

7th Annual LiveText Collaboration Conference

Advanced Document Authoring

ADVANCED DOCUMENT AUTHORIZING

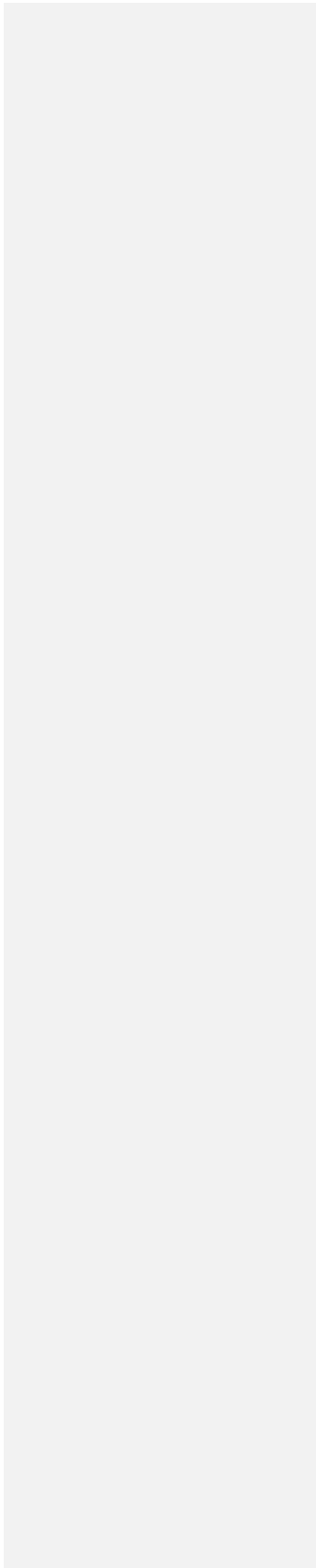


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Introduction

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™ *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

LiveText Legacy

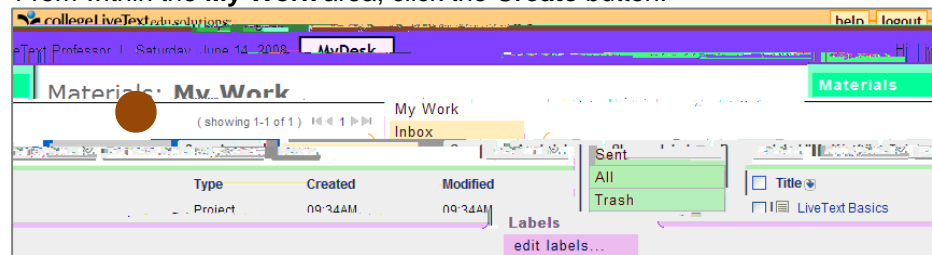
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Note: A Template Outline will appear on the right side of the screen once a document template has been selected. The outline reflects the page and section titles of the document template. The document structure, titles, and content may be modified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

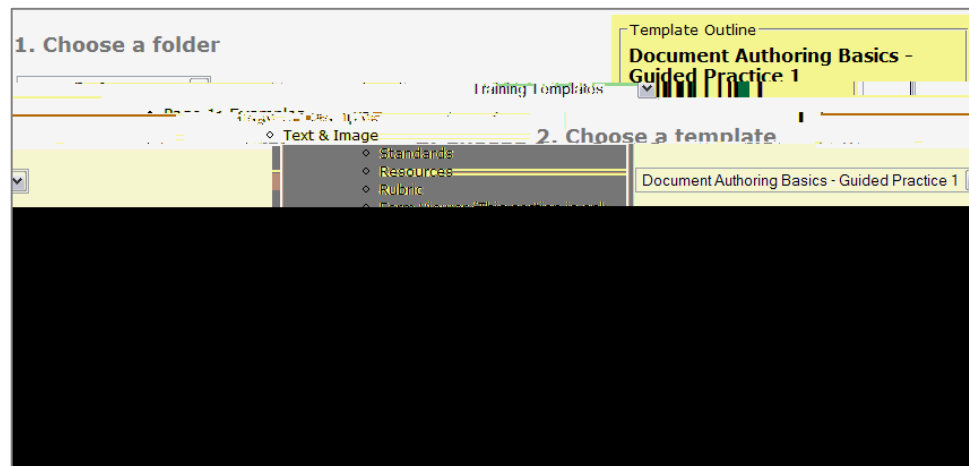
Create a New Document for LiveText Legacy

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.

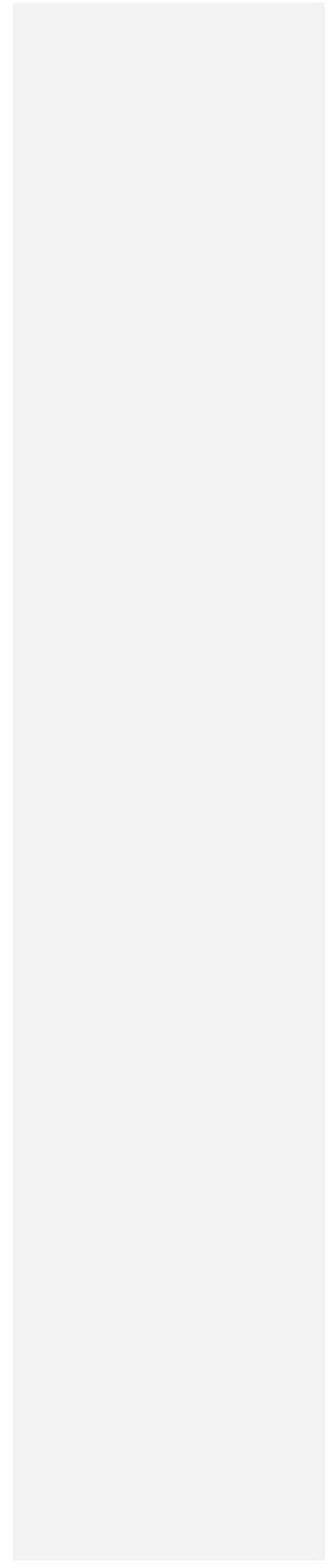


Insert & Edit Content

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



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

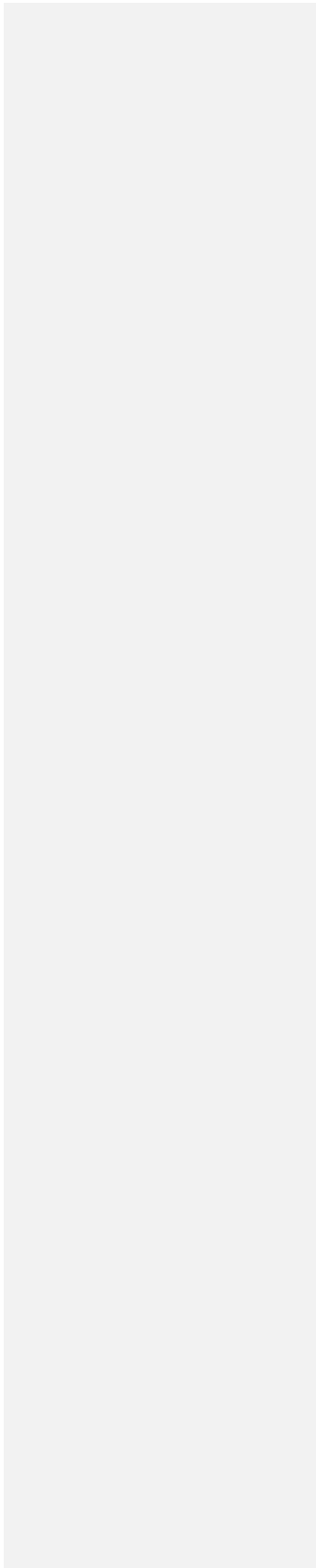
Create a Text & Image Section

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.

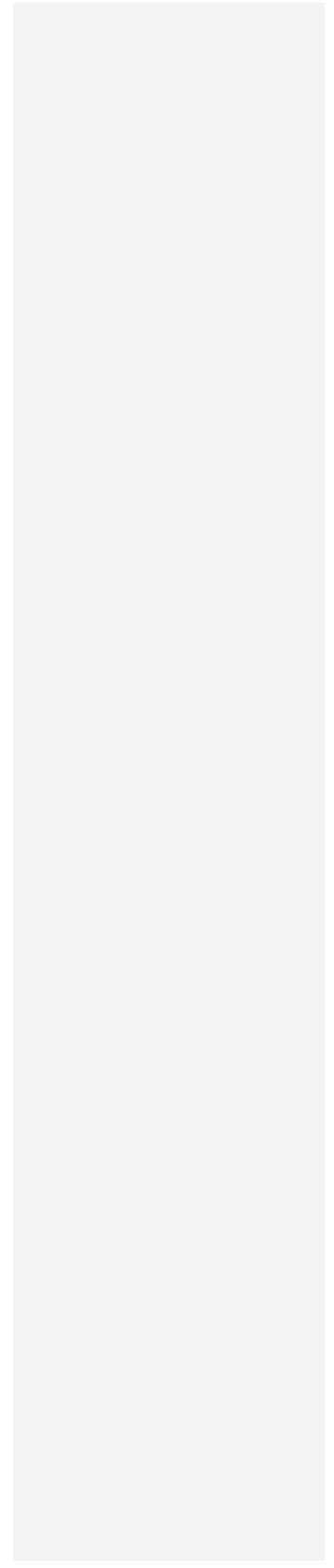
Edit a Text & Image Section

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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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.

