

7<sup>th</sup> Annual LiveText Collaboration Conference

# **Advanced Document Authoring**



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# 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<sup>™</sup> streaming</sup> 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<sup>™</sup> streaming resources
- How to enable and use discussion boingnts



# LiveText Legacy





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.

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- 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		Template Outline Document Authoring Basics - Guided Practice 1
=	Yes, Wirker CRs. U. Vie	2. Choose a template
	<ul> <li>Resources</li> <li>Rubric</li> <li>Form Views</li> </ul>	Document Authoring Basics - Guided Practice 1

# **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



# **Create a Text & Image Section**

Note: The **edit** button in legacy versions will appear in lowercase. cum9 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.





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.

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



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

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12. Click in the cells and enter text.

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

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







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



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



Note: Deleting rows and columns will also delete the

content of the cells.

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.









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: <u>http://www.htmlcodetutorial.com/</u>

- 1. While in edit mode of a **Text & Image** section, click on the **Source i**con 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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Section title: Text & Image	
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	linneagyes: <mark>(Masine</mark> )
Save I Cancel	



#### **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.

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je		edit Examples	Text & Ima

- 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.



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

6. 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.

- 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.

Image:	text.PNG edit »	
Caption:	7	
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	O Above text	
	◯ Below text	
	Attachments: (None) edit »	
10	Save Cancel	

#### **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.

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	Dengares du la basesanalleses
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#### **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** 





# **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. option.

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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.

- 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







#### 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.



# **Create a Rubric Section**

- 1. While viewing the document, click the **edit page** link on the page where the new Rubric section is needed.
- 2. Click the Create Section button.
- 3. Select the Rubric option.
- 4. Enter a Section title and click the Finish button.

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

#### **Edit a Rubric Section**

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



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 Element.



#### **Edit Rubric Cells**

w

- 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.

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2	Save Cancel		

# **Create a Form Viewer Section**

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

1. (hile viewing the document, click the **edit page** link on the page where the new **rm Viewer** section is needed.

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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.

Purpose		edit pag						
Purpose		ed						
State your purpose, including major aspects how you chose to organize your portfolio.								
Form Viewer		1 ed						
Form data una	available.							
Select a form from the <b>Form</b> dropdown menu. Click the <b>Save</b> button. To return to view mode, click the <b>Finish</b> button located in the top right of the Section screen. Edit Section: <b>Form Viewer</b> (3) (4) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5								
Form Viewer         What is your first and last name?         Please state your date of birth:         Which feature was the easiest to learn?         Accurate oursel (hot birth is the comparison of th								
hoar about LiveText areducte?	How did y	01						

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 &



# **Manage Sections**

Users can create, sort, hide, unhide, edit titl



# **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.



# ADVANCED DOCUMENT AUTHORING

	Edit Titles				
Note: Edit a section's Title by also clicking the corresponding	<ol> <li>From within a document, click the page title to be edited.</li> <li>Click the edit page link located on the right side of the screen, across from the page title.</li> </ol>				
eait link.	Reflection and Evaluation 2 edit pag				
	older versions   ed				

3. Select the checkbox to the left of each section title to be edited.

4. Click the **Edit Titles** button.

	Order Tune
edit 🕅 🖻 Reflection	1 Text & Impage

5. Enter/modify the title for each section.

6. Click the Finish button.

# Сору

- 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.

	Order Tune	
odit 🔲 🖪 Reflection	1 Tart & Image	

- 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.

1



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

section.

#### **Delete**

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

	Reflection and Evaluation	2 edit page
Reflection	Please write your reflection of what your thoughts were on	older versions   edit

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

				(Bird)
		Order Type	4	
odit 🗔 🖪	Reflection	1 Text & Image		

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

# Edit/Modify a Section

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



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

Note: 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.

Note: Deleting a section will delete all content within the



# **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.

Materials >	1 Edit Docu	ment   Submit for Review   Share   More Actions
LiveText Frequently Asked Quest	tions	show properties by Christian Fitzgerald
FAQ		edit page
Jogging in / Registering and Account Problems		

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

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	(showing 1-1 of 1) 📧 🔍 1 🕨 🖃		4
Edit Titles 2 Delete		Create Page	Order Hide Omde
		🗌 Title	Order
	edit	FAQ	1

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.

