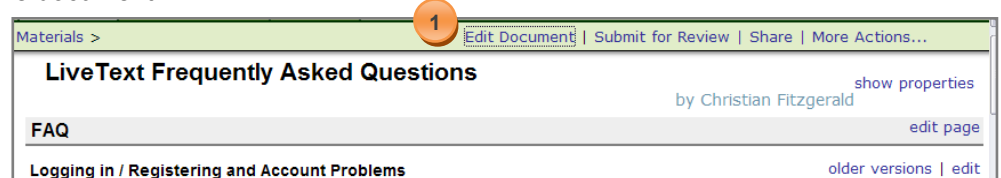
The page will be displayed in the Edit Document screen.

Manage Pages

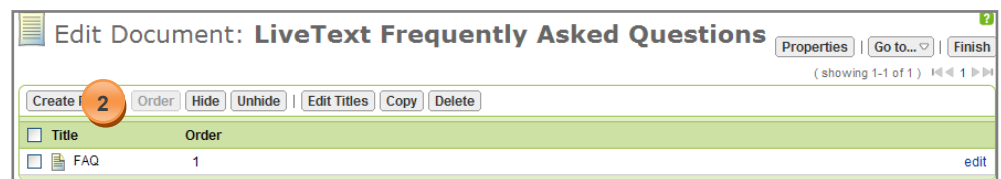
Use the Edit Document screen to manage pages within a document. Open the Edit Document screen by clicking the **Edit Document** link within an open document. From here you can create, order, hide, unhide, rename, copy, and delete pages.

Order Pages

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

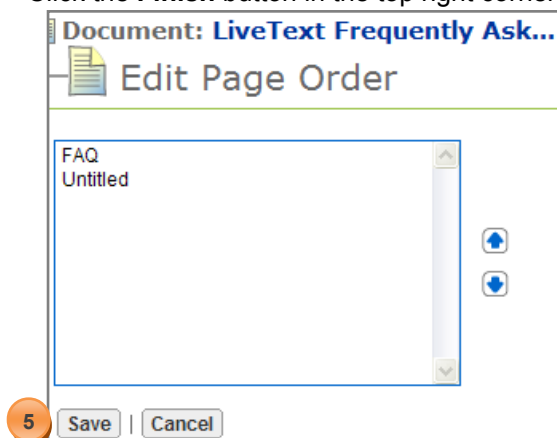


2. Click the **Order** button.



ADVANCED DOCUMENT AUTHORIZING

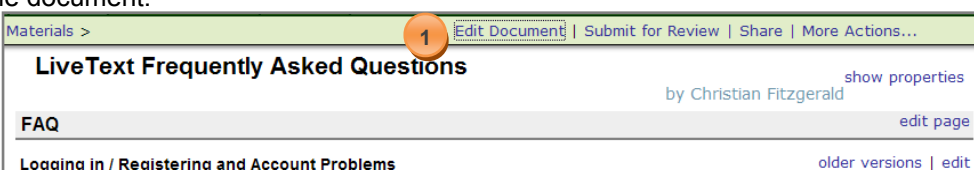
3. Select a page title.
4. Click the up and down scrolling arrows to order the pages.
5. Click the **Save** button
6. Click the **Finish** button in the top right corner of the screen to view the document.



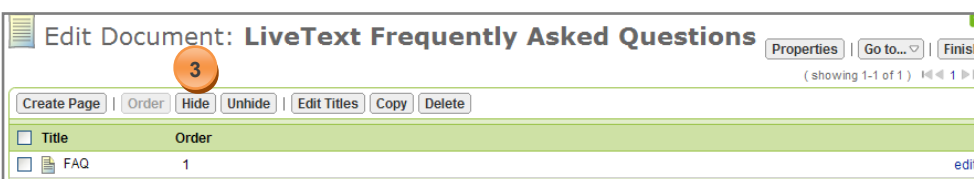
Hide Pages

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.

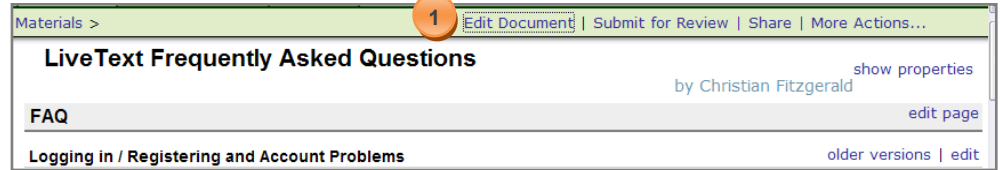


4. The page title(s) will be visible in gray in the Edit Document screen but will not be visible in view mode.
5. Click the **Finish** button in the top right corner of the screen to view the document.

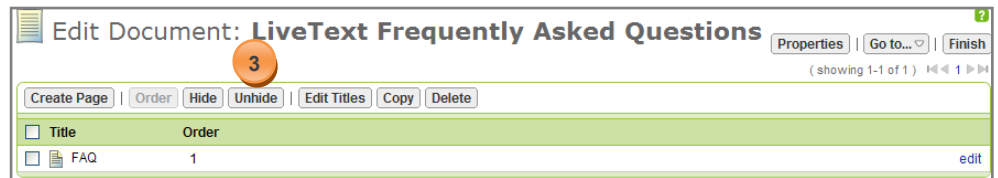
ADVANCED DOCUMENT AUTHORIZING

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.

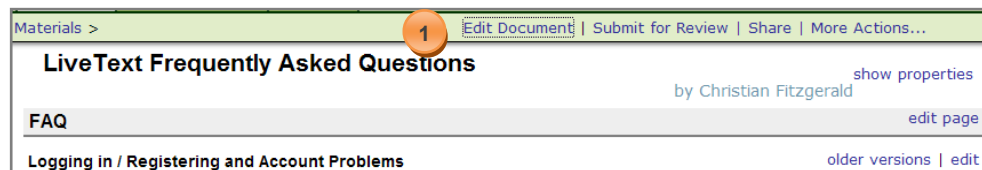


4. The page title(s) will be visible in black in the Edit Document screen and will be visible in view mode.
5. Click the **Finish** button in the top right corner of the screen to view the document.

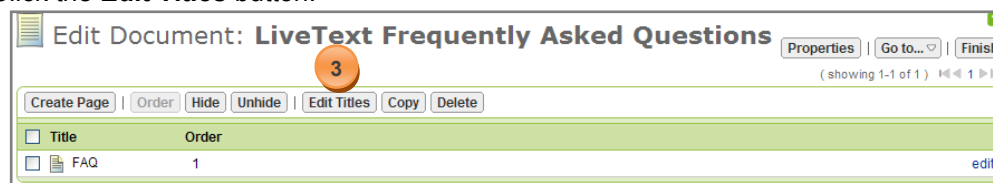
ADVANCED DOCUMENT AUTHORIZING

Edit Titles

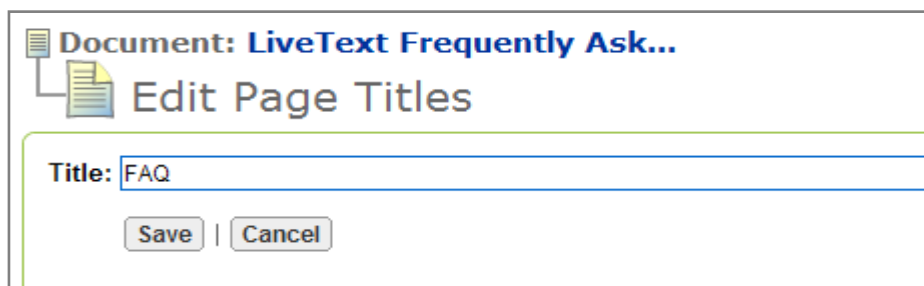
1. From within a document, click the **Edit Document** link located in the top right of the document.



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.



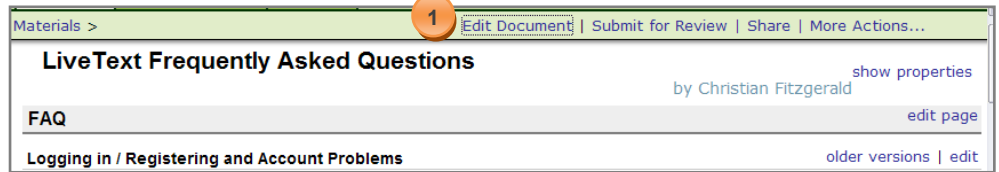
5. Click the **Save** button.
6. Click the **Finish** button in the top right corner of the screen to view the document.

ADVANCED DOCUMENT AUTHORIZING

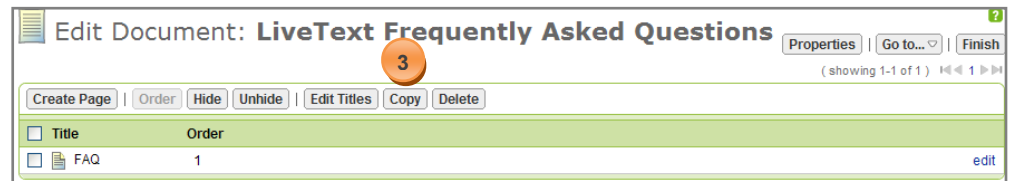
Copy

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

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



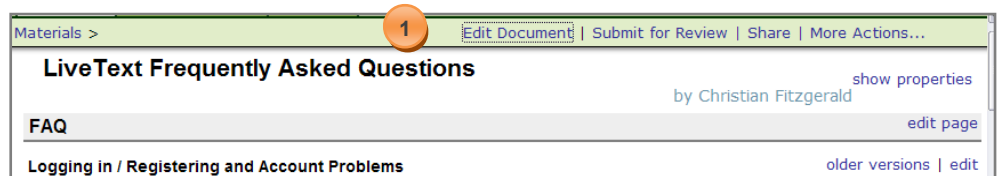
2. Select the checkbox to the left of each page to be copied.
3. Click the **Copy** button.



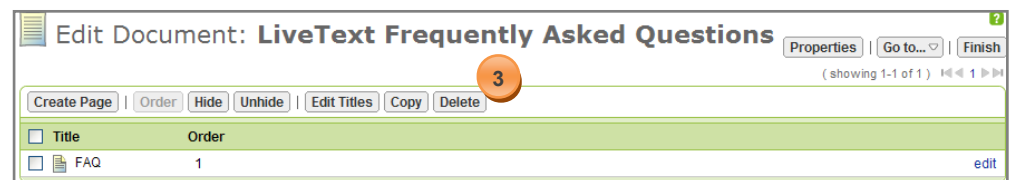
4. A copy of each page selected will be displayed in the Edit Document screen.
5. Click the **Finish** button in the top right corner of the screen to view the document.

Delete

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



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



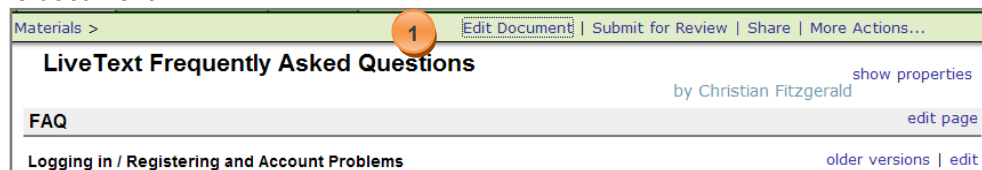
4. Click the **OK** button in the "Are you sure you want to delete checked items?" window.
5. The page(s) selected will be deleted.
6. Click the **Finish** button in the top right corner of the screen to view the document.

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

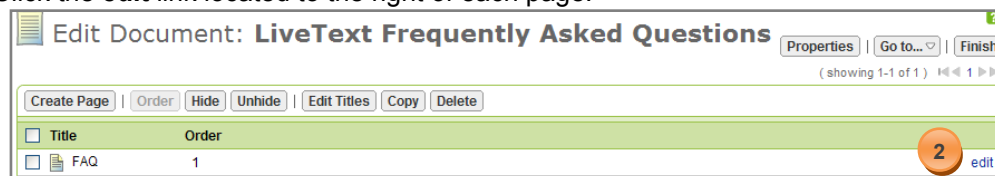
ADVANCED DOCUMENT AUTHORIZING

Edit/Modify a Page

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



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



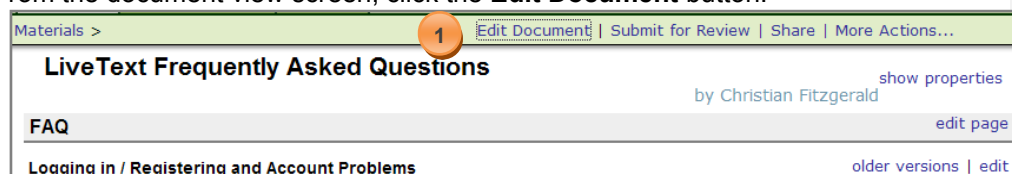
3. The Edit Page screen will open with options to create, edit/modify, sort, hide, unhide, edit titles, copy, and delete sections of a page.
4. When finished editing or managing the sections of a page, click **Finish**.

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

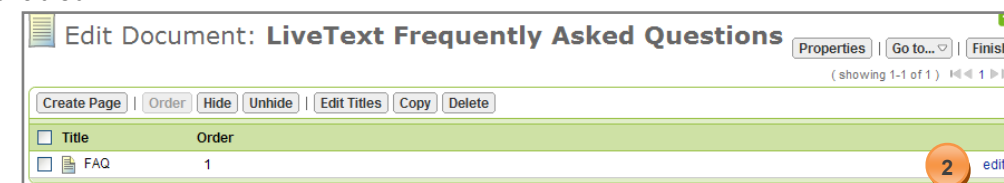
Discussion Board

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.

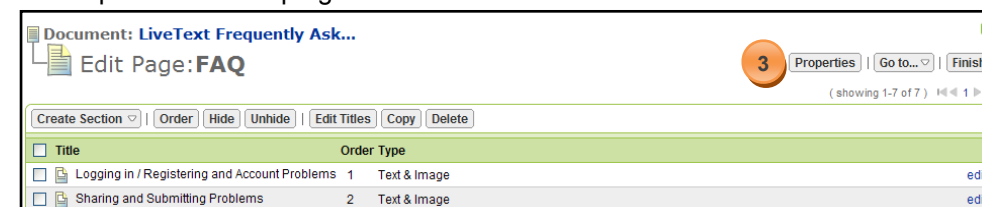
1. From the document view screen, click the **Edit Document** button.



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**.

ADVANCED DOCUMENT AUTHORIZING

5. Click **Save**.

Document: LiveText Frequently Ask...
 Edit Page Properties: FAQ

Page title: FAQ

Enable discussions on this page

Save | 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.

Post new message

Materials > Edit Document | Submit for Review | Share | More Actions...

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

Post new message

Subject:

Preview Save Cancel

Three options are made available:

- Preview: preview the message before posting
- Save: saves and posts the message
- Cancel: cancels the message and it will not be posted

Within the Preview mode, three additional options are available:

- Post: the message will be posted
- Edit: the message can be edited before posting
- 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.

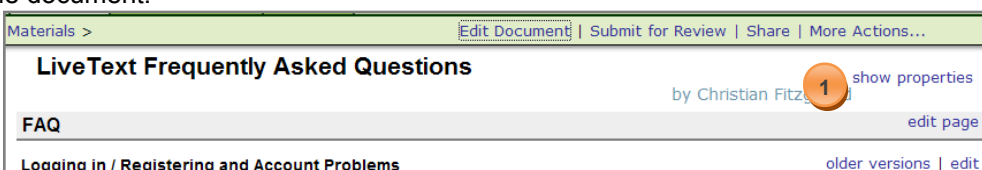
Change Document Properties

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

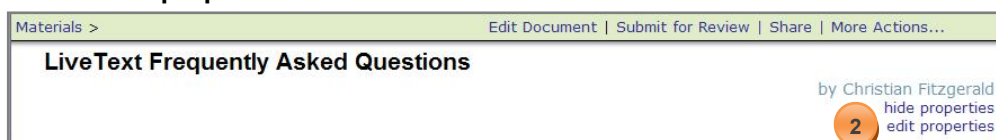
Title

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

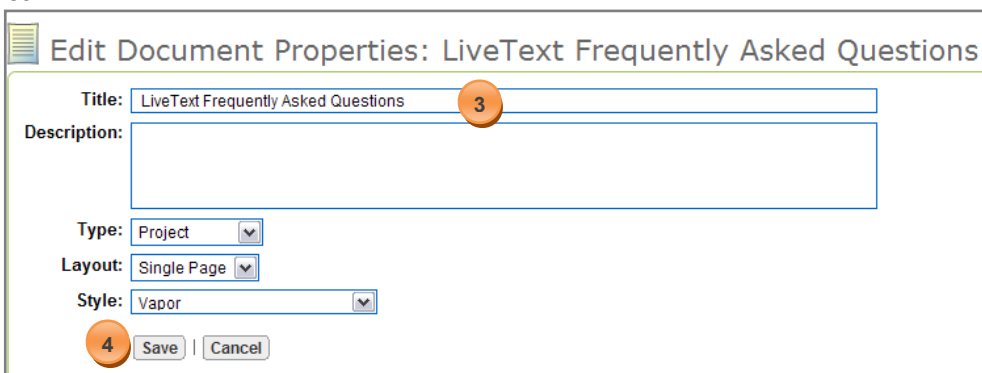
1. From within a document, click the **show properties** link on the top right side of the document.