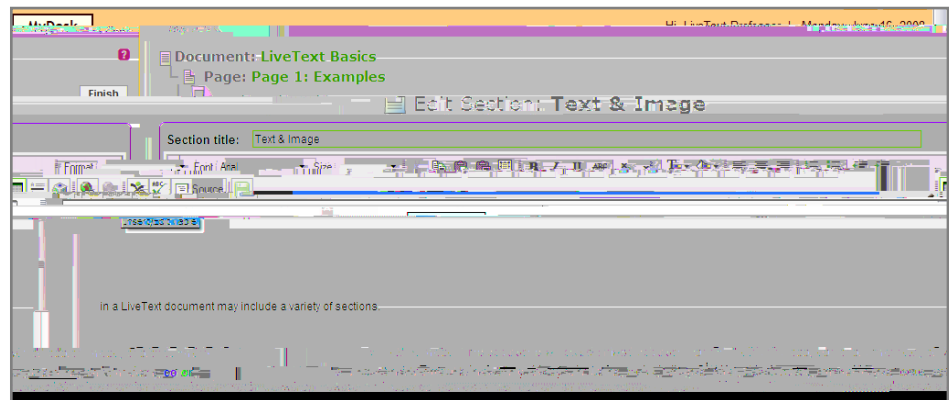
Author within the Editor

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.

12. Click in the cells and enter text.

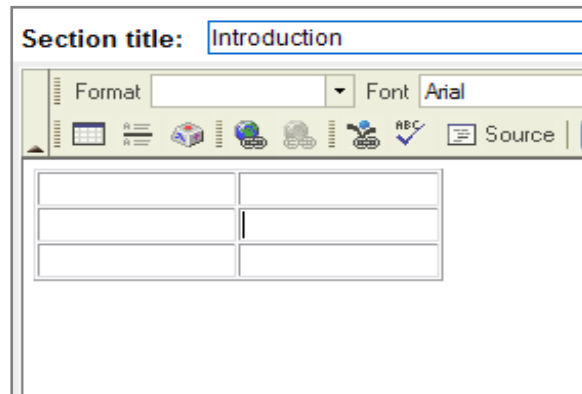
Note: The total width of all cells must be less than or equal to the size of the table itself, or the table will be stretched beyond its set parameters. When using absolute measurements and not percentages, an asterisk (*) can be used to tell the browser to fill the remaining table width with

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.

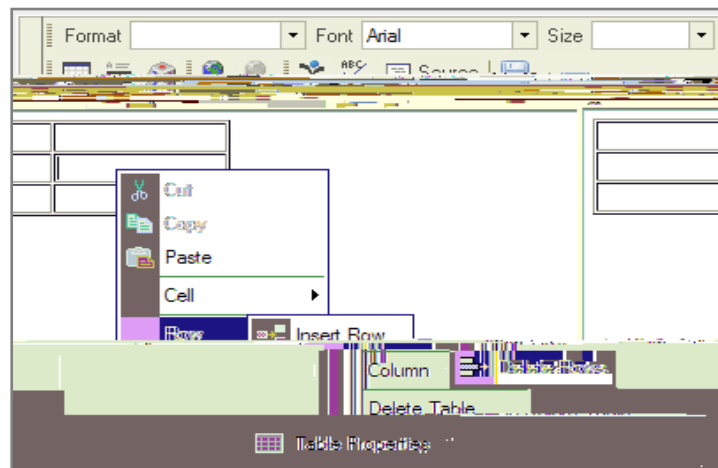
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Note: **Cut**, **Copy**, or **Paste** performs these operations on text within the cells only. They do not affect the entire cell or any of its attributes.

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

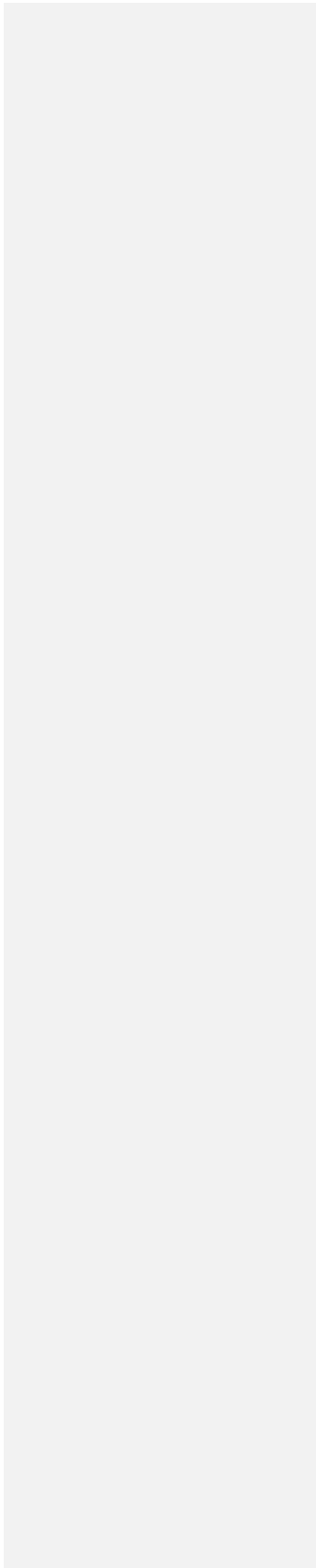


13. Right-click in a cell to open the editing options dropdown menu.
14. Click **Cut**, **Copy**, or **Paste**.
15. Click **Insert Row** or **Insert Column** to add a row or column to the table.
16. Click **Delete Rows** or **Delete Columns** to remove the selected row or column.



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

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

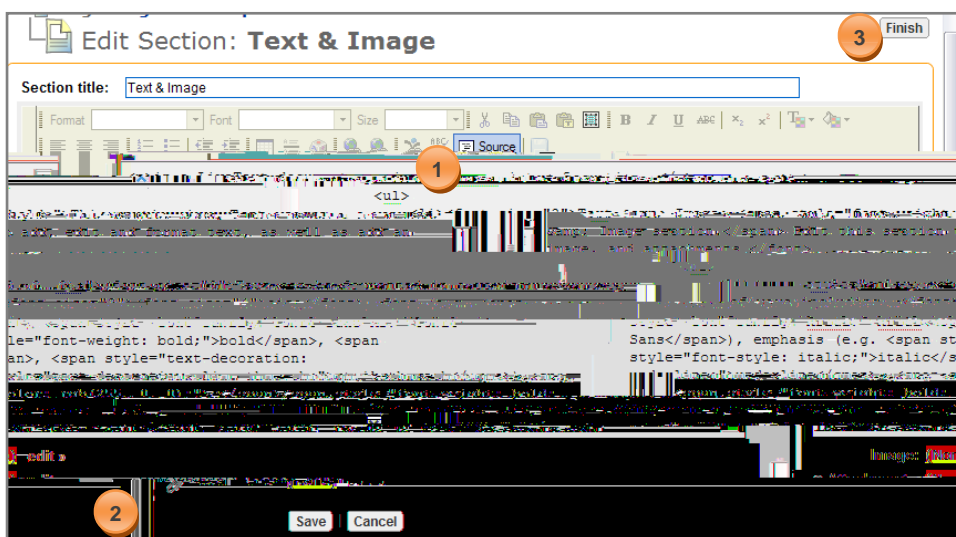


4. Click **OK**.
5. Click the **Save** button.
6. When finished editing, click **Finish** to return to view mode.

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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AutoSave

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

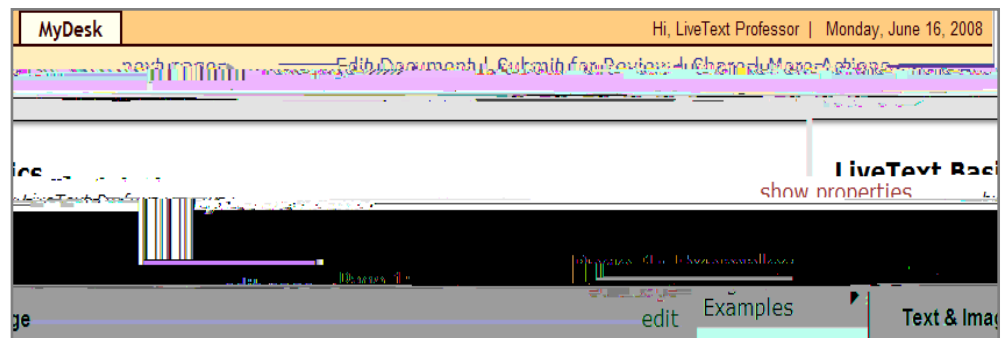
The AutoSave feature is the disk icon located in the HTML editor Toolbar. Once content has been added to the HTML editor textbox, the AutoSave feature will be activated.

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.

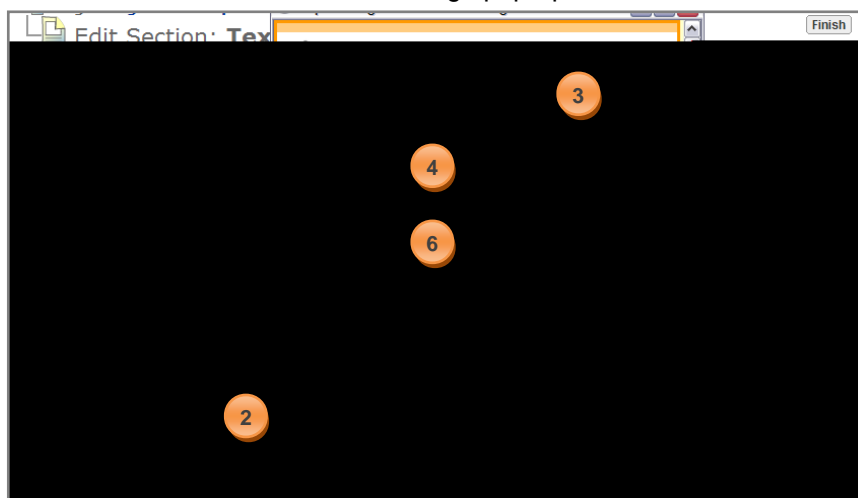


2. Click the **edit>>** link to the right of the **Image** field located below the HTML editor text box.
3. Click the **Browse...** button in the **Image** pop-up window.
4. After the image is located and opened on the computer, click the **Attach** button to upload the image.
5. While the image is uploading, 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.