Materials >	Edit Document   Submit for Review   Share   More Actions
LiveText Frequently Asked Question	15 show properties by Christian Fitzgerald
FAQ	edit page

2. Click the **Order** button.

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(showing 1-1 of 1) № 1 № 1		
Edit Title 2 py Delete	Create Page	Order Hide Unhide
	🗌 Title	Order
edit	FAQ	1



- 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.

julauniti yy Avec	Edit Page Order
	FAQ
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2 	

# **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.

Materials >	1 Edit Document   Submit f	or Review   Share   More Actions
LiveText Frequently Asked Quest	ions	show properties by Christian Fitzgerald
FAQ		edit page
		older versions Ledit

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

3	(showing 1-1 of 1) First 1 First	( + C) ( + F	<b>61-623 (5</b> )8
Edit Titles Copy Delete		Create Page	Order Hide Unhide
		🔲 Title	Order
	edit	🗖 📑 FAQ	1

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



#### **Unhide Pages**

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

Materials >	Edit Document   Submit for Review   Share   More Actions
LiveText Frequently Asked Question	ns show properties by Christian Fitzgerald
FAQ	edit page

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.

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(showing 1-1 of 1) ◄ < 1 ▷ ▷		
Edit Titles Copy Delete	Create Page	Order Hide Unhide
	🗌 Title	Order
edit	FAQ	1

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



# **Edit Titles**

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



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

3 (showing 1-1 of 1) K < 1 > H		
Edit Titles Copy Delete	Create Page   0	rder Hide Unhide
	Title	Order
edit	FAQ	1

4. Enter/modify the title for each page.

D	Document: LiveText Frequently Ask			
03				
	Title: FAQ			
	Save   Cancel			

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







# Edit/Modify a Page

1. From within a document, click the



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.

Post new message			
	subject:		
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		17 126	
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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.









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

#### Single Page

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#### Multi Page





#### **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.

Materials >	Edit Document   Submit for Review   Share   More Actions
LiveText Frequently Asked Question	1S by Christian Fitzgerald
FAQ	edit page
. Logging in / Registering and Account Problems	

2. Click the edit properties link.



3. Select a style from the Style dropdown menu.

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S		Title: Description:	LiveText Frequently Asked Question
		Туре:	Project 💌
		Layout:	Sincle Page
	Save	Cancel	

- 4. Optional: Click the **Edit This Style** link to modify the style. This will open the **Document Styles Editor**.
- 5. Click the **Save** button located in the lower left of the Edit Document Properties area.

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



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

#### Classic



Vapor





# **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.

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- 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.

Document		Document Style Editor
		show properties
	Preview Save Cancel	Title
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waterentities into Page #2	My Text Section	
Edit Links		
No. Market Street Stree		

- 4. Select a component to style. The system will display a red bracket to indicate the selected component.
- 5. Select the formats to apply to the component. The choice of formats will vary based on the selected component. You will see the effects of your formats within the stand-in document.



6. When you are done, click the **X** in the upper right corner of the right column beneath the **Document Style Editor**.



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

Document		show properties	Document Style Editor
	Preview Save Cancel	Author	handra alla
Page Title		by I	iveText Drofessor
Page #1	Page #1	eanabea	<u> </u>
Edit Links	My Text Section		

8. Enter a title for your style and click the **OK** button.

http://college.livetext.com says: 🔼	The page at
t would you like to name this style?	What
OK 8 Cancel	



9. Your saved style is now listed in the Document Styles Manager.					
My Document Styles					
	(showing 1-1 of 1) ◄ ◀ 1 ▶ ▶				
		Create   Delete			
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# 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.

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

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3. Click on the edit properties link.