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.

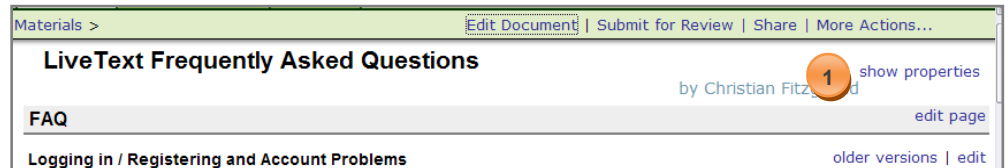


ADVANCED DOCUMENT AUTHORIZING

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.

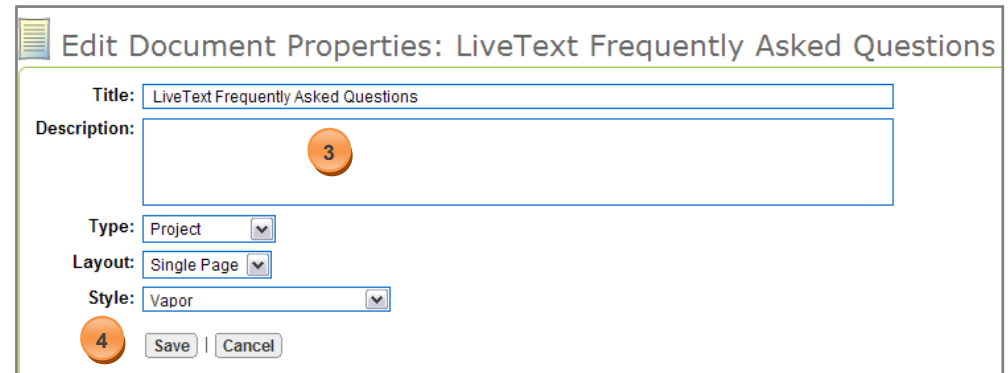
1. From within a document, click the **show properties** link on the top right side of the document.



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.

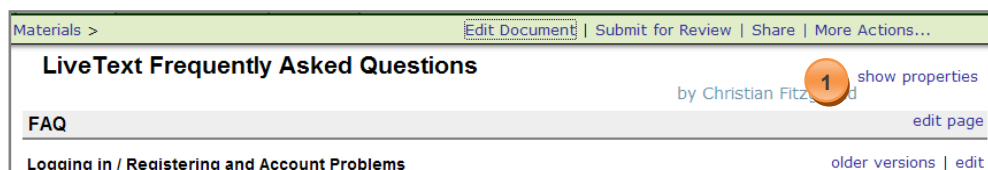


ADVANCED DOCUMENT AUTHORIZING

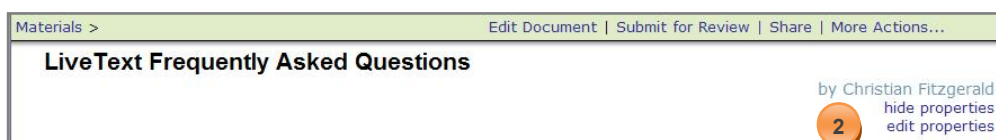
Type

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.

 A screenshot of the "Edit Document Properties: LiveText Frequently Asked Questions" dialog box. It contains the following fields:

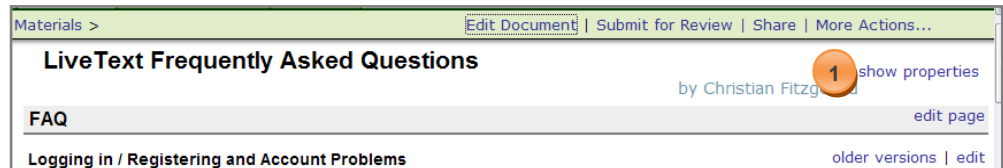
- Title:** LiveText Frequently Asked Questions
- Description:** (empty text area)
- Type:** Project (dropdown menu, highlighted with a red circle and the number 3)
- Layout:** Single Page (dropdown menu)
- Style:** Vapor (dropdown menu)
- Buttons:** Save (highlighted with a red circle and the number 4) and Cancel

ADVANCED DOCUMENT AUTHORIZING

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

 A screenshot of the "Edit Document Properties: LiveText Frequently Asked Questions" dialog box. It contains the following fields:

- Title: LiveText Frequently Asked Questions
- Description: (empty text area)
- Type: Project (dropdown menu)
- Layout: Single Page (dropdown menu, circled in orange with the number 3)
- Style: Vapor (dropdown menu)
- Buttons: Save (circled in orange with the number 4) and Cancel

ADVANCED DOCUMENT AUTHORIZING

The screenshots below display the same document in **Single vs. Multi Page Layout**.

Single Page

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

Multi Page

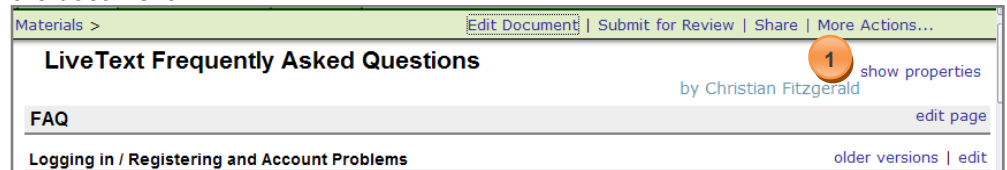
Materials >		next page >		Edit Document Submit for Review Share More Actions...	
sample portfolio 2				show properties	
<i>by Linda Perez</i>				edit page	
Standards	▶	Standards		older versions edit	
Purpose		No standards added. Click edit to add standards.			
Mission and Resume					
Teaching Philosophy					
Belief Statements					
Standards Growth					
Artifacts					
Rubrics					

ADVANCED DOCUMENT AUTHORIZING

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.

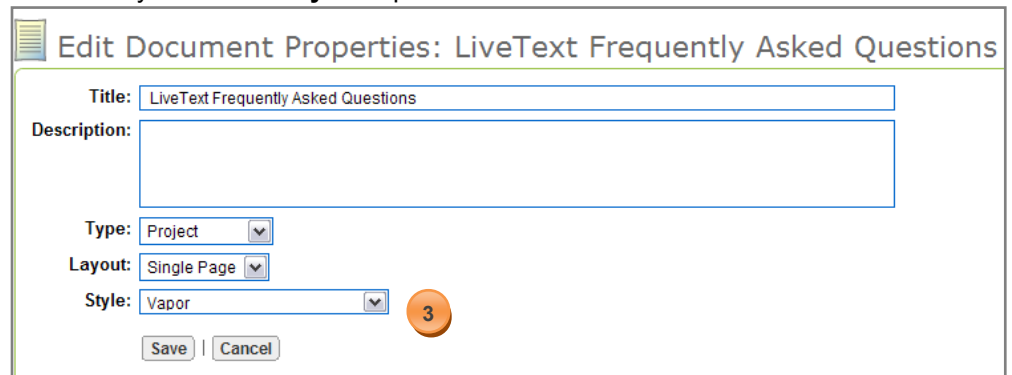
1. From within a document, click the **show properties** link on the top right side of the document.



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.

ADVANCED DOCUMENT AUTHORIZING

The screenshots below display the same document in two different **Styles**.

Classic

The screenshot shows the 'Classic' style interface. At the top, there is a navigation bar with 'Materials >', 'next page ▶', and 'Edit Document | Submit for Review | Share | More Actions...'. Below this, the document title 'sample portfolio 2' is displayed, followed by 'by Linda Perez' and 'show properties' and 'edit page' links. A left sidebar contains a menu with 'Standards' selected and expanded, showing options: Purpose, Mission and Resume, Teaching Philosophy, Belief Statements, Standards Growth, Artifacts, and Rubrics. The main content area is titled 'Standards' and contains the text: 'No standards added. Click **edit** to add standards.' There are also 'older versions | edit' links in the top right of the main content area.

Vapor

The screenshot shows the 'Vapor' style interface. It features a similar layout to the Classic style but with a more modern, clean aesthetic. The top navigation bar is identical. The document title 'sample portfolio 2' is followed by 'by Linda Perez', 'show properties', and 'edit page' links. The left sidebar menu is also identical, with 'Standards' selected and expanded. The main content area is titled 'Standards' and contains the text: 'No standards added. Click **edit** to add standards.' The 'older versions | edit' links are also present in the top right of the main content area.

ADVANCED DOCUMENT AUTHORIZING

Note: Different components of a LiveText document (such as titles, pages, and sections) support different formats.

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.

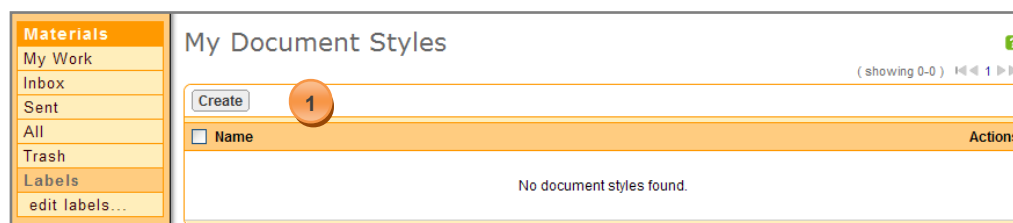
The screenshot shows the LiveText interface. On the left is a sidebar menu with categories: Materials, Collaboration, and Tools. The 'Tools' menu is expanded, and 'Document Styles' is highlighted with a red circle and the number '1'. The main content area is titled 'Materials: My Work' and contains a table of document styles.

Materials: My Work	
<input type="button" value="Create"/> <input type="button" value="Apply label"/> <input type="button" value="Change label"/> <input type="button" value="Remove label 'My Work'"/> <input type="button" value="Delete"/>	
<input type="checkbox"/> Title	Type
<input type="checkbox"/> LiveText Basics	Project
<input type="checkbox"/> Student Portfolio	Portfolio

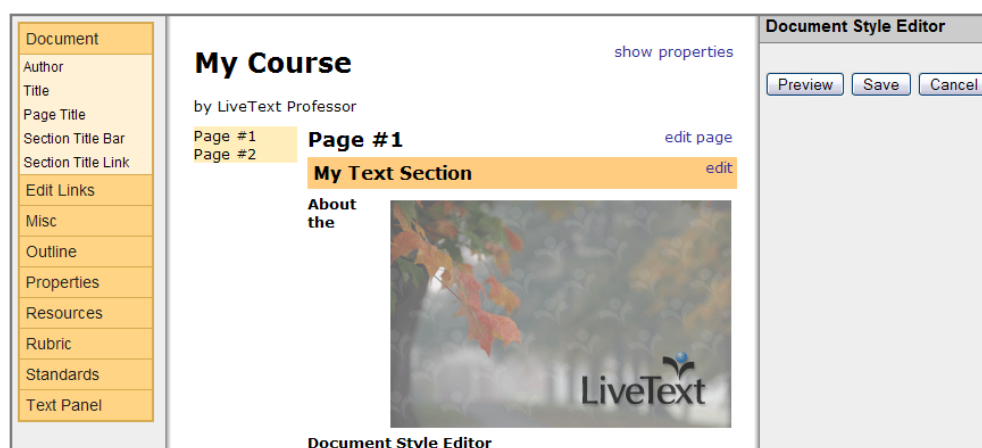
2. The system lists existing document styles. If there are no existing styles, then the system lists "No document styles found."

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.

ADVANCED DOCUMENT AUTHORIZING

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.

ADVANCED DOCUMENT AUTHORIZING

9. Your saved style is now listed in the Document Styles Manager.

My Document Styles (showing 1-1 of 1) <<< 1 >>>

Create | Delete

Name	Actions
Blue and Gray 9	edit

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.

Materials: My Work (showing 1-2 of 2) <<< 1 >>>

Create | Apply label | Change label | Remove label "My Work" | Delete | Search

Title	Type	Created	Modified
LiveText Basics 1	Project	Jun 14	05:14PM
Student Portfolio	Portfolio	Jun 16	12:48PM

2. Click on the **show properties** link.

Materials > next page ▶ Edit Document | Submit for Review | Share | More Actions...

LiveText Basics
by LiveText Professor 2 show properties

Page 1: Examples ▶ Page 1: Examples edit page

Page 2: Text & Image edit

3. Click on the **edit properties** link.

Materials > next page ▶ Edit Document | Submit for Review | Share | More Actions...

LiveText Basics
by LiveText Professor 3 hide properties edit properties

Document Type: Project

Page 1: Examples ▶ Page 1: Examples edit page

ADVANCED DOCUMENT AUTHORIZING

- From the Style dropdown menu, select a style from **LiveText Styles** or **My Styles**.

Edit Document Properties: LiveText Basics

Title: LiveText Basics

Description:

Type: Project

Layout: Multi Page

Style: Classic

- LiveText Styles**
 - Classic
 - Vapor
 - [new] Curved
 - [new] Bright Lime
 - [new] Aquatone Natural
 - [new] Clean White
 - [new] Dark Reflection
- My Styles**
 - Blue and Gray

- Click the **Save** button.

Edit Document Properties: LiveText Basics

Title: LiveText Basics

Description:

Type: Project

Layout: Multi Page

Style: Blue and Gray [Edit This Style](#)

To filter out any previous styles.

Save | Cancel

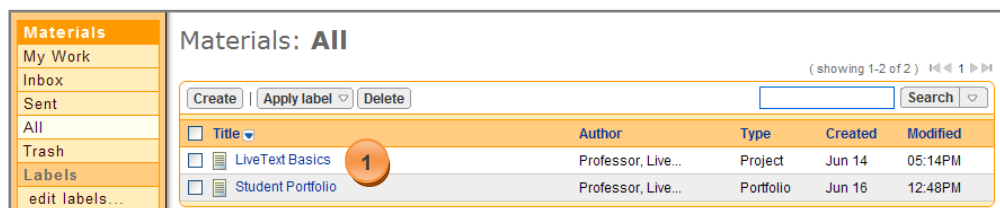
Tip: Click the checkbox next to "To filter out any previous styles." This will apply text, color, picture, and background color to previously edited Text & Image sections.

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

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.

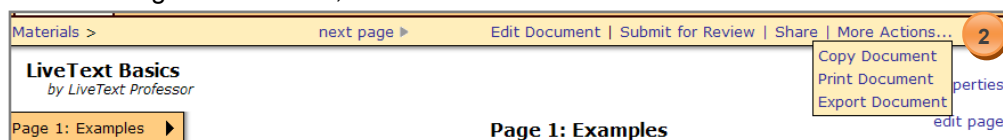


Materials: **All** (showing 1-2 of 2) << 1 >>

Create | Apply label | Delete | Search

<input type="checkbox"/>	Title	Author	Type	Created	Modified
<input type="checkbox"/>	LiveText Basics	Professor, Live...	Project	Jun 14	05:14PM
<input type="checkbox"/>	Student Portfolio	Professor, Live...	Portfolio	Jun 16	12:48PM

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



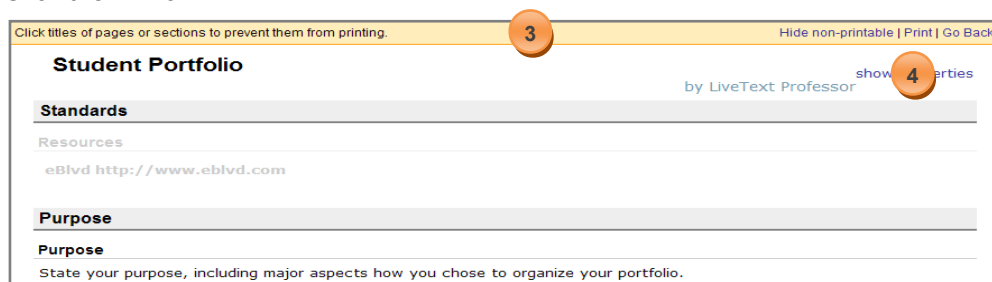
Materials > next page ▶ Edit Document | Submit for Review | Share | More Actions...

LiveText Basics
by LiveText Professor

Page 1: Examples ▶ Page 1: Examples

Copy Document
Print Document
Export Document

3. If desired, click the titles of pages or sections to exclude them from printing.
4. Click the **Print** link.



Click titles of pages or sections to prevent them from printing. Hide non-printable | Print | Go Back

Student Portfolio by LiveText Professor

Standards

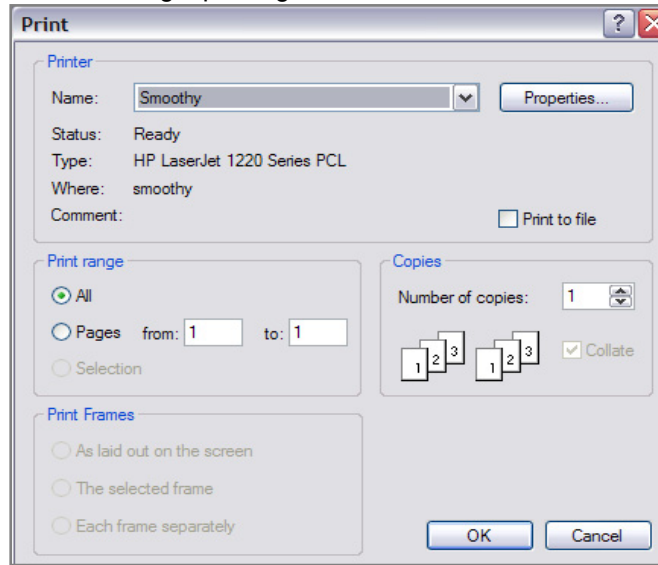
Resources
eBlvd <http://www.eblvd.com>

Purpose
Purpose
State your purpose, including major aspects how you chose to organize your portfolio.