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

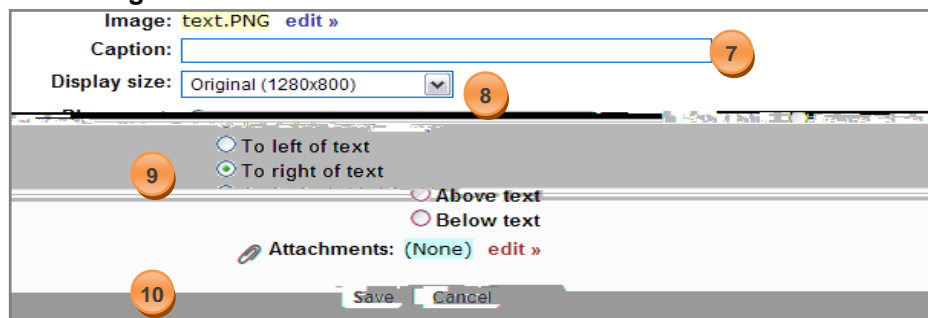
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- Click the **Finish** button to close the Image pop-up window.



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.



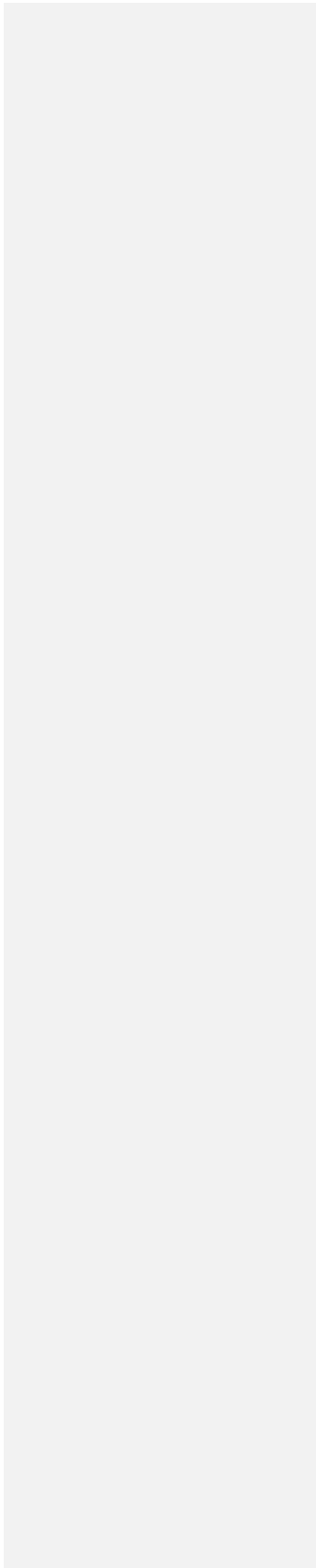


Add Attachments

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**

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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

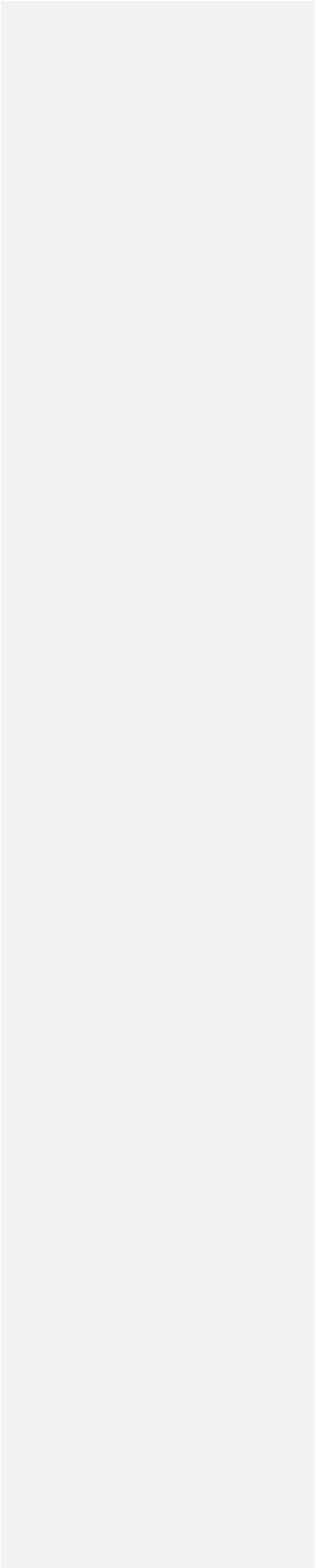
1. From within the document, click the **edit** link that corresponds with the **Standards** section. The edit link is located to the right of each section option.

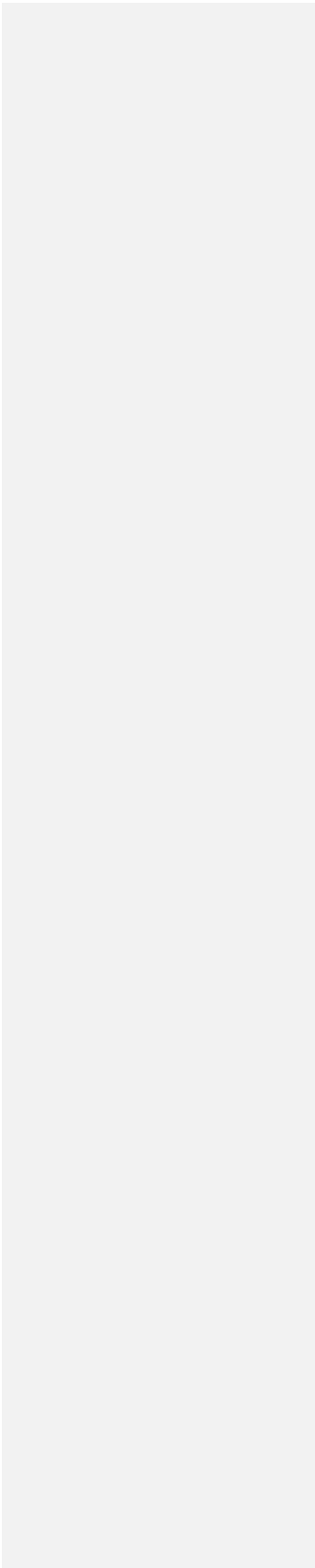
me0.6866 Tw(3. Select)688 pa0it
tidad002 rg0.002c07(7)-4.7(te Sectio).0958

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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

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

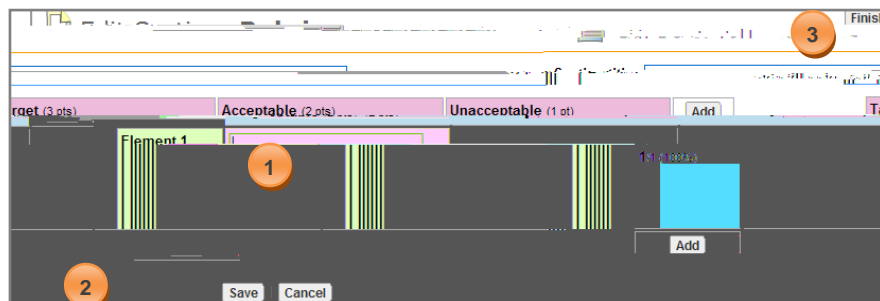
Add/Edit Rubric Elements/Objectives (Rows)

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 Element.

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Edit Rubric Cells

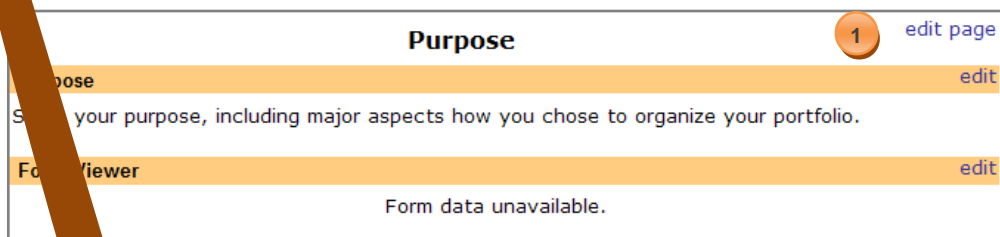
1. Double click the rubric cell that corresponds with the level and element, and enter text. Text from other sources can be pasted (Ctrl + v) into each rubric cell.
2. Continue editing the rubric elements and cells, then click the **Save** button.
3. To return to view mode, click the **Finish** button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



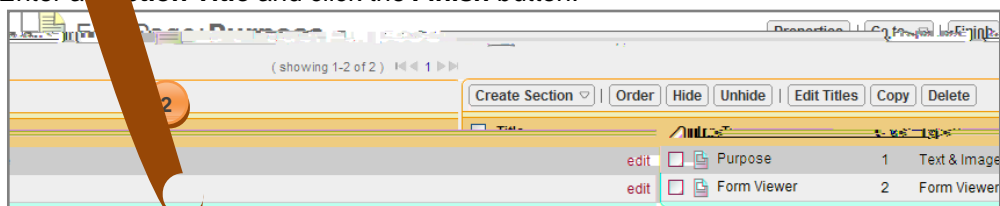
Create a Form Viewer Section

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 with two parts. The top part is titled "Purpose" and contains the text "State your purpose, including major aspects how you chose to organize your portfolio." The bottom part is titled "Form Viewer" and contains the text "Form data unavailable." To the right of the "Form Viewer" section, there is an "edit" link circled with a red circle containing the number "1".