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LiveText Basics				
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Document Type: P	roject			
edit page Page 1: Examples 🕨		Page 1: Examples		•



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

	Description:
	Type: Project 🔽
	Layout: Multi Page 💌
Livetext Styles Classic Reading and the state lines	Style: Classic
new Ocasione Naturel New Ocas: Winte New Dark Refeation <b>My Styles</b> Blue and Gray	

5. Click the **Save** button.

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Basics	Edit Document Properties: LiveText I
5	

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



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

Page 61 of 112



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





# LiveText C1







# **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.

LiveText Frequently Asked Questions	by Christian Fitzgerald
	Show Properties
	Document View Edit Properties Manage Pages
Manage Sections	1
	I onging in / Registering and Account Proble

- 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 **Image** section. The Edit link is located to the









#### 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	[11]	Displays HTML source in the editor that can be modified			
AutoSave		Automatically saves documents every 2 minutes			

#### 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





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.

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.

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

Format	Font Arial     Size
Cut Baccapy Paste Cell	
Rease	See Inset Row
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- 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.

			J J		lut	 	
 æ	Paste						
	Cell	<b>*</b> *•	Insert Cell				
	Row	₽*	Delete Cells				
	Column	E	Merge Cells				
	Delete Ta	Ħ	Split Cell				
	Table Pro	1822	Cell Propertie	es			(2020)

- 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.




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



31. Enter a **Border Color** or click the **Select...** button to open the **Select Color** popup 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.

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89 - 19 <b>20</b> - 19 - 19 - 19 - 19 - 19 - 19 - 19 - 1		_ = =
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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.





4. Type the web address in the URL field of the







- 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.

 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 popup window.



Note: When editing a Text & Image section, the image only





2. Click the edit>> link to the right of the Attachments



- 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.

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Click Fini	ish to complete process.	

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

# **Create a Standards Section**

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



2. Click the Create Section button.

3. Select the **Standards** option.



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



#### **Edit a Standards Section**

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

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- 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 meru.
- 5. After selecting a **Standard Set**, the standards will appear below the Live Text Standards box. Additional Levels or Subjects, Grades, and/or Keywords may be

- $\vec{\lambda}$ . Select the checkboxes that correspond with the standards to be added.
- 8. Click the **Add** button located in the top left of the list of standards.
  - 9. To view added standards, click the Standards List tab.
  - 10. Click the **Finish** button located in the top right corner of the Edit Section screen to view the document with the standards listed.

Standard Sets in LiveText are a list of itemized standards, goals, objectives,

indicators, and/or outcomes from state, national, professional, or school/university clients.

Personal Standard Setss, goals, ob57 577.vad.315, p635oal t

www.livetext.com



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

Section that Resources
(JIP-02)
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.

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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.

Resources	Ø Ed	t
<u>No resources added</u> s.	Click edit to add resource	æ

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



3. Click the Add LiveText Resource tab.

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

Note: The first visit to Discovery Education<sup>™</sup> streaming requires registration. Complete the registration form but do not change the prepopulated fields. Your personal LiveText account will automatically store your Discovery Education<sup>™</sup> streaming username and

#### Add a Discovery Education<sup>™</sup> streaming Video

LiveText users with the LiveText plus Discovery Education<sup>™</sup> streaming membership may add Discovery Education<sup>™</sup> 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.

Lades Contros
Section 11.61 Resources
No items found.

Click the Add Discovery Education<sup>™</sup> streaming Resource tab.
 Click the Go button.

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- 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.

Resources		🖉 Ed
No resources adder! s.	Click edit to add	 resourc

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



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

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Section 1161 Resources	
···- ( (an-aza	
	No items found.

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



- 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.





Section title	Rubric
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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.



#### **Edit Rubric Cells**

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



#### **Edit a Form Viewer Section**

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

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



# **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.

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



The section will be displayed in the Edit Page screen.



# **Manage Sections**

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

# **Order Sections**

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

3. Click the **Order** button.

4. Select a section title.



# **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.

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

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- 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.



- Select the checkbox to the left of each section to be unhidden. The title of each hidden section is displayed in gray.
- 4. Click the **Unhide** button.



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



# **Edit Titles**

- From within a document, click the page title to be edited.
  Click the



# Сору

- 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.

- 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.

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3. Select the checkbox to the left of each section to be deleted.

#### 4. Click the Delete button.

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- 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.



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

Resources, Rubric, or Form

# 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.





#### **Hide Pages**

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



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



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

# Unhide

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



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

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





**Edit Titles** 



# Сору

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





# **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..

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

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

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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.



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



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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.

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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.

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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.

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

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



## Style

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

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