5. Use the options provided by the computer's operating system and web browser to finish printing the document.

ADVANCED DOCUMENT AUTHORIZING

6. Click **OK** to begin printing.



LiveText C1

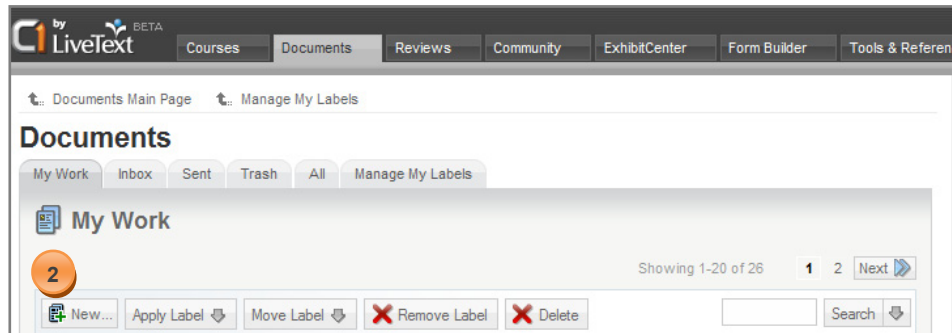
ADVANCED DOCUMENT AUTHORIZING

Create a New Document for LiveText C1

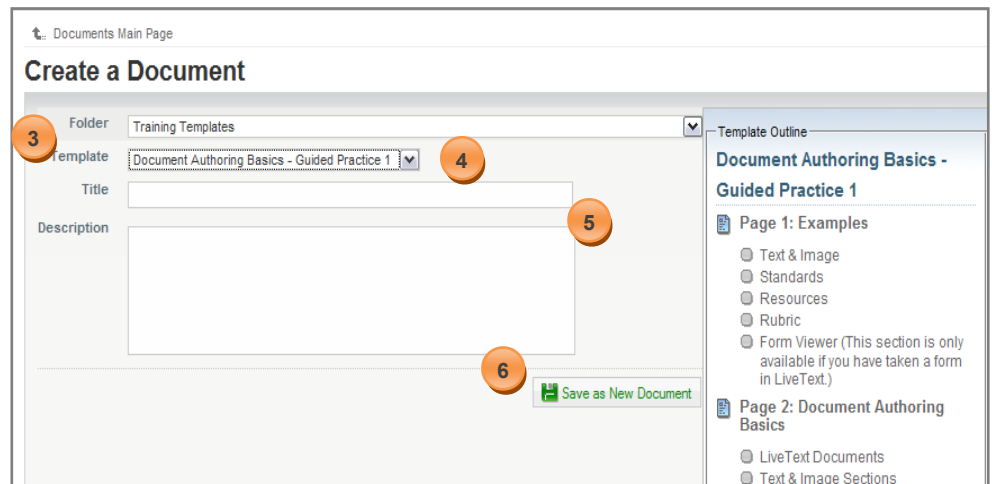
All documents are created from document templates.

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.

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.

Section Types

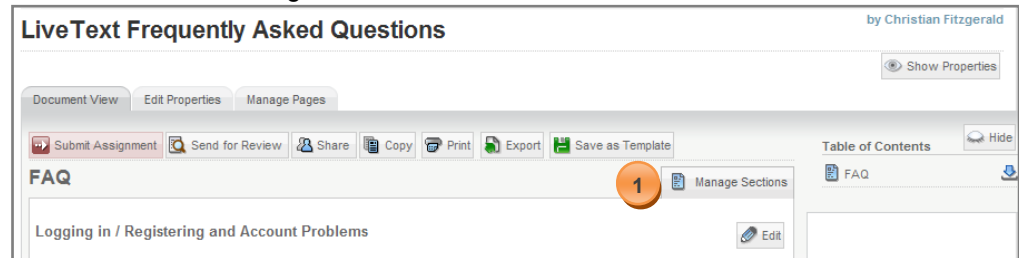
There are five types of sections in LiveText. Each section stores different types of content. The table below describes each section type. This guide will model the steps for editing a Text & Image, Standards, and Resources section within a LiveText document.

Type	Description
Text & Image	The Text & 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.
Standards	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 & Image section instead.
Resources	The Resources section stores other external supplemental material. The most common use of this section is to store Discovery Education™ <i>streaming</i> videos.
Rubric	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.
Form Viewer	The Form Viewer section stores responses to forms you have submitted.

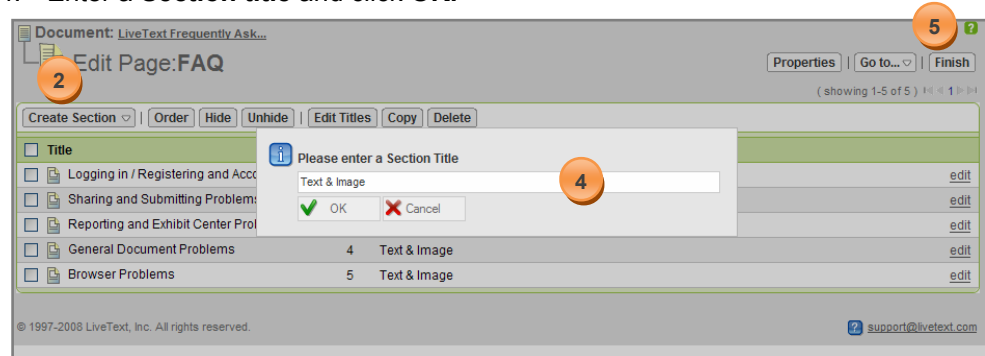
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Create a Text & Image Section

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

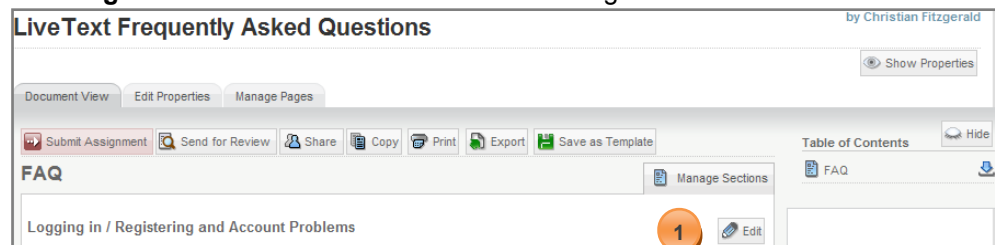


2. Click the **Create Section** button.
3. Select the **Text & Image** option.
4. Enter a **Section title** and click **OK**.



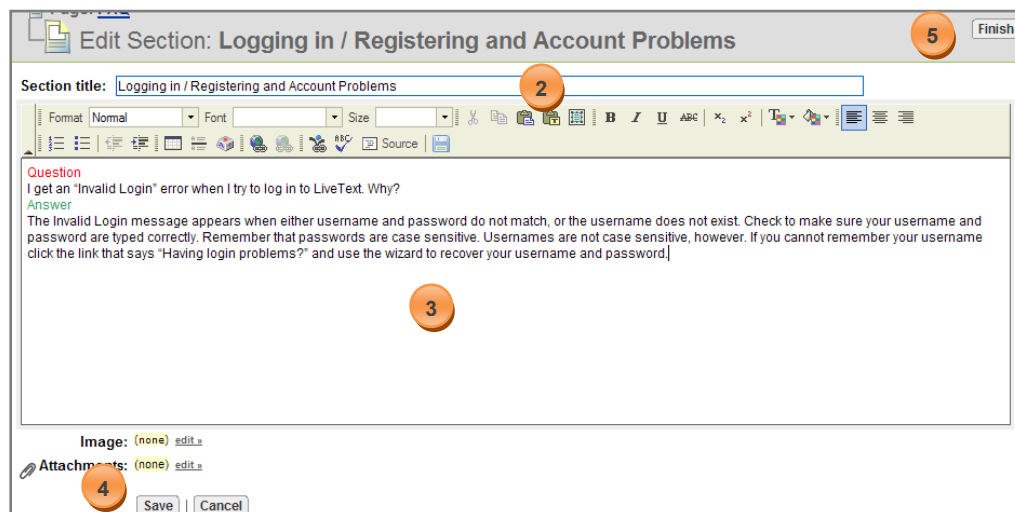
Edit a Text & Image Section

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.



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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.
















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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		
Function	Icon	Description
Format		Formats the style of a paragraph
Font		Formats the font style of selected text
Size		Formats the size of selected text
Cut (Ctrl+x)		Cuts selected content from the editor
Copy (Ctrl+c)		Copies selected content from the editor
Paste (Ctrl+v)		Pastes copied content into the editor
Paste as plain text		Strips all formatting from copied content and pastes it as plain text into the editor
Select All (Ctrl+a)		Selects all content in the editor
Bold (Ctrl+b)		Makes selected text bold or not bold
Italics (Ctrl+i)		Makes selected text italicized or not italicized
Underline (Ctrl+u)		Makes selected text underlined or removes the underline
Strike Through		Creates or removes a strikethrough from selected text
Subscript		Formats selected text as subscript or returns subscript text to normal

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HTML Editor Toolbar Functions		
Function	Icon	Description
Superscript		Formats selected text as superscript or returns superscript text to normal
Text Color		Changes the font color of selected text
Background Color		Changes the background color of selected text
Left Justify		Left justifies selected text
Center Justify		Center justifies selected text
Right Justify		Right justifies selected text
Numbered List		Creates a numbered list of selected text or returns a numbered list to normal text
Bulleted List		Creates a bulleted list of selected text or returns bulleted content to normal text
Decrease Indent		Decreases the indent of a paragraph that was previously indented
Increase Indent		Indents a paragraph
Table		Allows a table to be created in the editor
Horizontal Line		Inserts a horizontal line in the editor
Special Character		Inserts a special character in the editor (e.g. ©, ®, or accentuated vowels)
Web Link		Creates a web link in the editor that leads to a web site
Remove Web Link		Removes a web link present in the editor

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HTML Editor Toolbar Functions		
Function	Icon	Description
LiveText Link		Creates a LiveText link in the editor that leads to another LiveText document
Spell Check		Checks the spelling of content in the editor
Source		Displays HTML source in the editor that can be modified
AutoSave		Automatically saves documents every 2 minutes

Tip: Click the **Paste as plain text** icon (clipboard with the T) to paste text from other editors (e.g. Microsoft Word, AppleWorks).

Note: The percentage is relative to the viewer's screen size. The layout will vary from computer to computer depending on resolution, browser, and presence of any scroll bars or menus on the side of the page.

Note: Both **Cell spacing** and **Cell padding** may be set to 0.

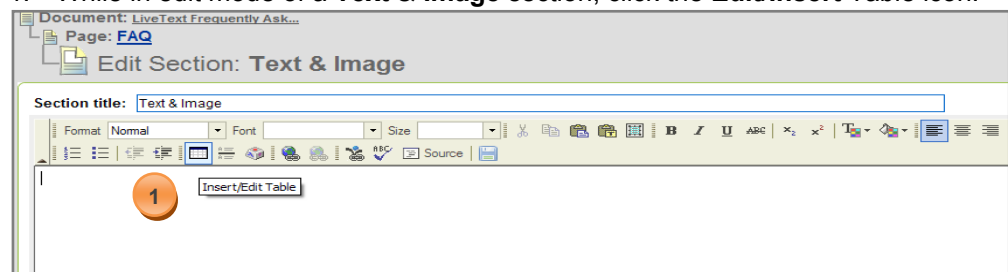
Author within the Editor

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**.

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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.

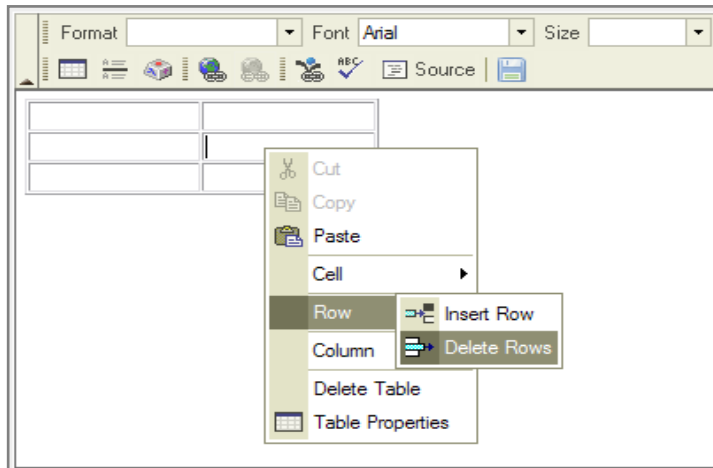
13. Right-click in a cell to open the editing options dropdown menu.
14. Click **Cut**, **Copy**, or **Paste**.
15. Click **Insert Row** or **Insert Column** to add a row or column to the table.

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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.

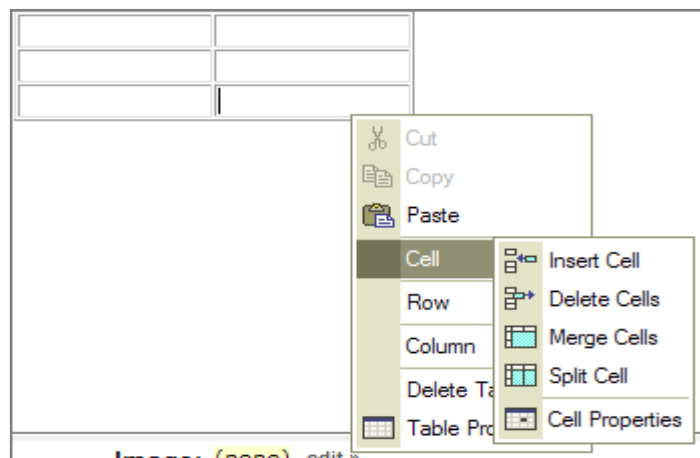
Note: **Insert Cell** or **Delete Cell** may leave a column with improperly formatted cells, which appears below in gray. Some browsers do not display this correctly and therefore some text may not be visible, or other elements may not display correctly.

16. Click **Delete Rows** or **Delete Columns** to remove the selected row or column.



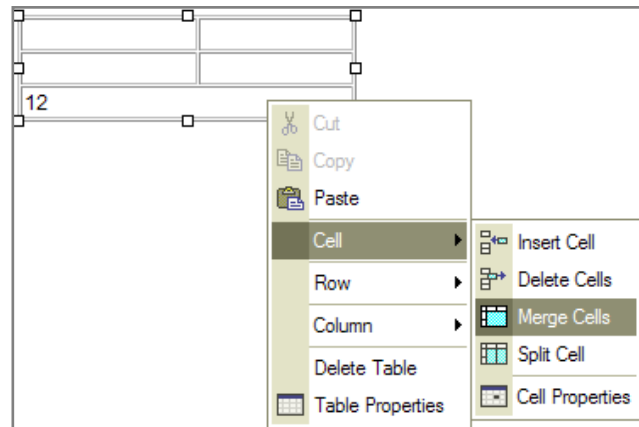
17. Click **Insert Cell** to add a cell to the right of the selected cell.

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.

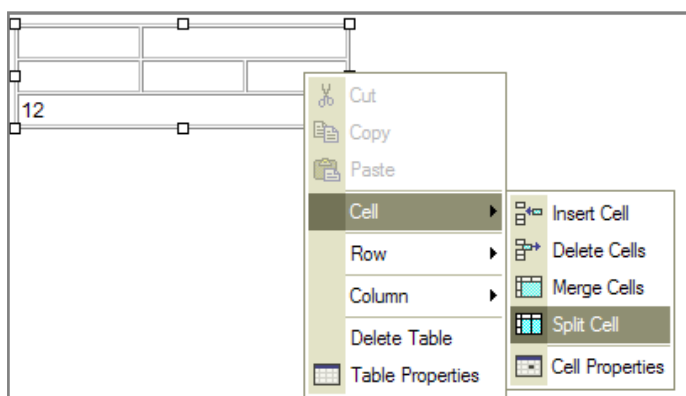
20. Click **Merge Cells** to merge the cells together into one cell that spans multiple columns.



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.

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



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**.