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. The "Section title" field contains "Form Viewer" and is highlighted with a red circle containing the number "3". Below the field, there is a "Save" button highlighted with a red circle containing the number "4". In the top right corner, there is a "Finish" button highlighted with a red circle containing the number "5".

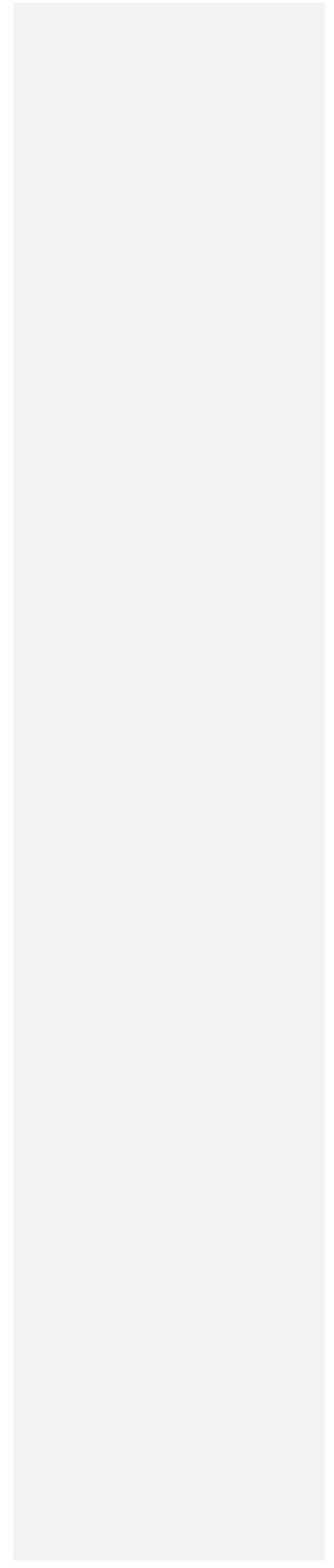
The screenshot shows the "Form Viewer" section displaying a form with various questions and responses. The questions include "What is your first and last name?", "Please state your date of birth:", "Which feature was the easiest to learn?", "Are you a current LiveText user?", "Express your concerns?", "Was the Eblvd demo beneficial and did it add", "Ethnicity:", "Gender:", "How did you hear about LiveText products?", and "How did you".

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 &



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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.

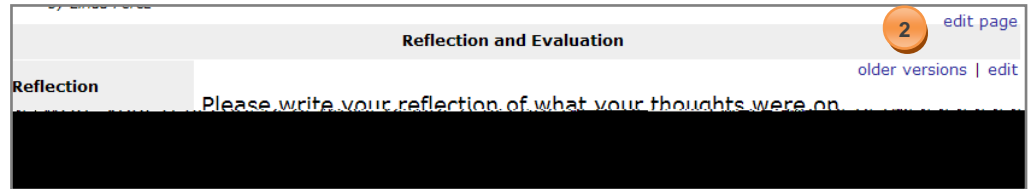
1. From within a document, click the page title to be edited.
2. Click the **edit page** link located on the right side of the screen, across from the page title.
3. Select the checkbox to the left of each section to be hidden.

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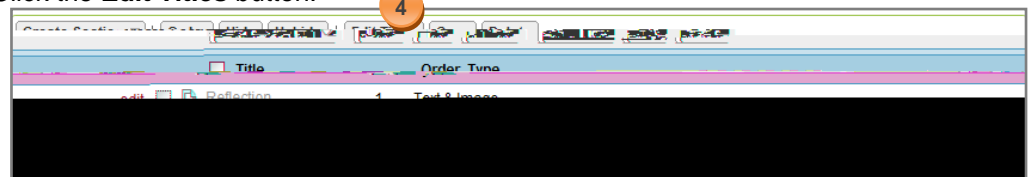
Note: Edit a section's Title by also clicking the corresponding edit link.

Edit Titles

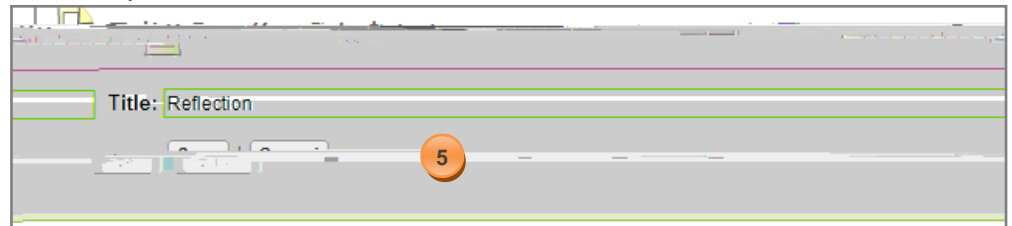
1. From within a document, click the page title to be edited.
2. Click the **edit page** link located on the right side of the screen, across from the page title.



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.

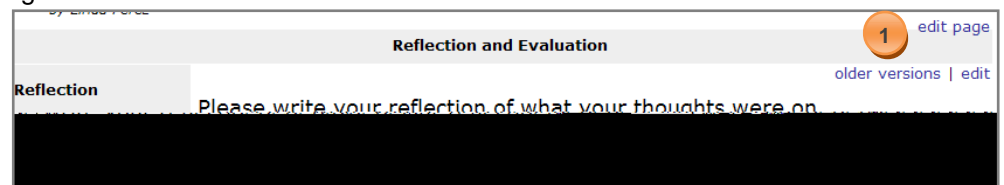


6. Click the **Finish** button.

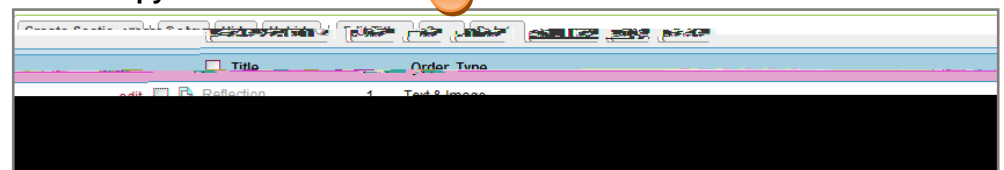
Copy

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.

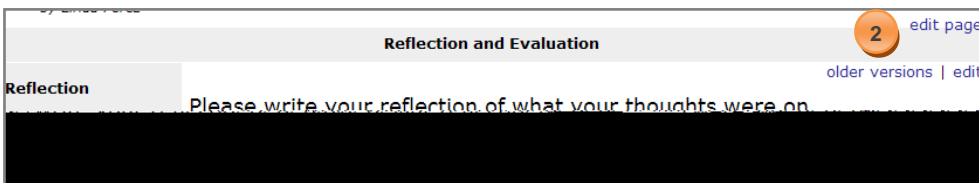


5. A copy of the section(s) will be displayed in the Edit Page screen.
6. Click the **Finish** button in the top right corner of the screen to view the document.

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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.

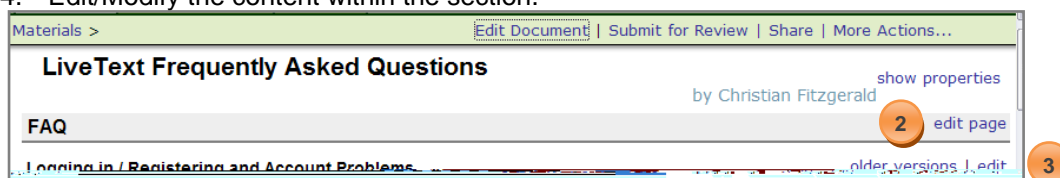
3. Select the checkbox to the left of each section to be deleted.
4. Click the **Delete** button.



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.

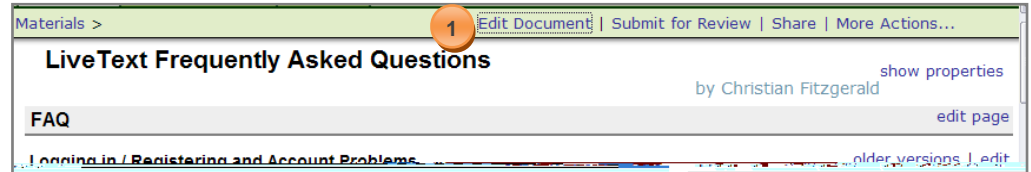
Note: The steps and process for editing a section will vary based on the section type. Please refer to the documentation for editing Text & Image, Standards, Resources, Rubric, or Form Viewer sections.

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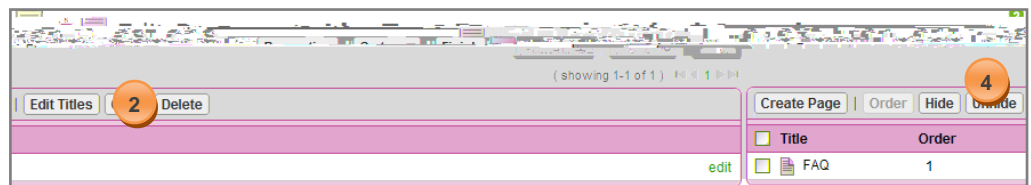
Create a New Page

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.



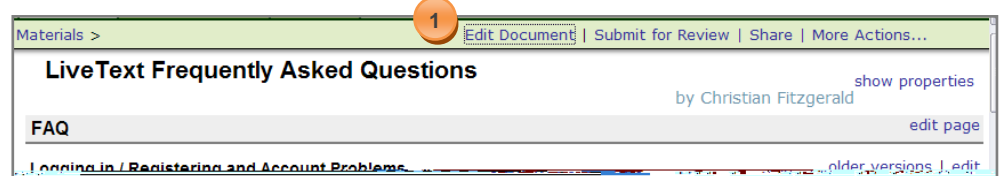
The page will be displayed in the Edit Document screen.

Manage Pages

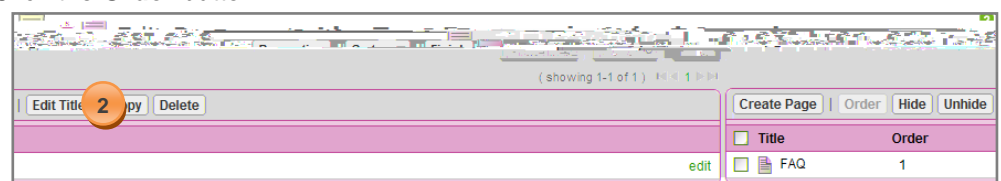
Use the Edit Document screen to manage pages within a document. Open the Edit Document screen by clicking the **Edit Document** link within an open document. From here you can create, order, hide, unhide, rename, copy, and delete pages.

Order Pages

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

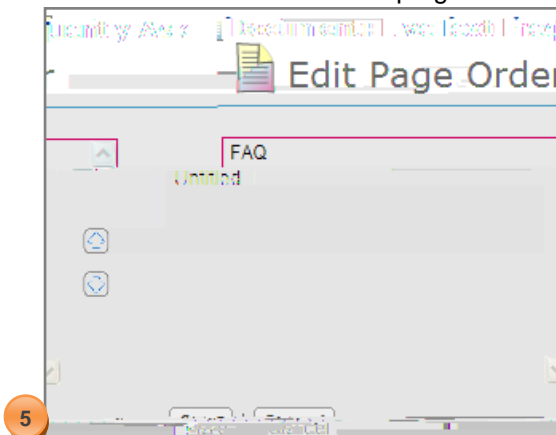


2. Click the **Order** button.



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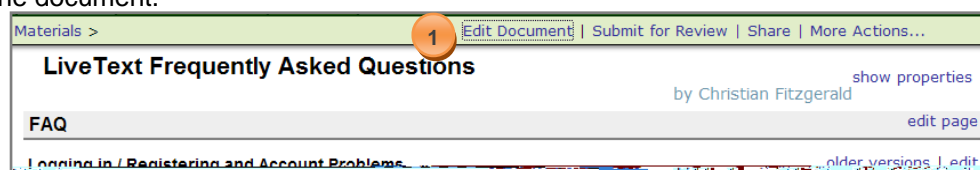
3. Select a page title.
4. Click the up and down scrolling arrows to order the pages.
5. Click the **Save** button
6. Click the **Finish** button in the top right corner of the screen to view the document.



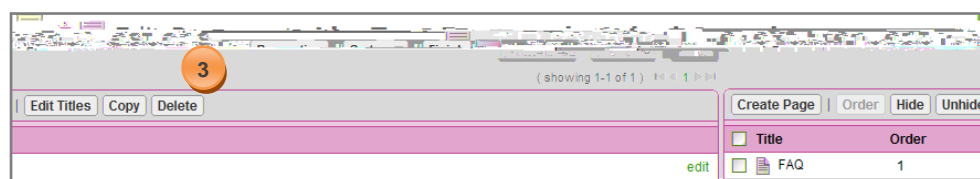
Hide Pages

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.

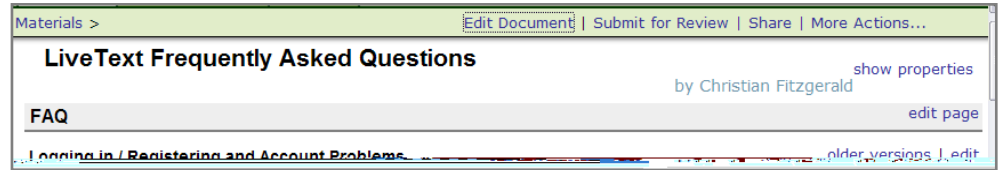


4. The page title(s) will be visible in gray in the Edit Document screen but will not be visible in view mode.
5. Click the **Finish** button in the top right corner of the screen to view the document.

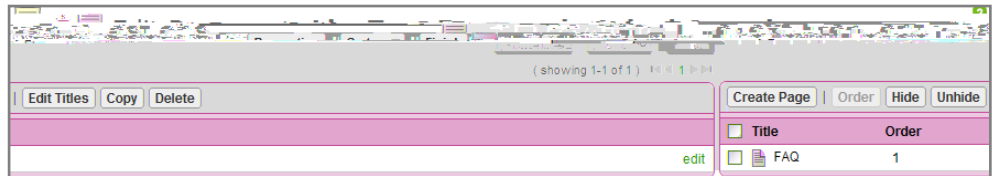
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Unhide Pages

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.

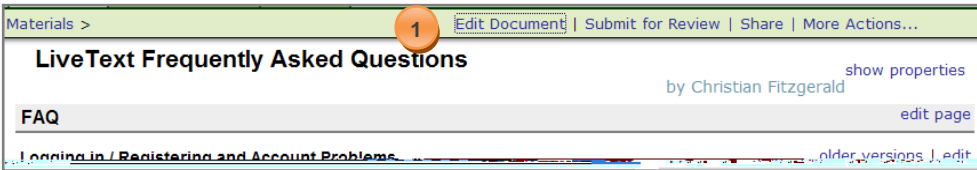


4. The page title(s) will be visible in black in the Edit Document screen and will be visible in view mode.
5. Click the **Finish** button in the top right corner of the screen to view the document.

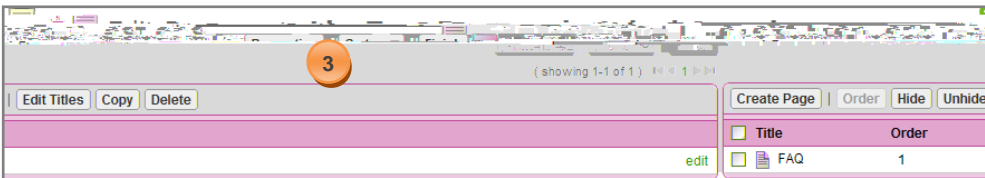
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Edit Titles

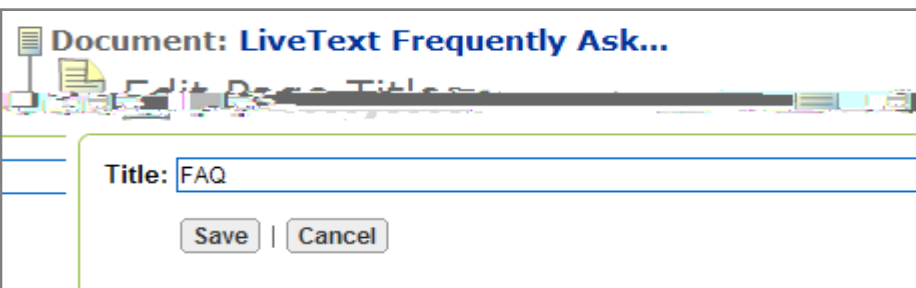
1. From within a document, click the **Edit Document** link located in the top right of the document.



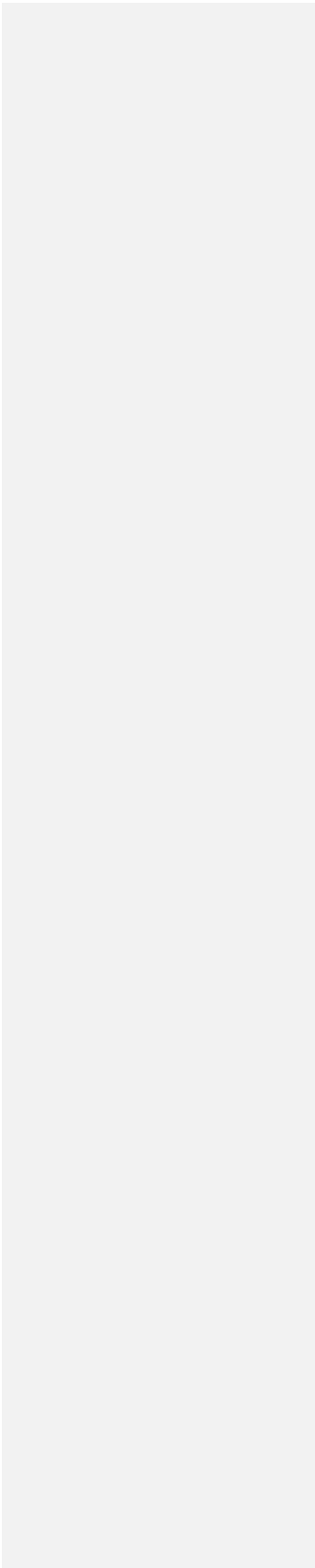
2. Select the checkbox to the left of each page title to be edited.
3. Click the **Edit Titles** button.