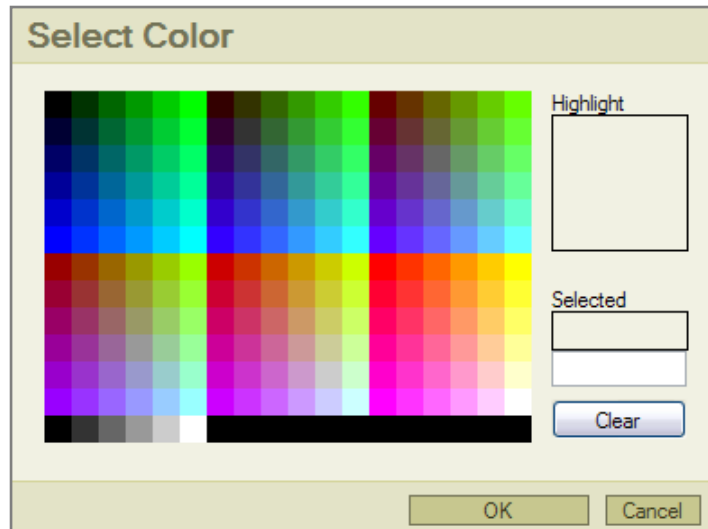
30. Enter a **Background Color** or click the **Select...** button to open the **Select Color** pop-up window.

Note: 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.

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.

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

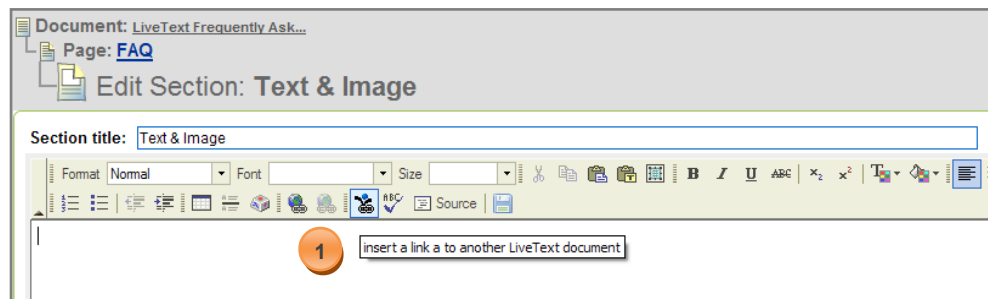


32. Choose the color or type the name or hexadecimal value in the text box.
33. Click OK to close the **Select Color** pop-up window.
34. Click the OK button to close the **Cell Properties** pop-up window.
35. Click the **Save** button.
36. When finished editing, click the **Finish** button to return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

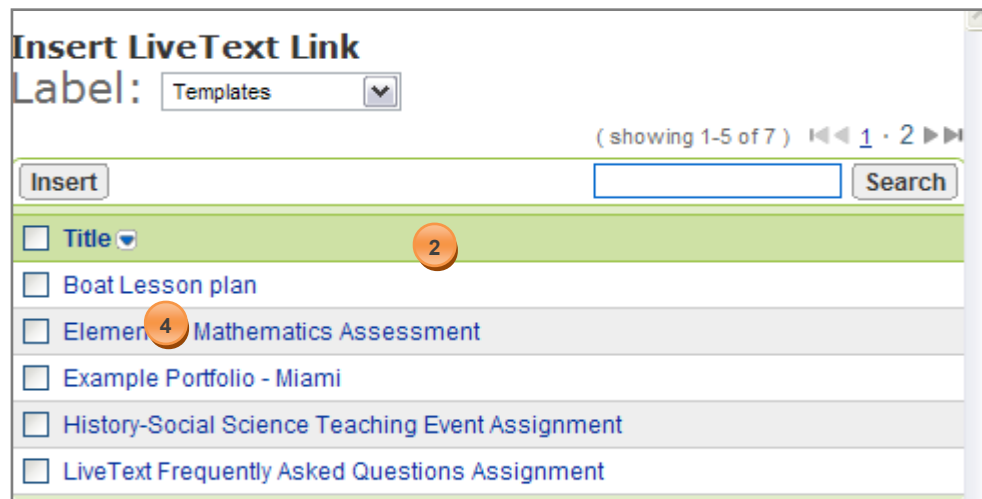


Tip: Holding the Control key on a PC or the Command key on a Mac while clicking the **Insert LiveText Link** icon will disable pop-up blocker for one action.

Note: Insert additional links at one time by checking multiple checkboxes.

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- Choose the label associated with the LiveText document from the **Materials** drop-down menu in the **Insert LiveText Link** pop-up window.
- Check the checkbox that corresponds with the LiveText document.
- Click the **Insert** button.

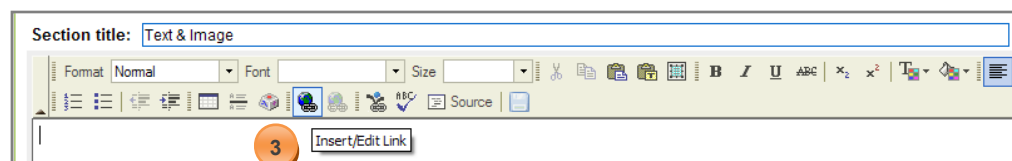


- The **LiveText Link** pop-up window will close after clicking **Insert**.
- Click the **Save** button.
- When finished editing, click the **Finish** button to return to view mode.

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.

- 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 web site's URL will be present as the web link.
- 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.

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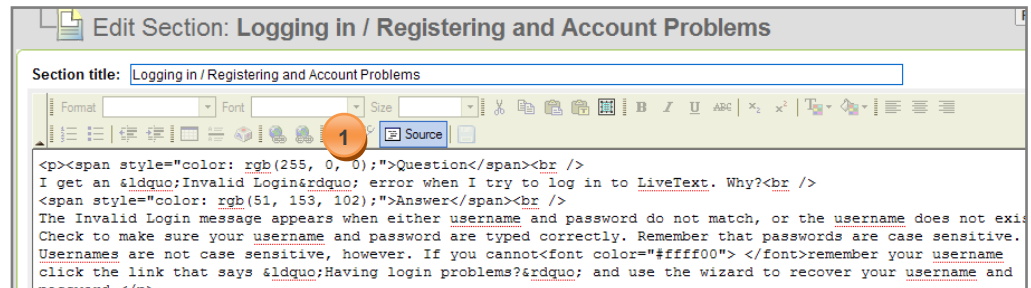
4. Type the web address in the **URL** field of the **Link** pop-up window.
5. Click the **OK** button.

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/>

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. 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.

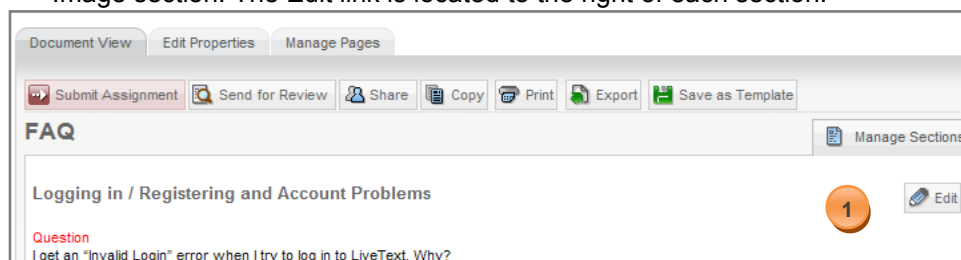
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The Save status of a **Text & Image** section can be viewed by hovering over the AutoSave icon. It will display a timestamp of the last AutoSave.

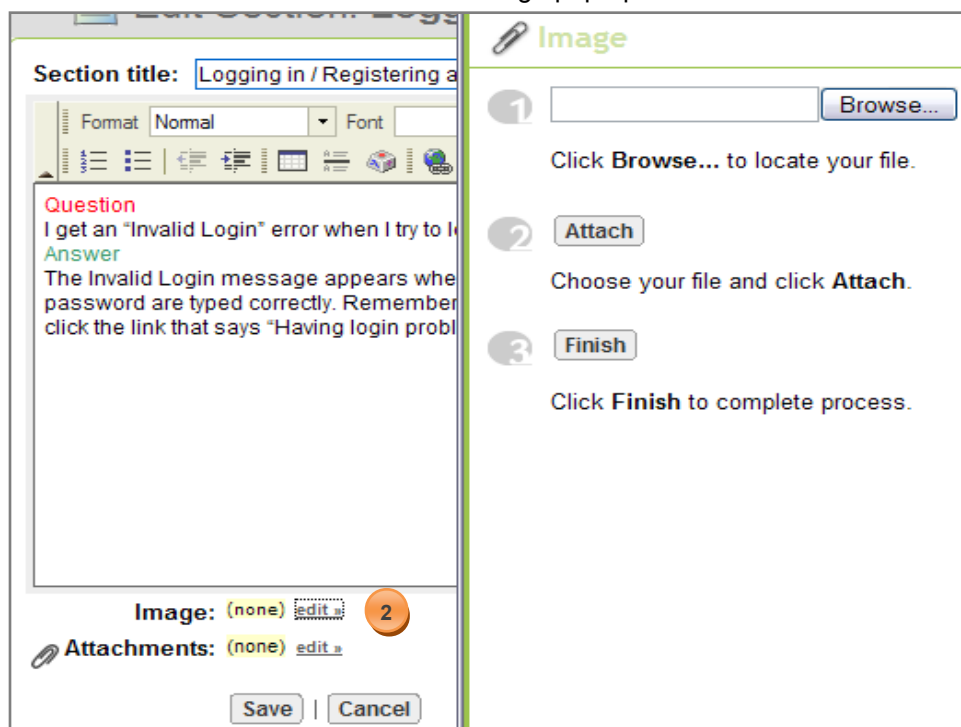
Add an Image

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.

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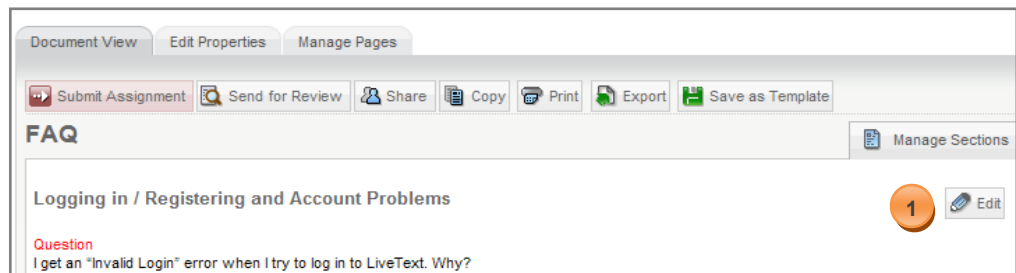
Note: When editing a Text & Image section, the image only appears in the preview area. The image aligned with the text will be visible in view mode after clicking the Finish button.

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.

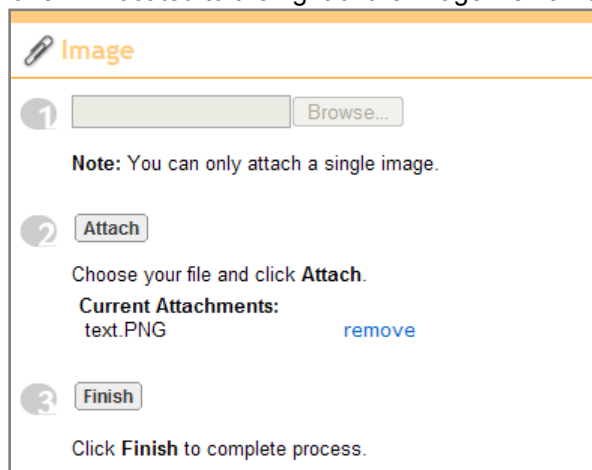


2. Click the **edit>>** link to the right of the Image field located below the HTML editor text box.

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

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

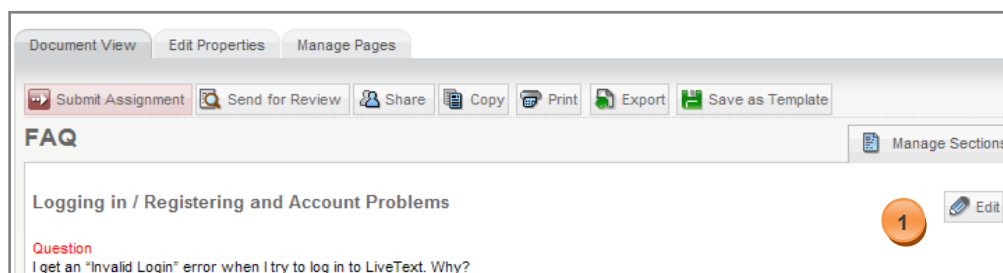


- Click the **Finish** button to close the Image pop-up window.
- Click the **Save** button.
- When finished editing, click the **Finish** button located in the top right corner of the Text & Image section to return to view mode.

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.

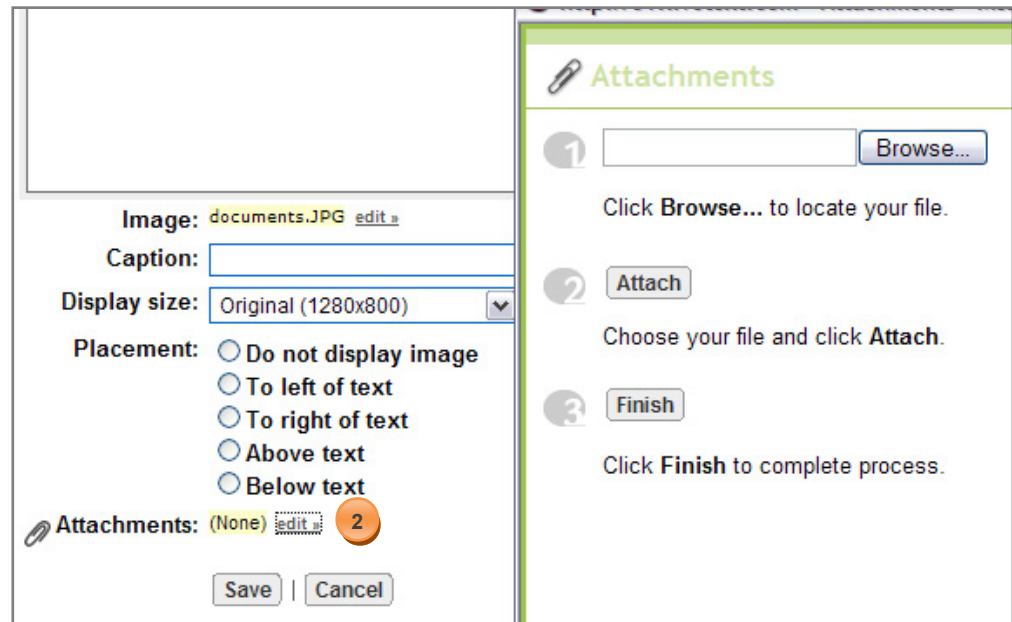
- From within the document, click the **Edit** link that corresponds with the **Text & Image** section. The Edit link is located to the right of each section.



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

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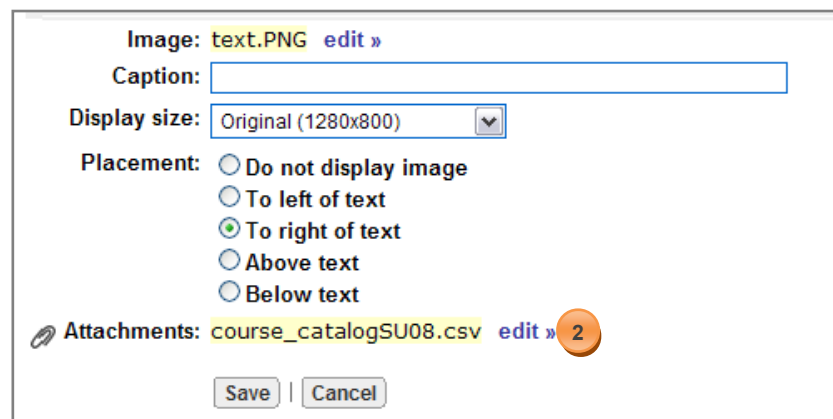
- Click the **edit>>** link to the right of the **Attachments** field located below the HTML editor text box.



- Click the **Browse...** button in the **Attachments** pop-up window.
- After the file is located and opened on the computer, click the **Attach** button to upload the file.
- 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.
- Click the **Finish** button to close the **Attachments** pop-up window.
- Click the **Save** button.
- When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

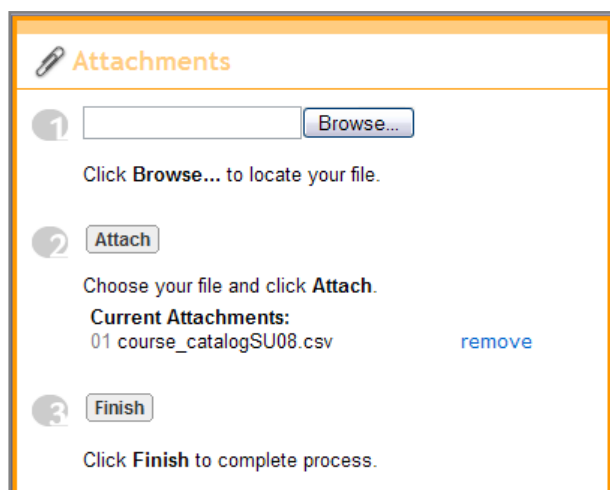
Remove an Attachment

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



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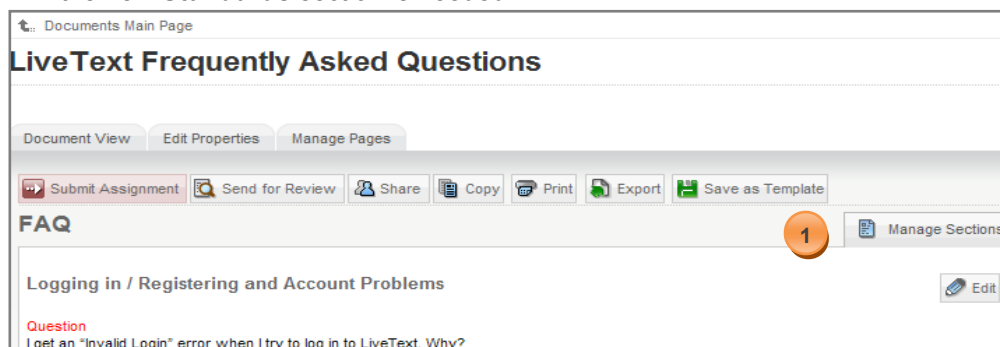
- The file name of the uploaded attachment will be listed in the center of the Attachments pop-up window.
- Click the **remove** link located to the right of the attachment file name.