4. Enter/modify the title for each page.

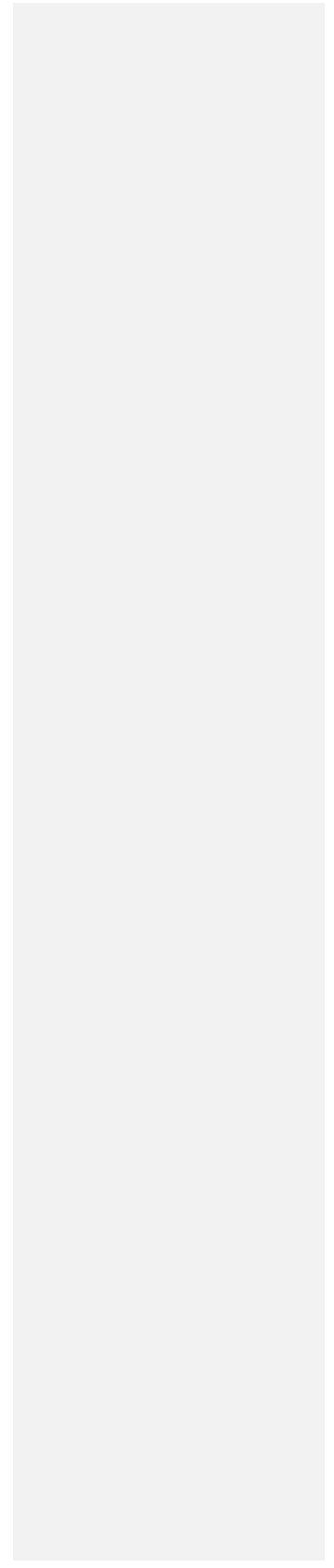


5. Click the **Save** button.
6. Click the **Finish** button in the top right corner of the screen to view the document.



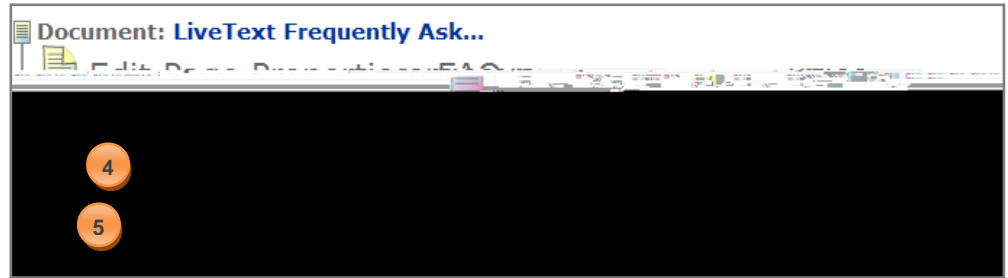
Edit/Modify a Page

1. From within a document, click the

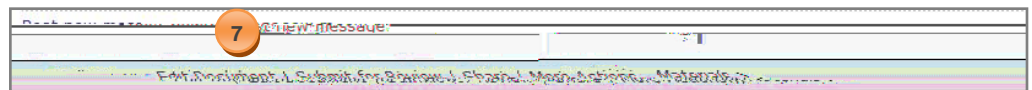


ADVANCED DOCUMENT AUTHORIZING

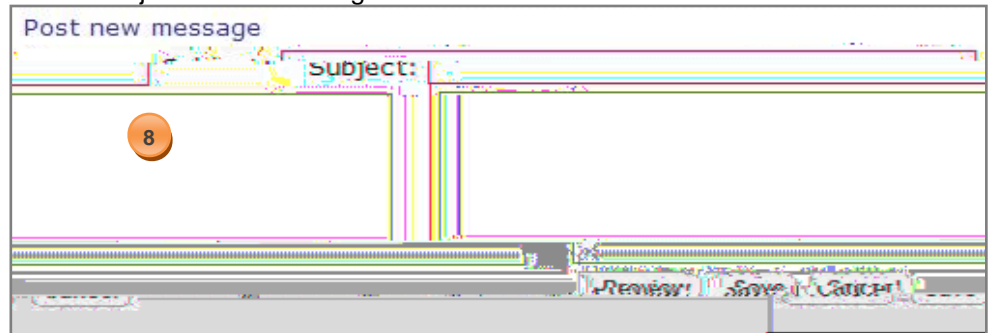
5. Click **Save**.



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



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



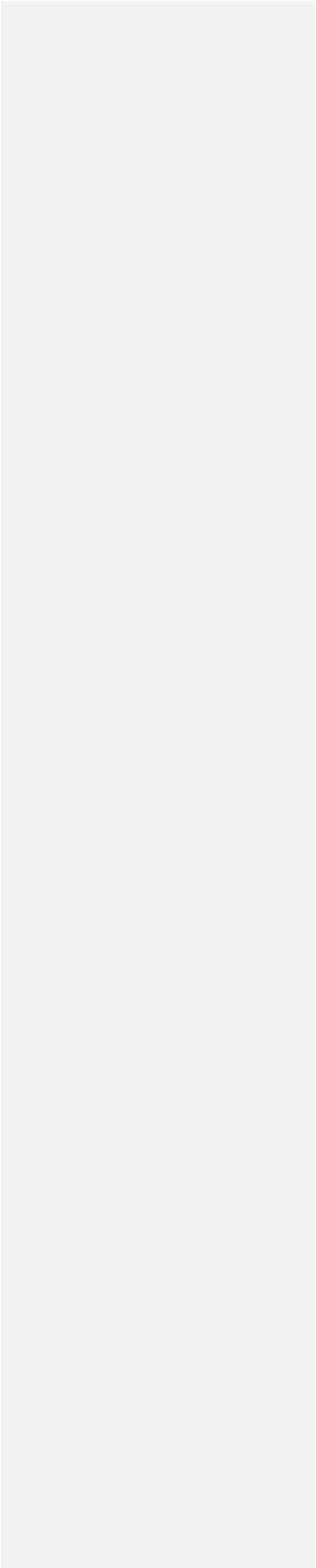
Three options are made available:

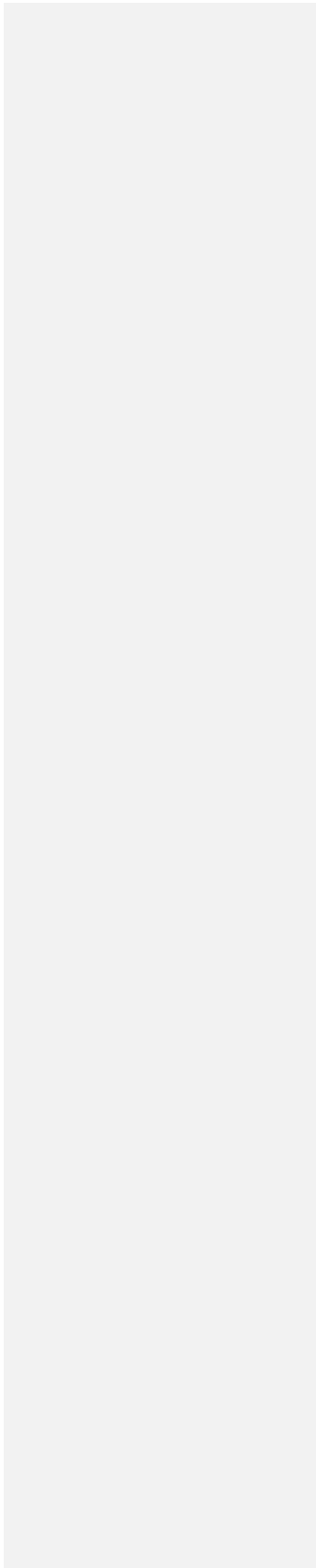
- Preview: preview the message before posting
- Save: saves and posts the message
- Cancel: cancels the message and it will not be posted

Within the Preview mode, three additional options are available:

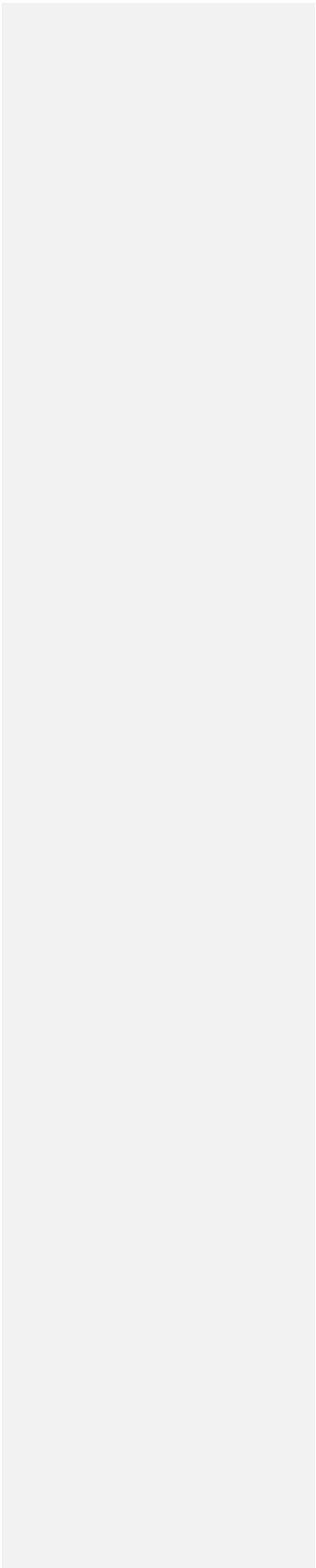
- Post: the message will be posted
- Edit: the message can be edited before posting
- Cancel: cancels any editing, and the message will not be posted