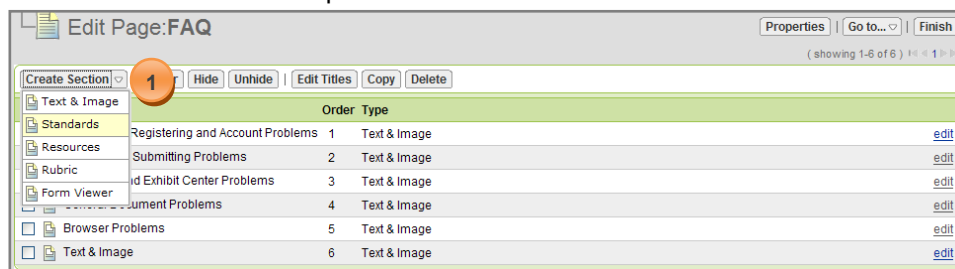
- Click the **Finish** button to close the Attachments pop-up window.
- Click the **Save** button.
- When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

Create a Standards Section

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



- Click the **Create Section** button.
- Select the **Standards** option.

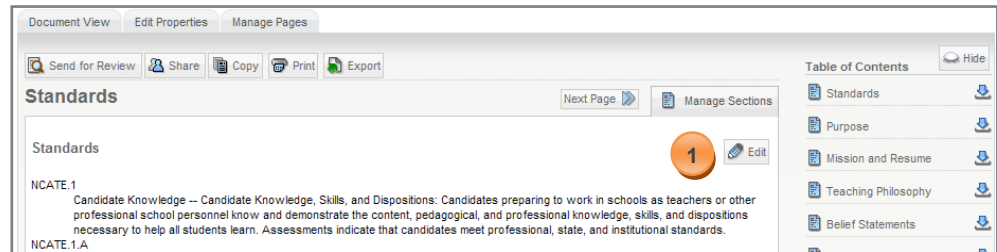


- Enter a **Section Title** and click the **Finish** button.

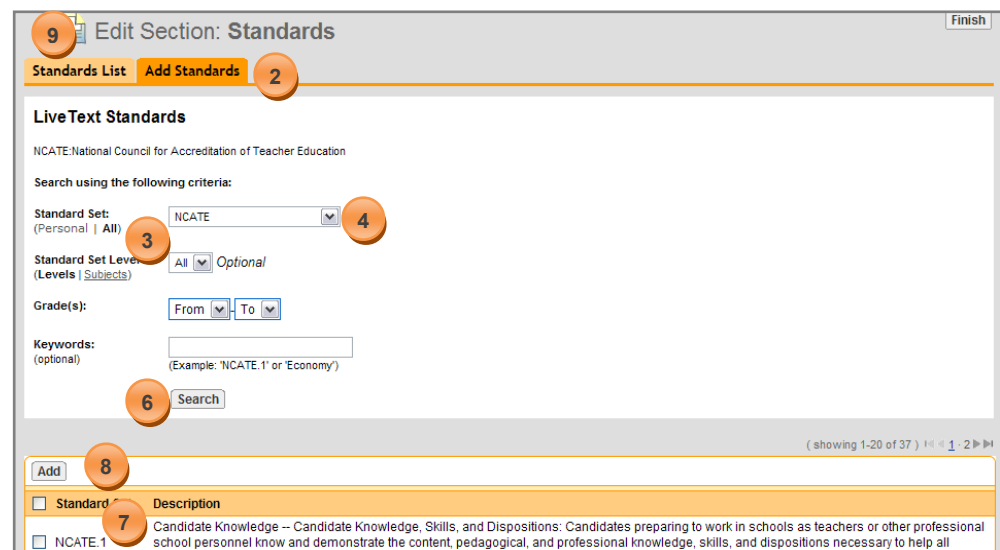
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Edit a Standards Section

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.

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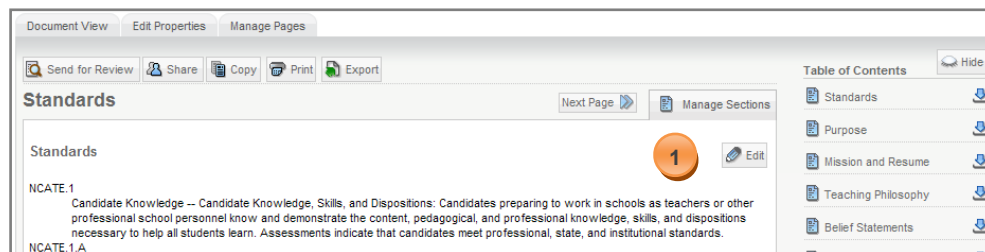
Standard Sets in LiveText are a list of itemized standards, goals, objectives, indicators, and/or outcomes from state, national, professional, or school/university institutions. They are added and updated at the request of LiveText partners and clients.

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.

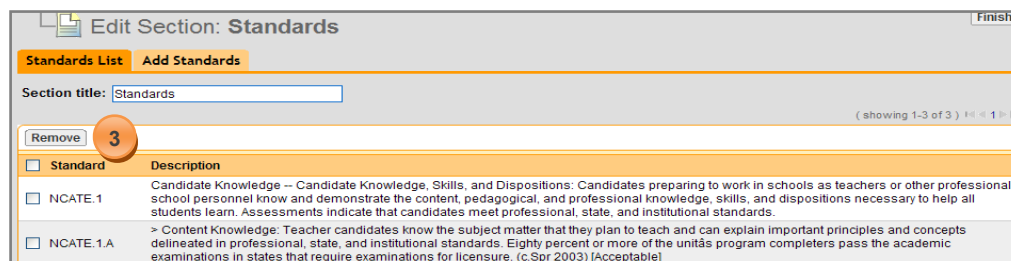
All Standard Sets is a list of all the standard sets in the LiveText Standards database. This contains additional standards that are not included in the Personal Standards Set.

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.

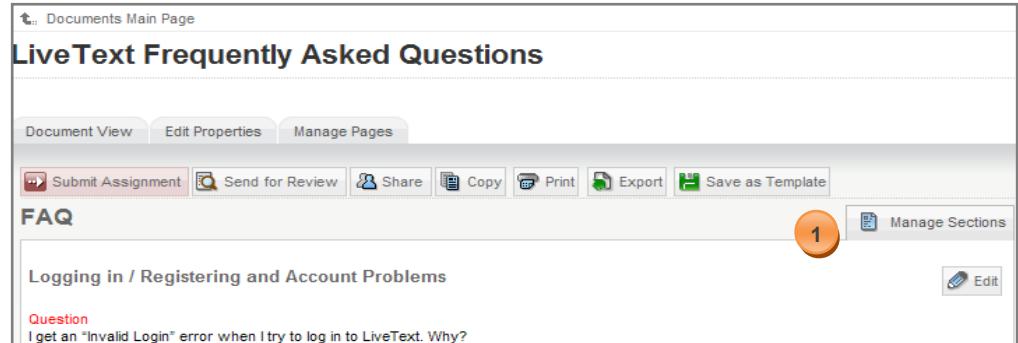


4. Click the **OK** button in the “Are you sure you want to remove checked items?” window.
5. Click the **Finish** button located in the top right corner of the Edit Section screen to view the document.

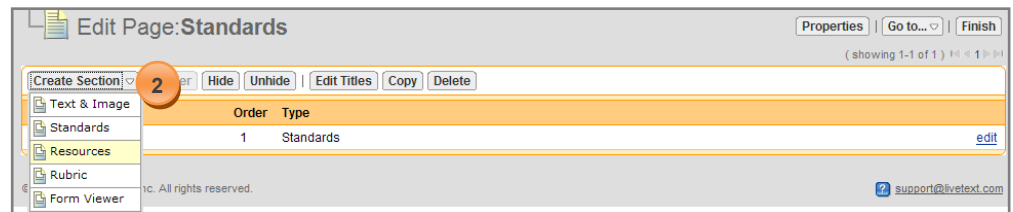
ADVANCED DOCUMENT AUTHORIZING

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.



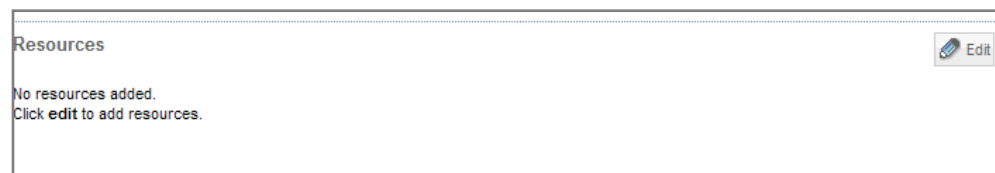
3. Select the **Resources** option.
4. Enter a **Section Title** and click the **Finish** button.

Edit a Resources Section

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

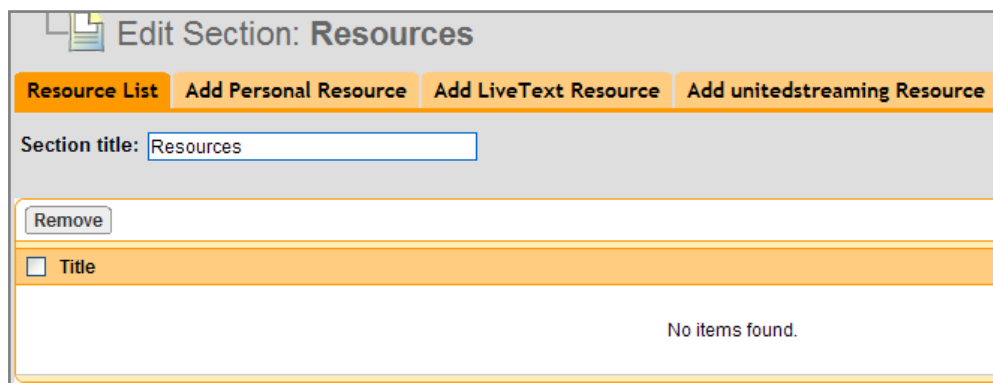
Add a Personal Resource

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.



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



Edit Section: Resources

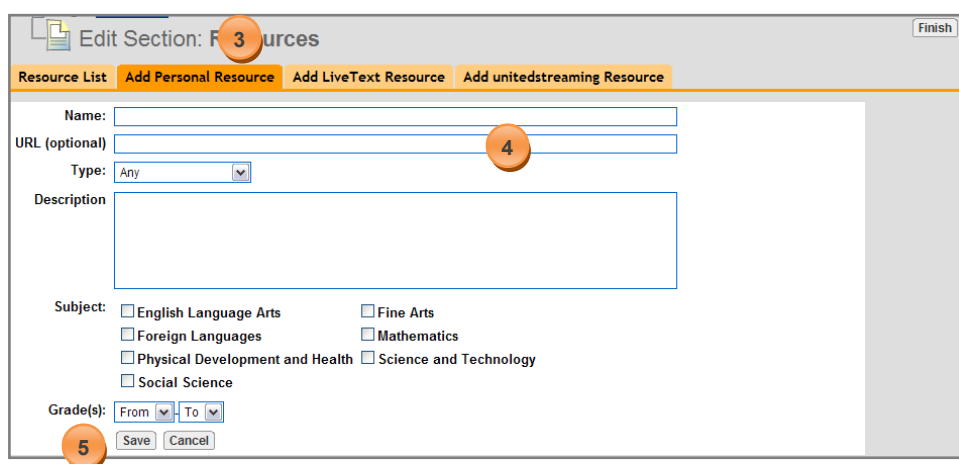
Resource List Add Personal Resource Add LiveText Resource Add unitedstreaming Resource

Section title:

Title

No items found.

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.



Edit Section: Resources

Resource List **Add Personal Resource** Add LiveText Resource Add unitedstreaming Resource

Name:

URL (optional):

Type: ▼

Description:

Subject: English Language Arts Fine Arts
 Foreign Languages Mathematics
 Physical Development and Health Science and Technology
 Social Science

Grade(s): ▼ ▼

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.



Resources

No resources added.
Click **edit** to add resources.

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

ADVANCED DOCUMENT AUTHORIZING

- Click the **Add LiveText Resource** tab.

Edit Section: Resources

Resource List Add Personal Resource **Add LiveText Resource** Add unitedstreaming Resource

Section title:

Title

No items found.

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

Page: [Standards](#)

Edit Section: Resources

Resource List Add Personal Resource **Add LiveText Resource** Add unitedstreaming Resource

Search using the following criteria:

Type: 4

Grade(s): From To

Keywords: 5

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.

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.

- 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.

Resources

No resources added.
Click **edit** to add resources.

ADVANCED DOCUMENT AUTHORIZING

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

Edit Section: Resources

Resource List Add Personal Resource Add LiveText Resource Add unitedstreaming Resource

Section title: Resources

Remove

Title

No items found.

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

Edit Section: Resources Finish

Resource List Add Personal Resource Add LiveText Resource Add unitedstreaming Resource 3

unitedstreaming™ Video Resources

search unitedstreaming Go 4

- 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.
- Click the **Go** button.
- After the search results appear, select a resource by clicking its title.
- Click the **Play** button to view the video.
- Click the **add to my LiveText Document** link to add the resource to the document.
- If desired, edit the resource Name, Type, Description, Subject, and Grade(s), but do not make changes to the URL.
- Click the **Save** button.
- 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.

Remove a Resource

- 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.

Resources Edit

No resources added.
Click **edit** to add resources.

ADVANCED DOCUMENT AUTHORIZING

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

Edit Section: Resources

Resource List Add Personal Resource Add LiveText Resource Add unitedstreaming Resource

Section title:

Remove

Title

No items found.

- From within the Resource List tab, select the checkbox to the left of each resource to be removed.
- Click the **Remove** button located above the list of resources.

Edit Section: Resources Finish

Resource List Add Personal Resource Add LiveText Resource Add unitedstreaming Resource

Section title:

(showing 1-1 of 1) |< < 1 > >|

Remove 4

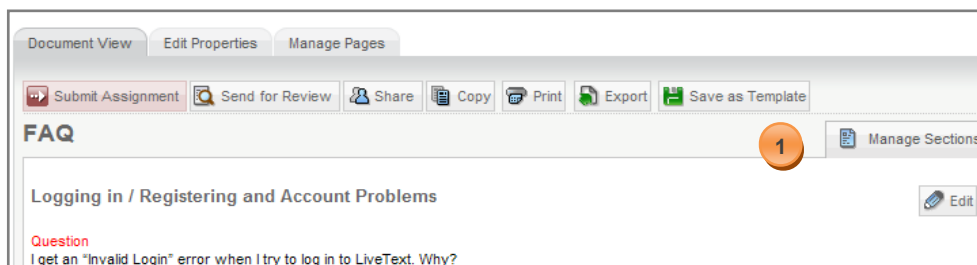
Title Edit

UNTITLED 3 edit

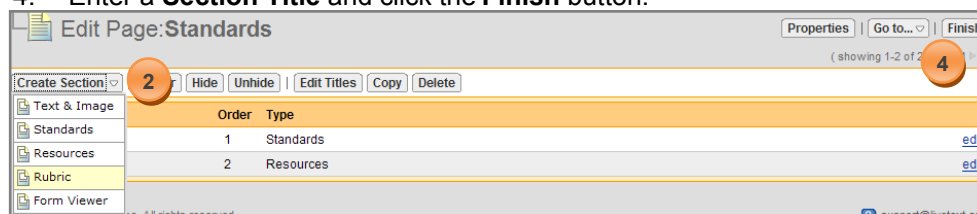
- Click the **OK** button in the “Are you sure you want to remove checked items?” window.
- Click the **Finish** button in the top right corner of the Edit Section screen.

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.

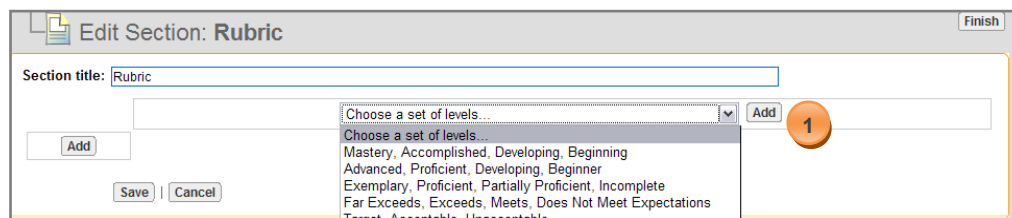


Edit a Rubric Section

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.

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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.

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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.

ADVANCED DOCUMENT AUTHORIZING

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.

Properties | Go to... | Finish
(showing 1-2 of 2) | 1 | 2 |

Create Section | Order | Hide | Unhide | Edit Titles | Copy | Delete

Title	Order	Type	
<input type="checkbox"/> Purpose	1	Text & Image	
<input type="checkbox"/> Form Viewer	2	Form Viewer	1 edit

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

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.

Finish

Section title: Form Viewer

Form: Training form March 08

5 Save | Cancel 3

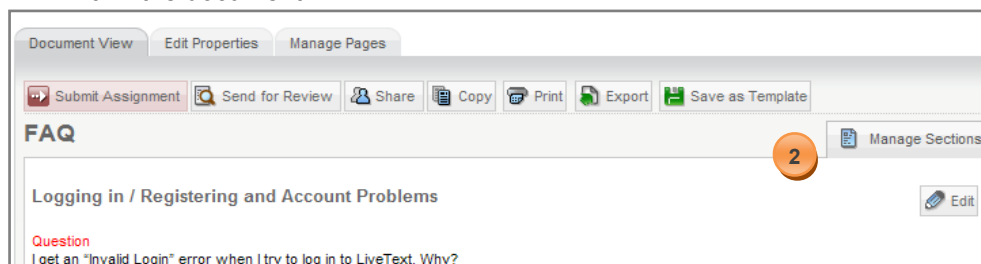
Form Viewer

What is your first and last name?
Please state your date of birth:
Which feature was the easiest to learn?
Are you a current LiveText member?
Was the Eblvd demo beneficial and did it address your concerns?
Ethnicity:
Gender:
How did you hear about LiveText products?

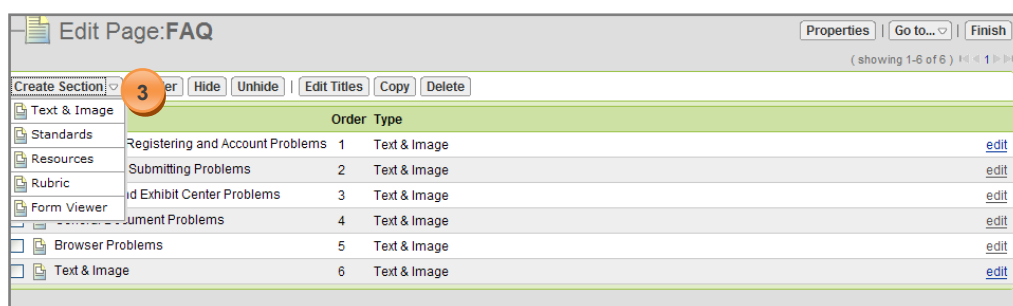
The section will display the questions and responses of the form selected.

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.

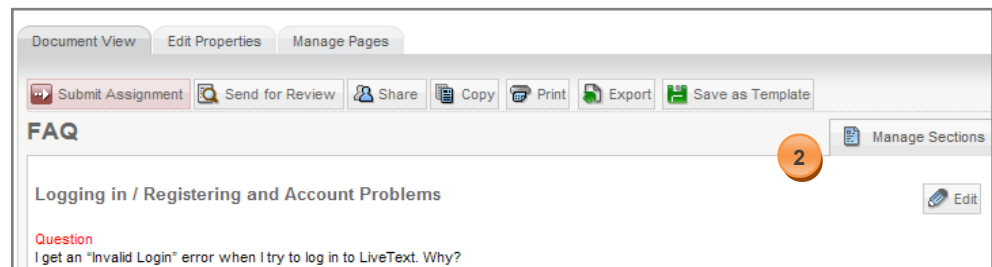
ADVANCED DOCUMENT AUTHORIZING

Manage Sections

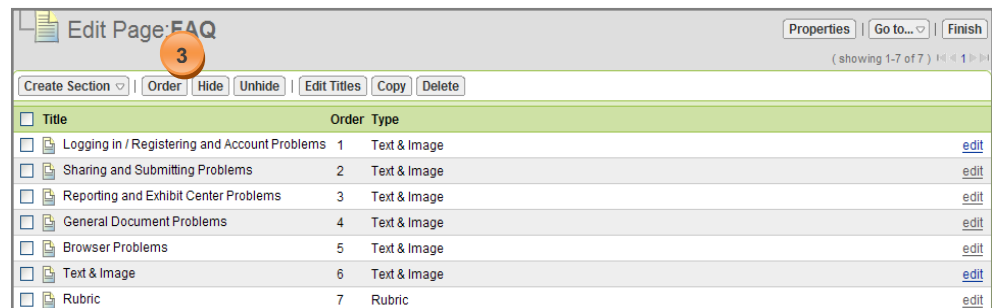
Users can create, sort, hide, unhide, edit titles, copy, delete, and edit/modify sections within a page.

Order Sections

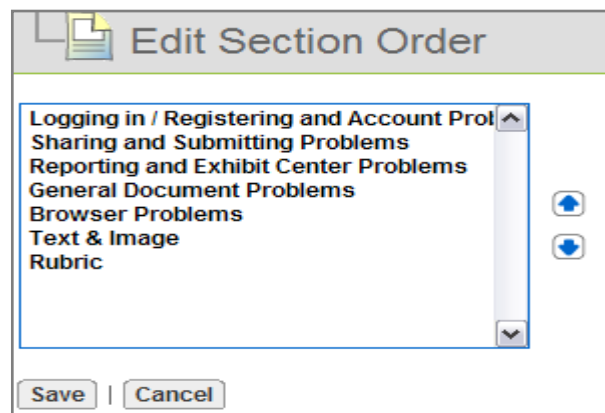
1. From within a document, click the page title to be edited.
2. Click the **Manage Sections** button located in the top right corner of each page within the document.



3. Click the **Order** button.



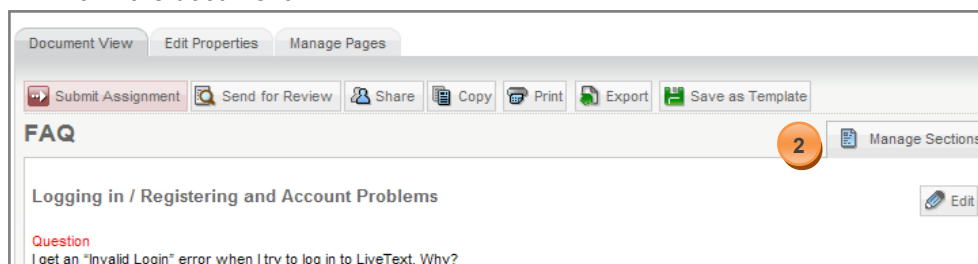
4. Select a section title.
5. Click the up and down scrolling arrows to order the sections.
6. Click the **Save** button.
7. Click the **Finish** button located in the top right corner of the screen to view the document.



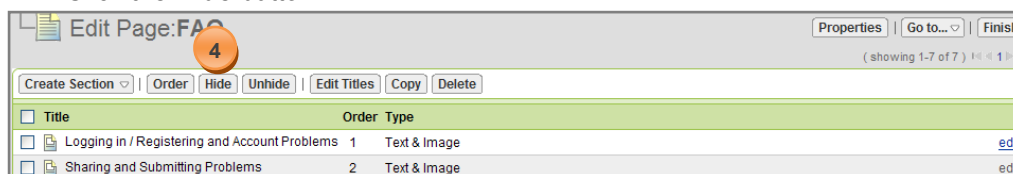
ADVANCED DOCUMENT AUTHORIZING

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.



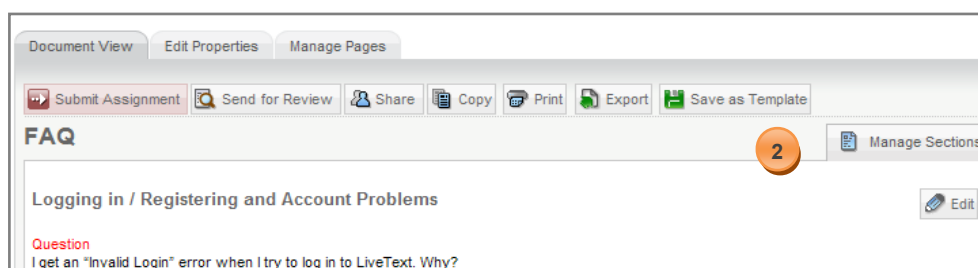
3. Select the checkbox to the left of each section to be hidden.
4. Click the **Hide** button.



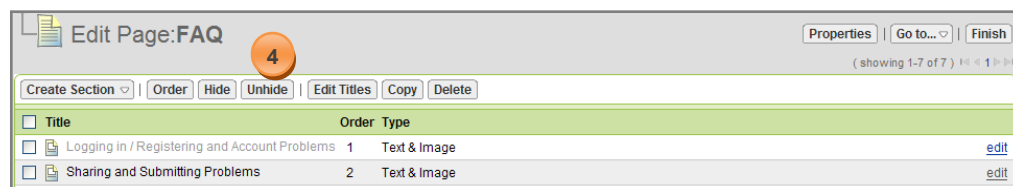
5. The section title(s) will be visible in gray in the Edit Page screen but will not be visible in view mode.
6. Click the **Finish** button in the top right corner of the screen to view the document.

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.

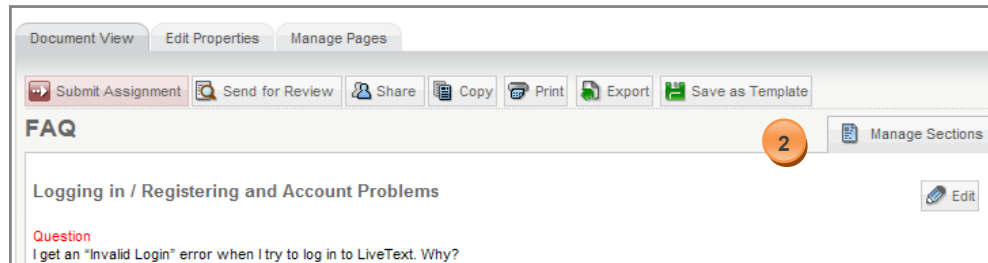


5. The section title(s) will be visible in black in the Edit Page screen and will be visible in view mode.
6. Click the **Finish** button in the top right corner of the screen to view the document.

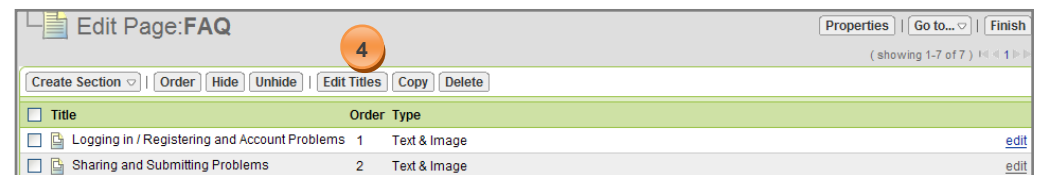
ADVANCED DOCUMENT AUTHORIZING

Edit Titles

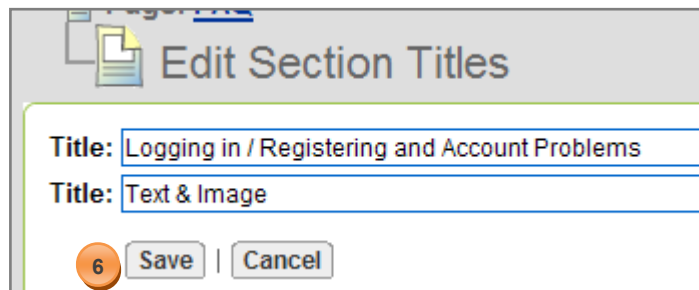
1. From within a document, click the page title to be edited.
2. Click the **Manage Sections** button located in the top right corner of each page within the document.



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.

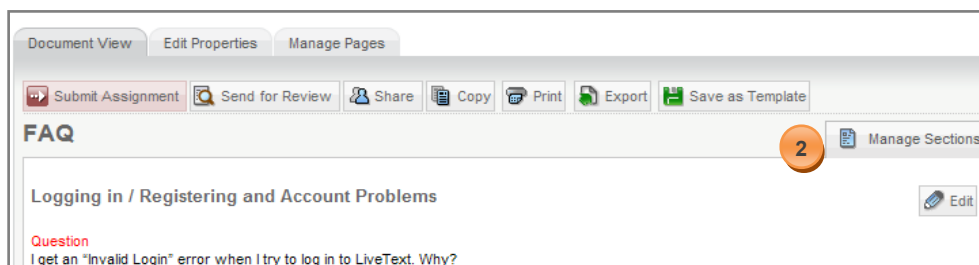


6. Click the **Save** button.
7. Click the **Finish** button in the top right corner of the screen to view the document.

ADVANCED DOCUMENT AUTHORIZING

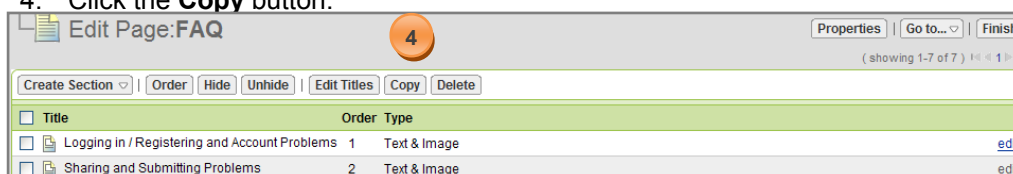
Copy

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.



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

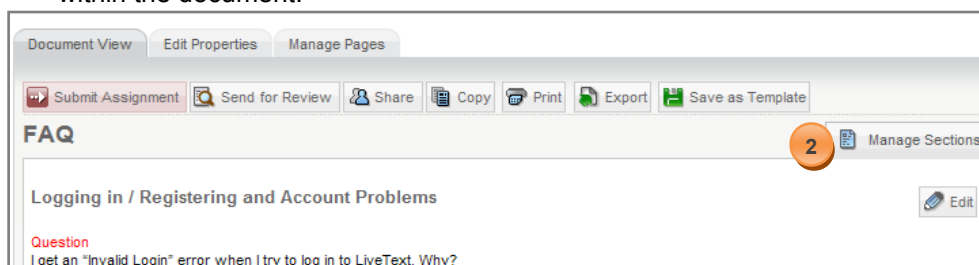
3. Select the checkbox to the left of each section to be copied.
4. Click the **Copy** button.



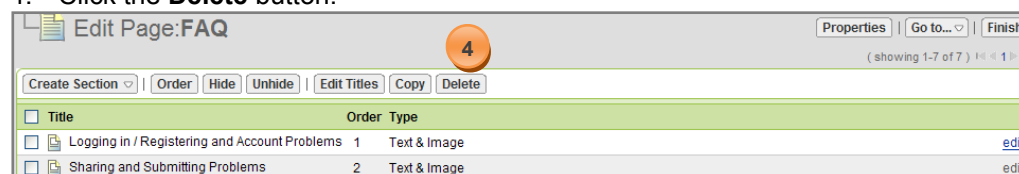
5. A copy of the section(s) will be displayed in the Edit Page screen.
6. Click the **Finish** button in the top right corner of the screen to view the document.

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

ADVANCED DOCUMENT AUTHORIZING

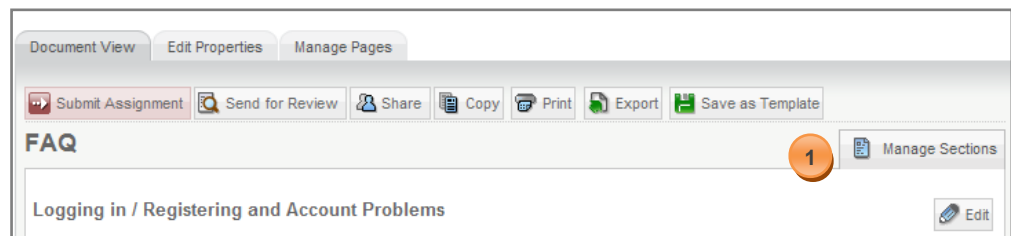
Note: The steps and process for editing a section will vary based on the section type. Please refer to the documentation for editing Text & Image, Standards, Resources, Rubric, or Form Viewer sections.