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



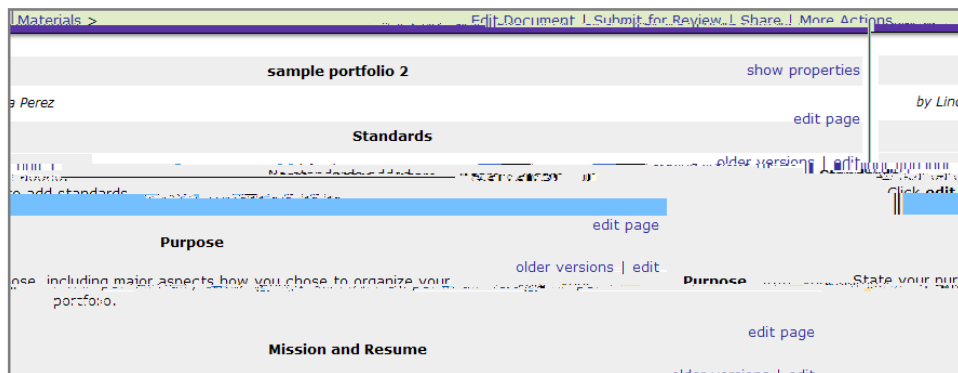






ADVANCED DOCUMENT AUTHORIZING

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

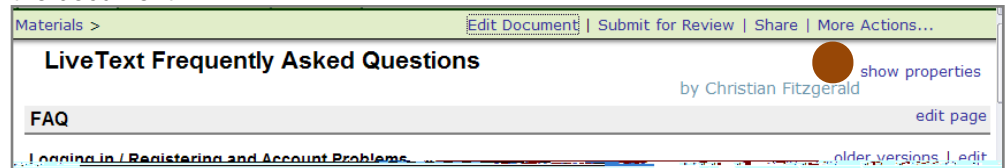
Single Page**Multi Page**

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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.

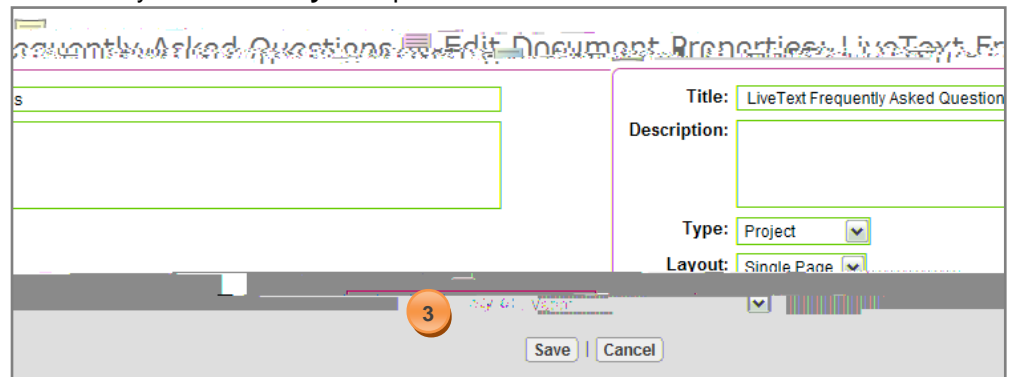
1. From within a document, click the **show properties** link on the top right side of the document.



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



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



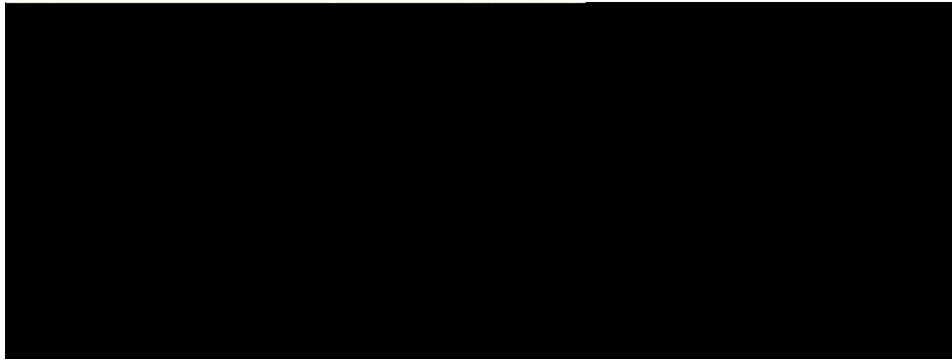
4. Optional: Click the **Edit This Style** link to modify the style. This will open the **Document Styles Editor**.
5. Click the **Save** button located in the lower left of the Edit Document Properties area.

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.

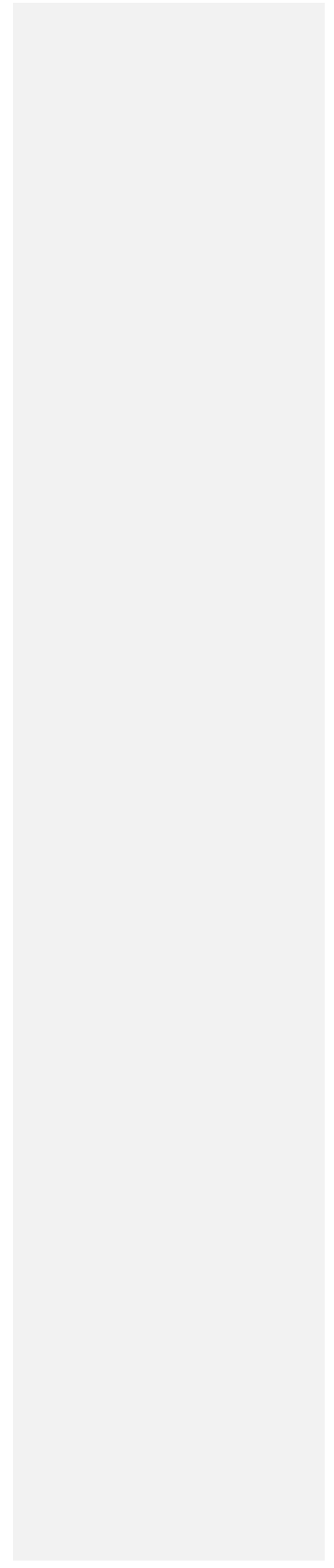
ADVANCED DOCUMENT AUTHORIZING

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

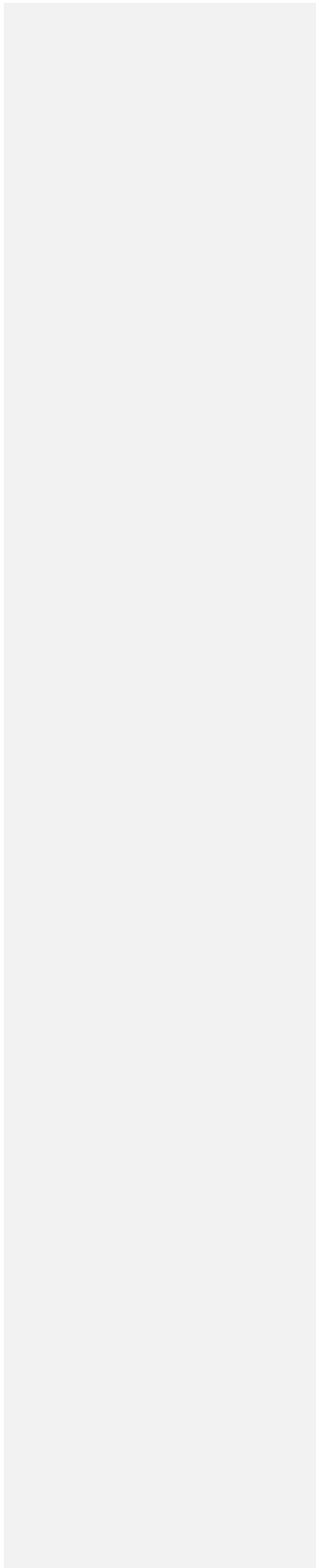
Classic



Vapor

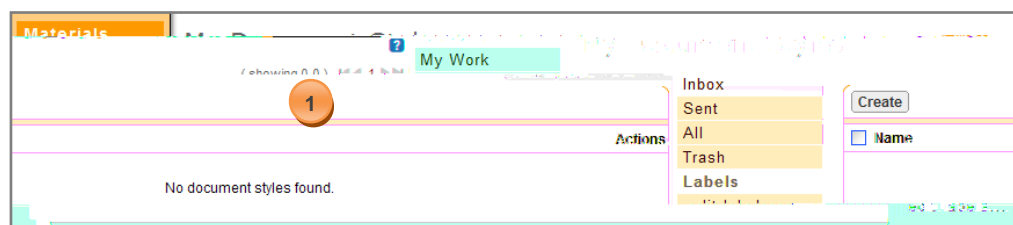


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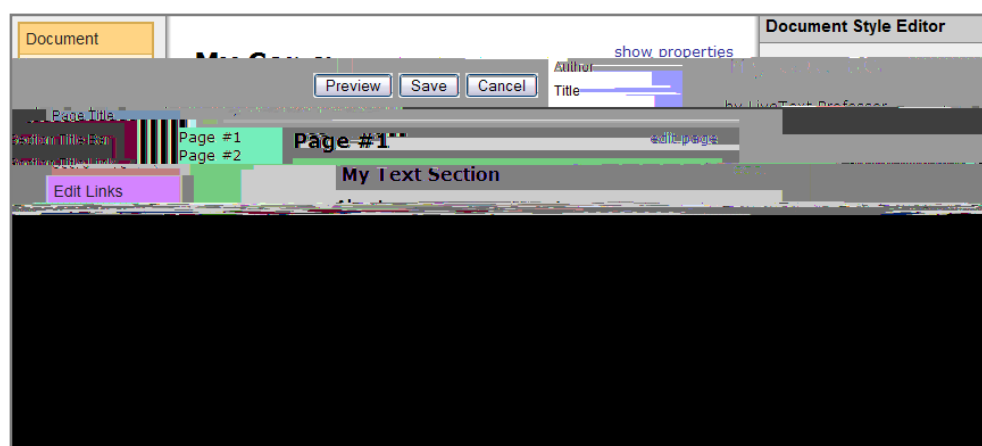


Create a Document Style

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.