Edit/Modify a Section

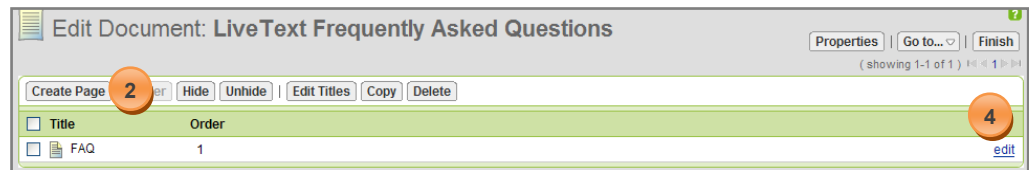
1. From within a document, click the page title to be edited.
2. Click the **Manage Sections** button located in the top right corner of each page within the document.
3. Click the **edit** link located to the right of each section.
4. Edit/Modify the content within the section.
5. Click the **Finish**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

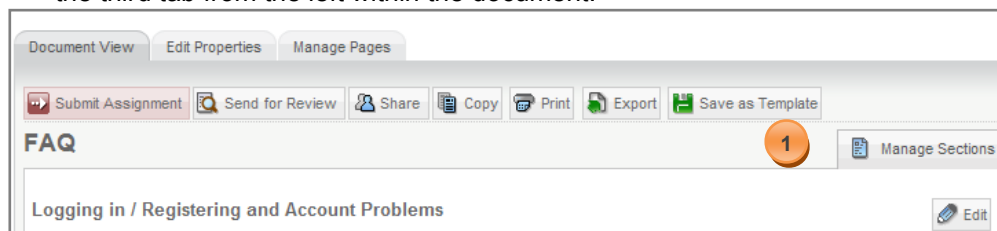
The page will be displayed in the Edit Document screen.

Manage Pages

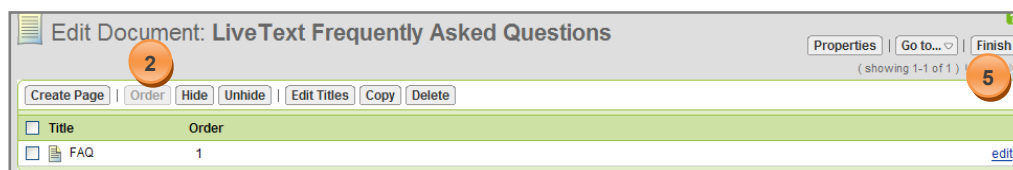
Users can create, sort, hide, unhide, edit titles, copy, delete, and edit/modify pages within a document.

Order Pages

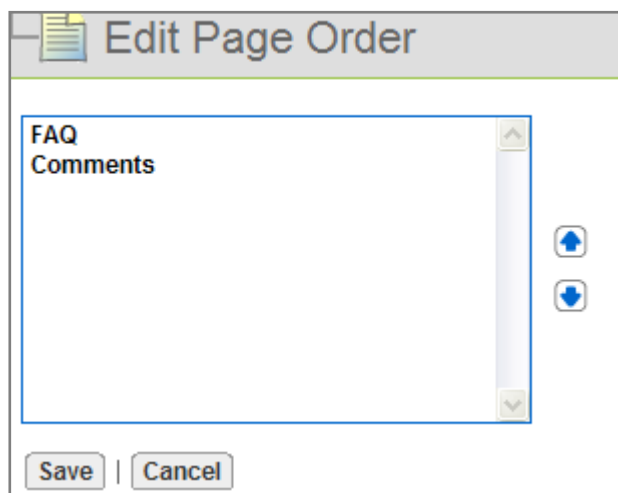
1. From within a document, click the **Manage Pages** tab. The **Manage Pages** tab is the third tab from the left within the document.



2. Click the **Order** button.



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

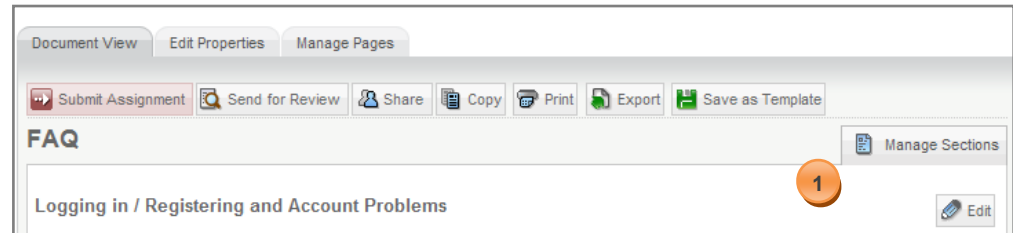


5. Click the **Finish** button.
6. The ordered pages will be displayed in the Edit Document screen.

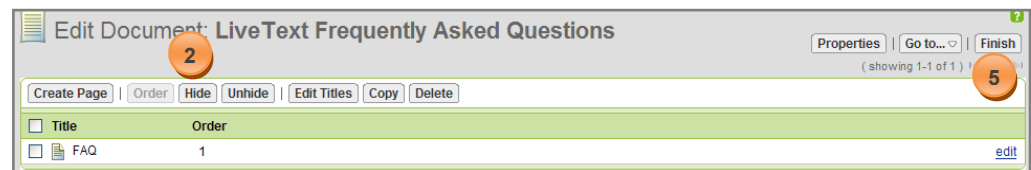
ADVANCED DOCUMENT AUTHORIZING

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.



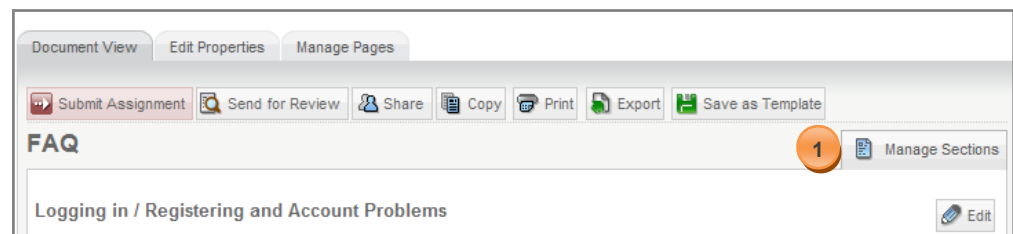
2. Select the checkbox to the left of each page to be hidden.
3. Click the **Hide** button.



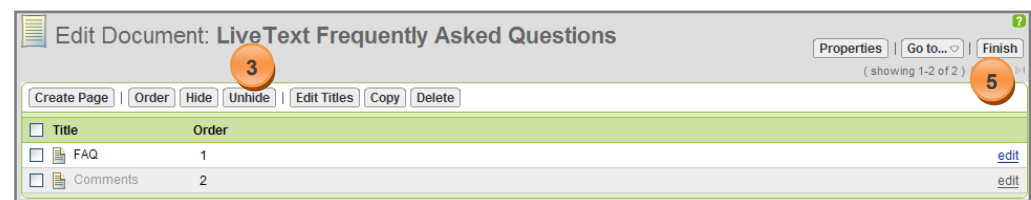
4. The page title(s) will be visible in gray in the Edit Document screen but will not be visible in view mode.
5. Click the **Finish** button in the top right corner of the screen to view the document.

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.

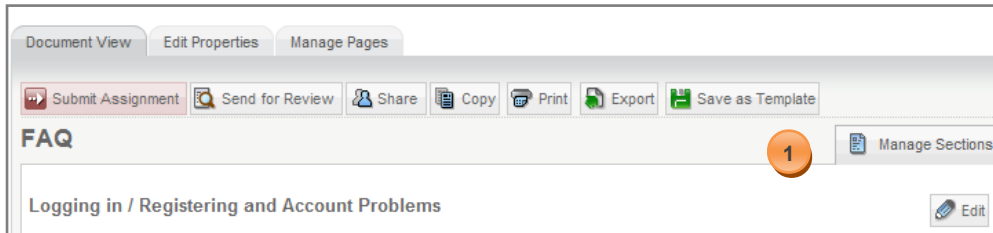


4. The page title(s) will be visible in black in the Edit Document screen and will be visible in view mode.
5. Click the **Finish** button in the top right corner of the screen to view the document.

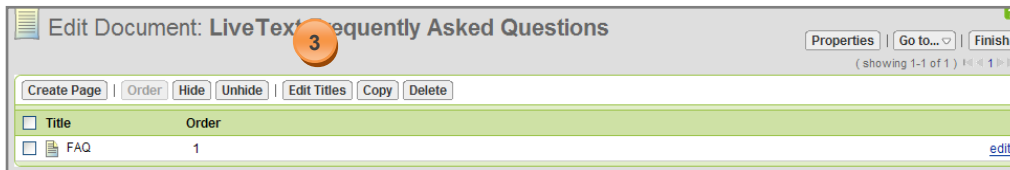
ADVANCED DOCUMENT AUTHORIZING

Edit Titles

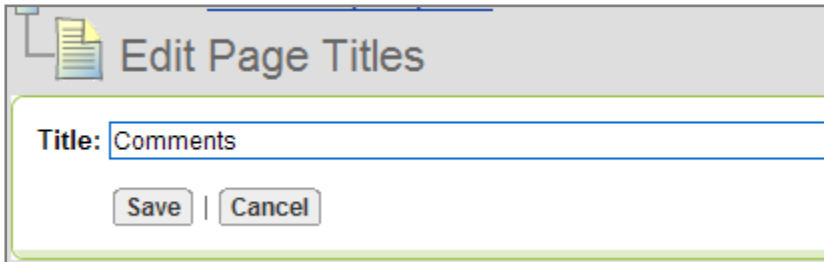
1. From within a document, click the **Manage Pages** tab. The **Manage Pages** tab is the third tab from the left within the document.



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.



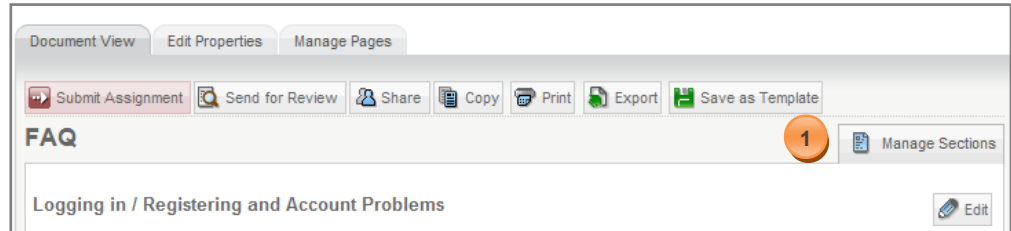
5. Click the **Finish** button.

ADVANCED DOCUMENT AUTHORIZING

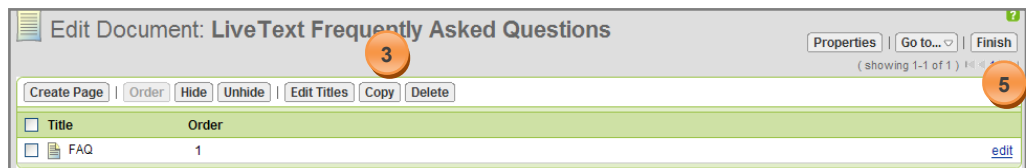
Note: Copying a page will copy all sections and content within the page.

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.



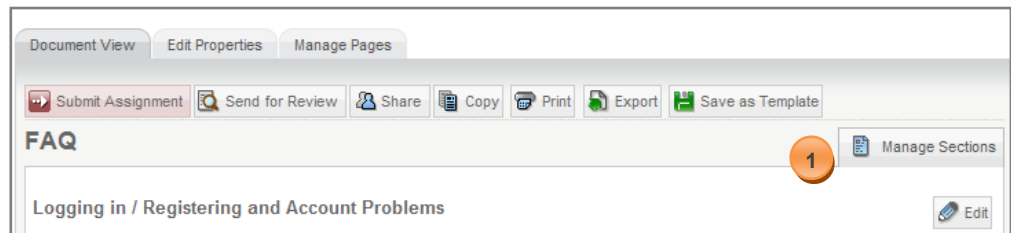
2. Select the checkbox to the left of each page to be copied.
3. Click the **Copy** button.



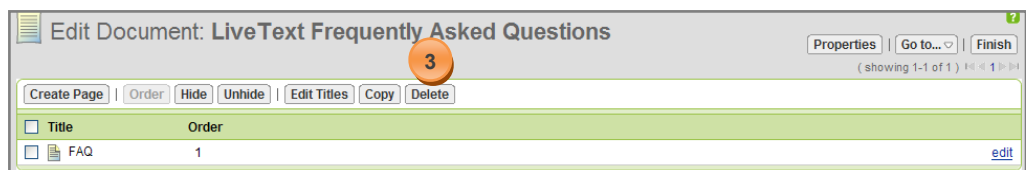
4. A copy of each page selected will be displayed in the Edit Document screen.
5. Click the **Finish** button in the top right corner of the screen to view the document.

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.



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



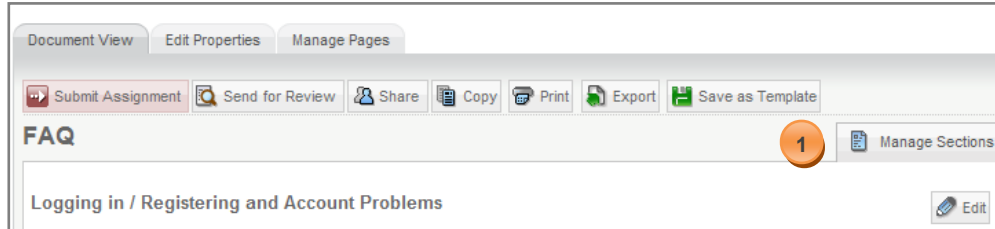
4. Click the **OK** button in the “Are you sure you want to delete checked items?” window.
5. The page(s) selected will be deleted.
6. Click the **Finish** button in the top right corner of the screen to view the document.

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

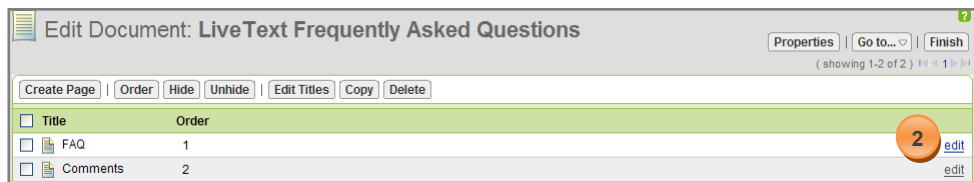
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Edit/Modify a page

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**.

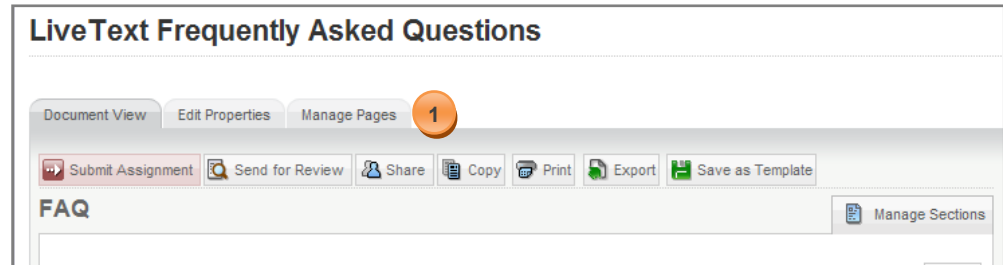
Please refer to the documentation for Create/Edit a Section for more information about managing sections of a page.

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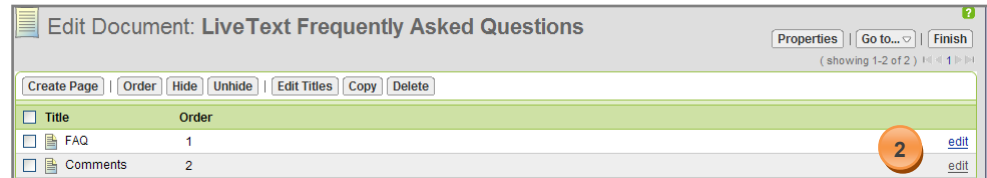
Discussion Board

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.

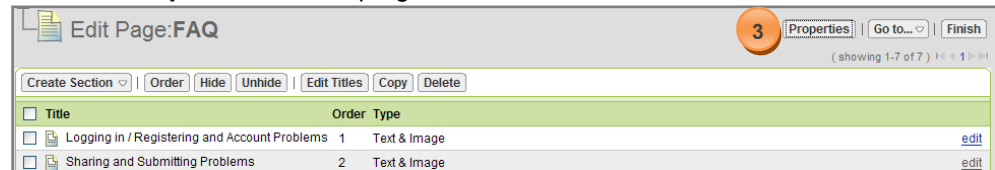
1. From the document view screen, click the **Manage Pages** button..



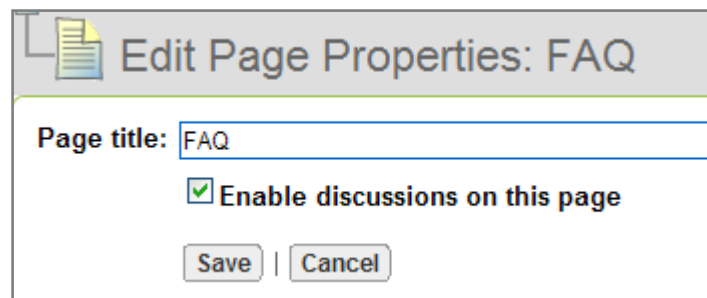
2. Click the **edit** link that corresponds to the page where the discussion will be enabled.



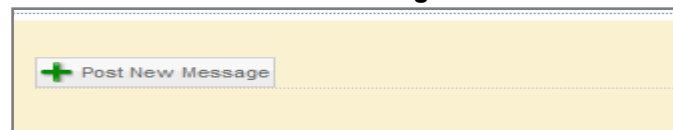
3. Click **Properties** in the top right- hand corner.



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

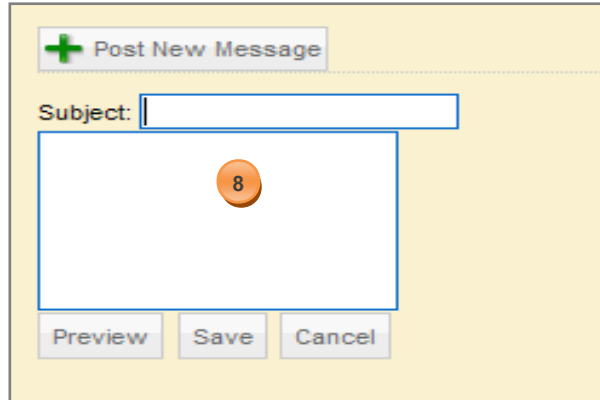


6. Click **Finish**. You will be taken back to the document view page and the **Post new message** link appears at the bottom of the page.
7. Click on the **Post new message** link and a discussion board window opens.



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

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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.

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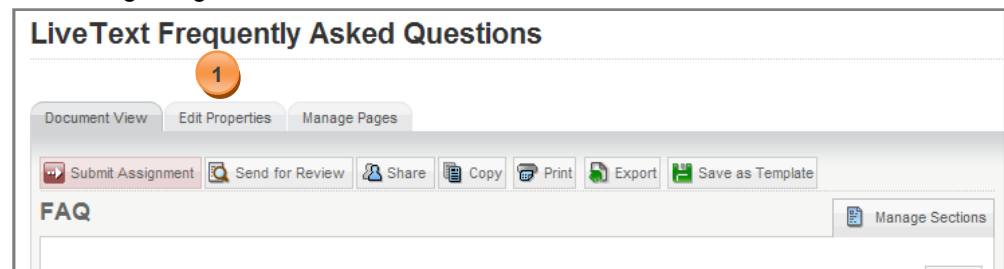
Change Document Properties

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

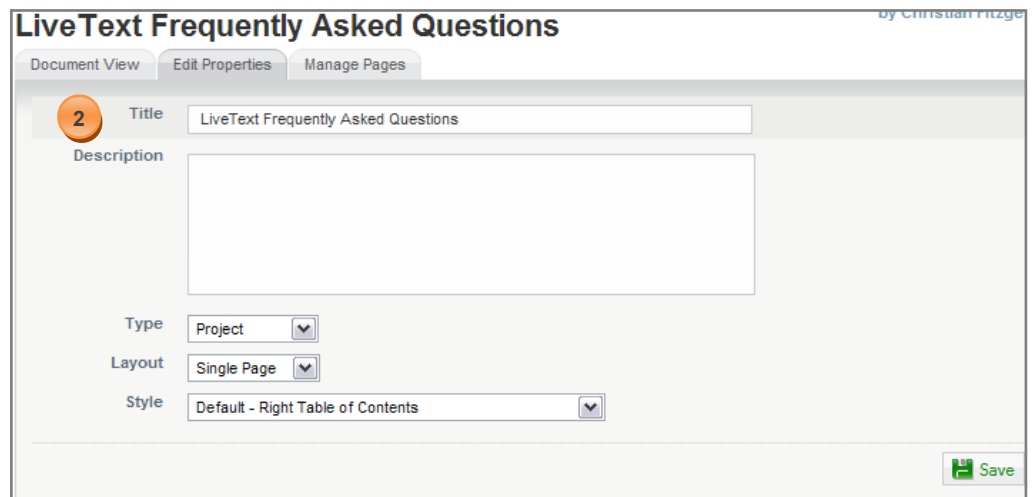
Title

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.



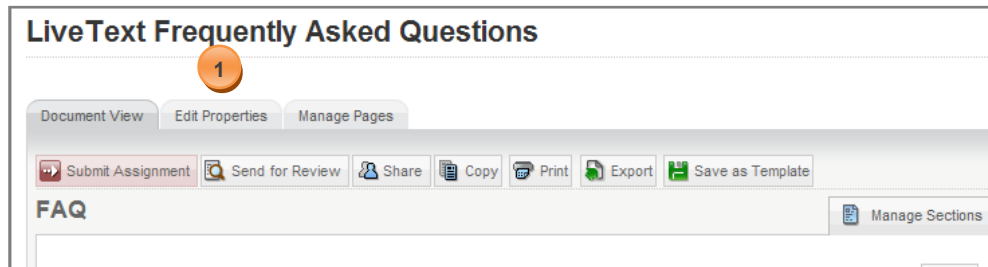
3. Click the **Save** button on the lower right side of the Edit Properties tab.

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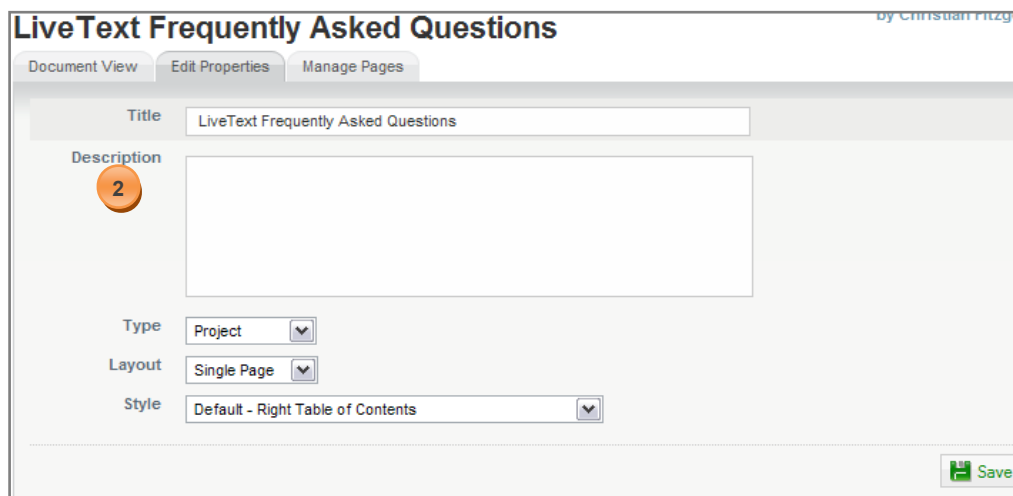
Description

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.

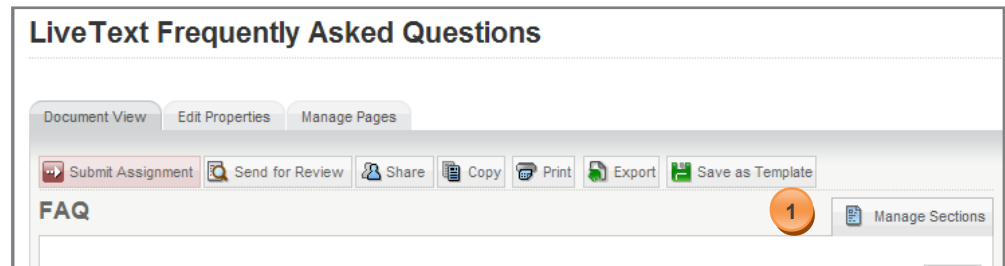


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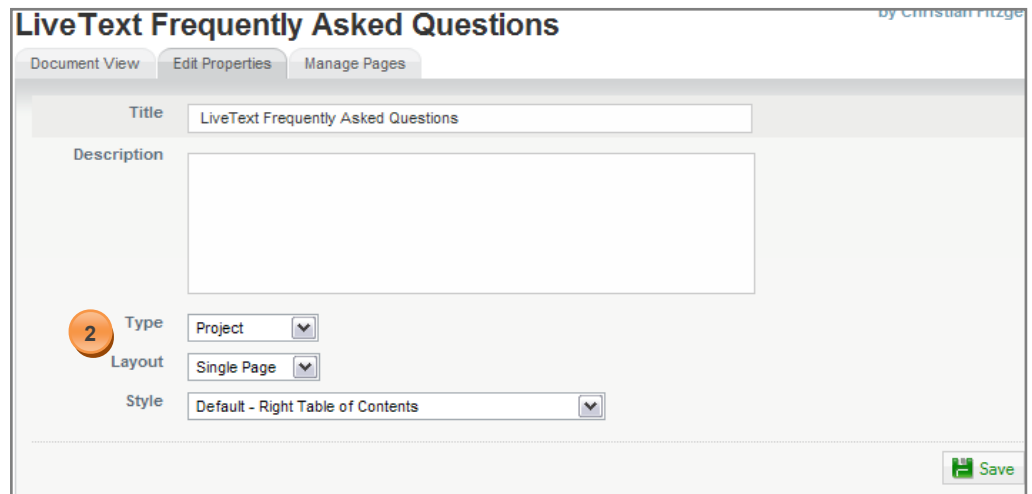
Type

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.



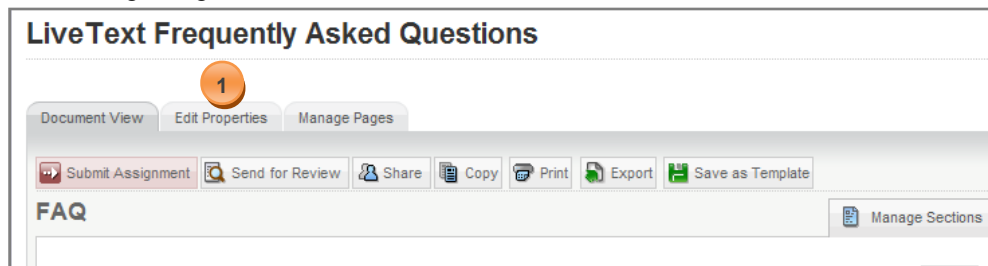
3. Click the **Save** button on the lower right side of the Edit Properties tab.

Layout

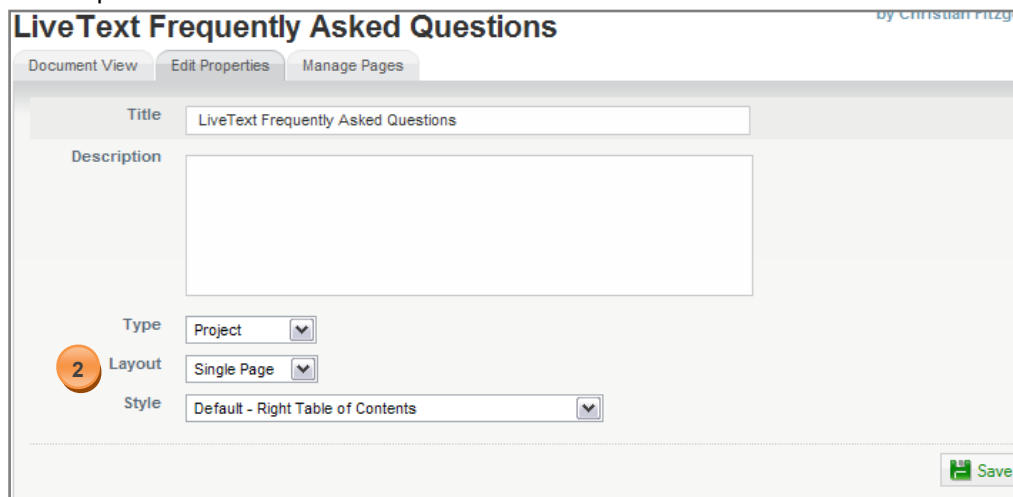
The layout of a document may be modified to display it in a **Single Page** or **Multi Page Layout**. A Single Page Layout displays the entire document on one page, and a Multi Page Layout displays the document one page at a time.

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.



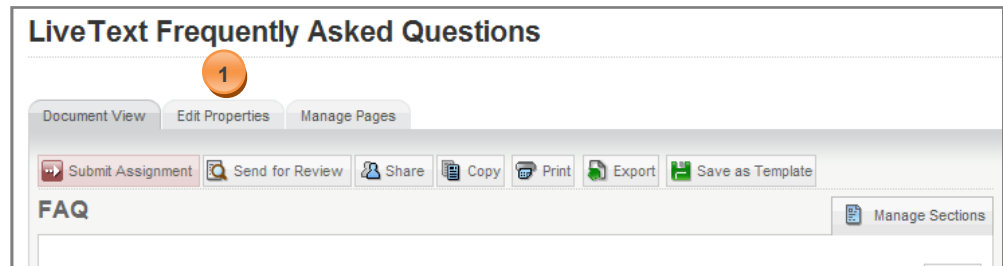
3. Click the **Save** button on the lower right side of the Edit Properties tab.

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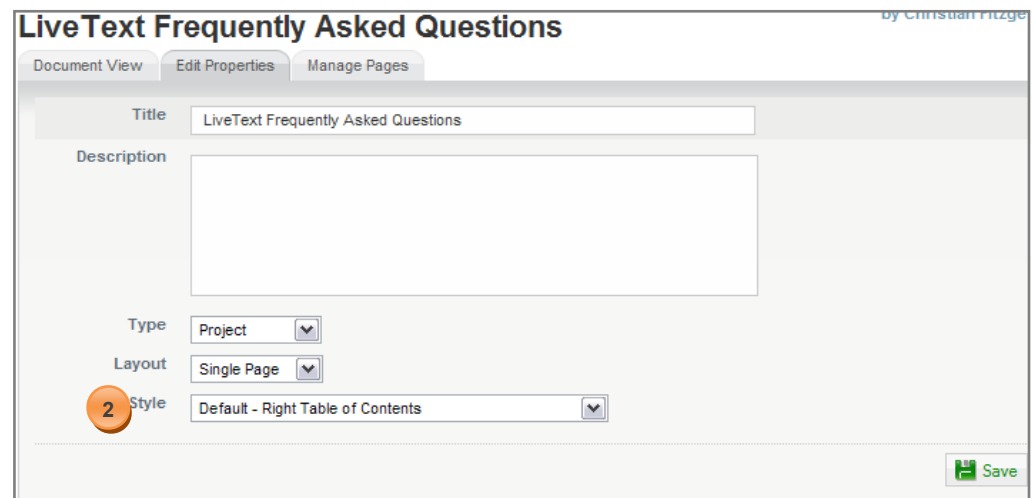
Style

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.



2. Select the **Style**.



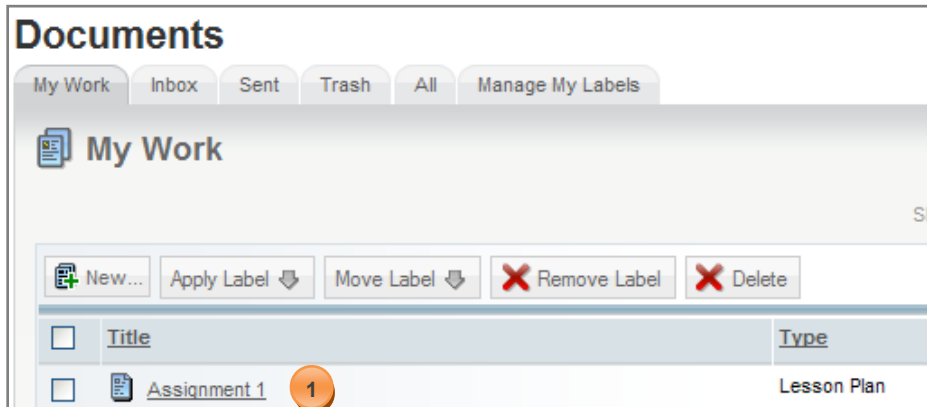
3. Click the **Save** button on the lower right side of the Edit Properties tab.

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.

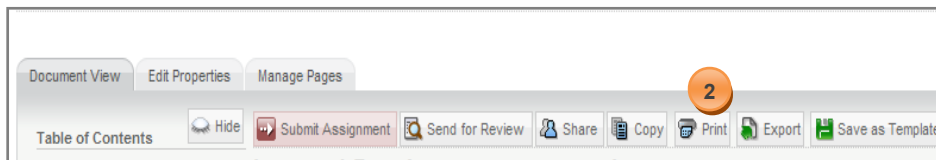
Print a LiveText Document

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.



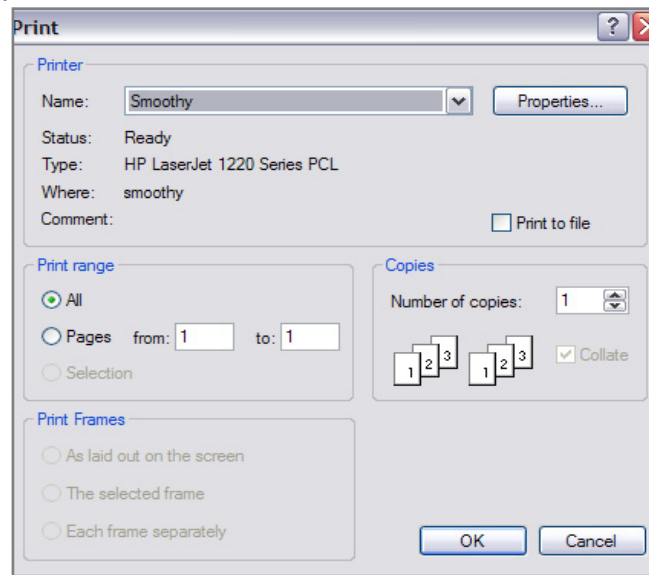
2. Click the **Print** icon. A print preview version of the document opens.



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.



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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