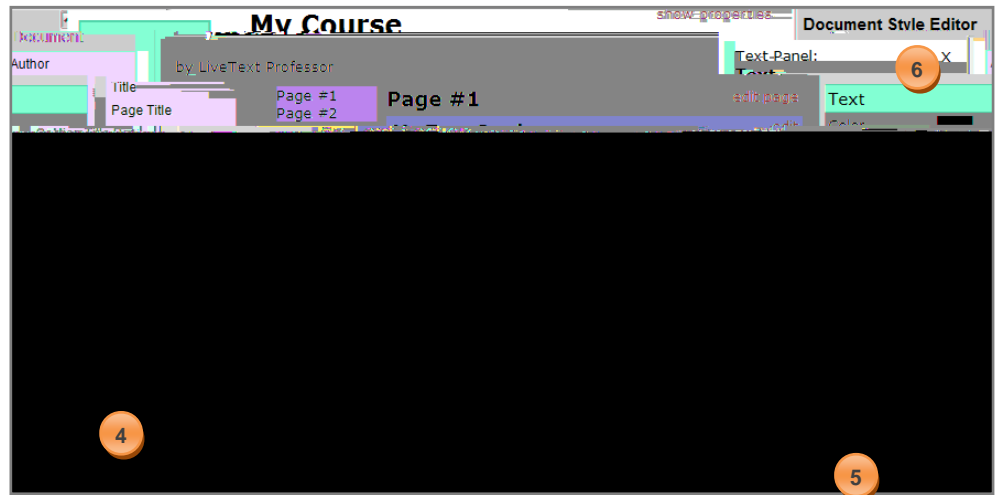
2. Use the component selector to select the document component that you wish to format. The right column is the format selector. Use the format selector to select the formats that you wish to apply.
3. Also, use the right column to save or discard (cancel) the styles that you create. The middle column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



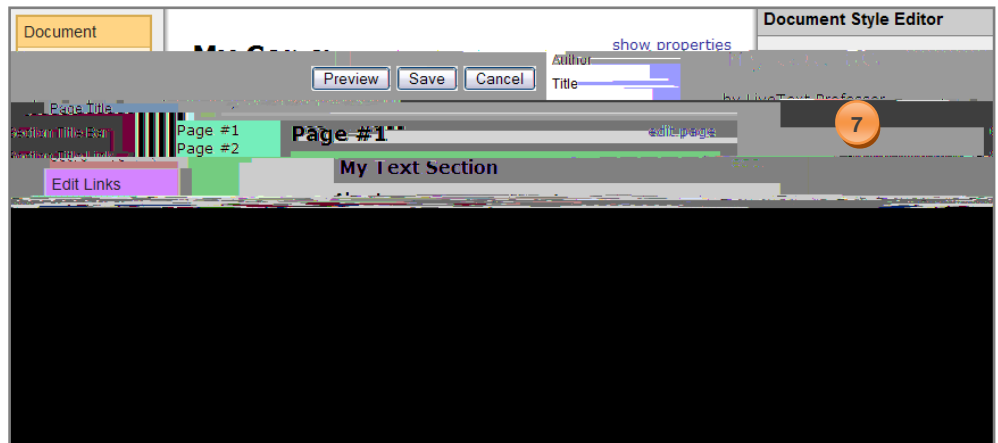
4. Select a component to style. The system will display a red bracket to indicate the selected component.
5. Select the formats to apply to the component. The choice of formats will vary based on the selected component. You will see the effects of your formats within the stand-in document.

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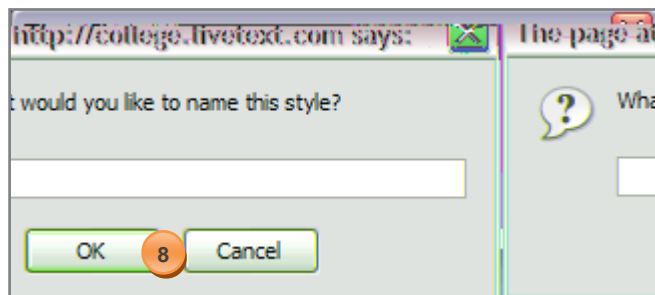
- When you are done, click the **X** in the upper right corner of the right column beneath the **Document Style Editor**.



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

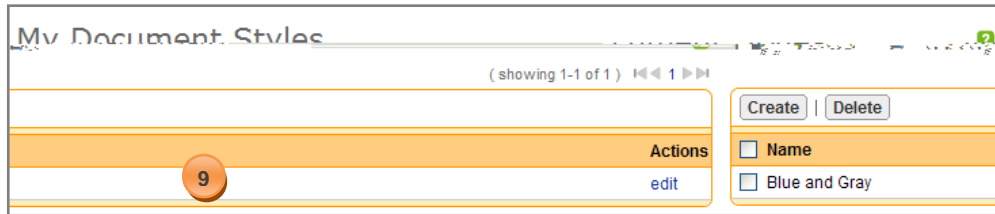


- Enter a title for your style and click the **OK** button.



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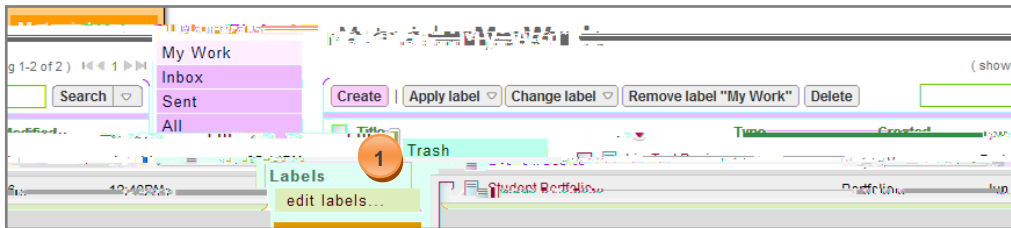
9. Your saved style is now listed in the Document Styles Manager.



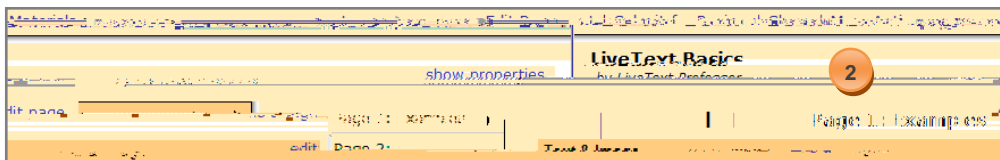
Apply Document Styles to LiveText Documents

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

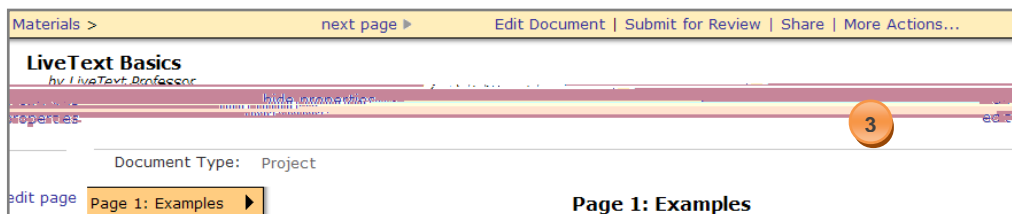
1. From within the **Materials: My Work** area, click on the title of the LiveText document.



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

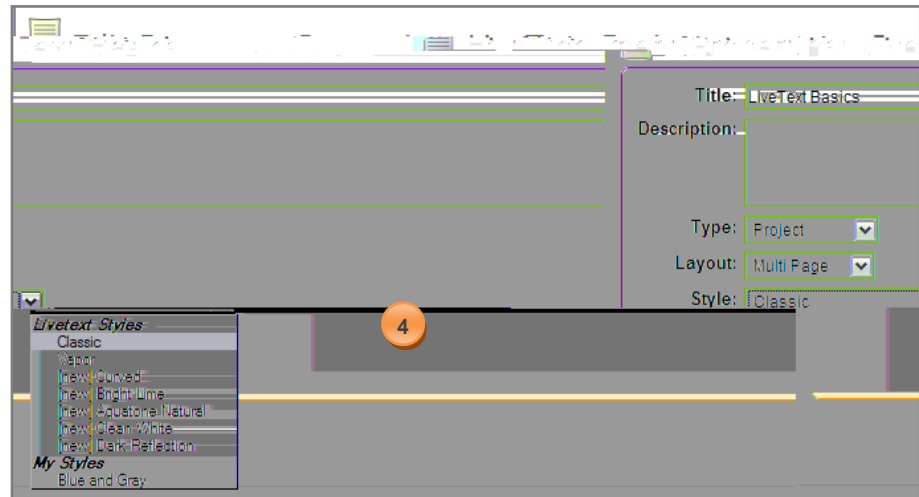


3. Click on the **edit properties** link.

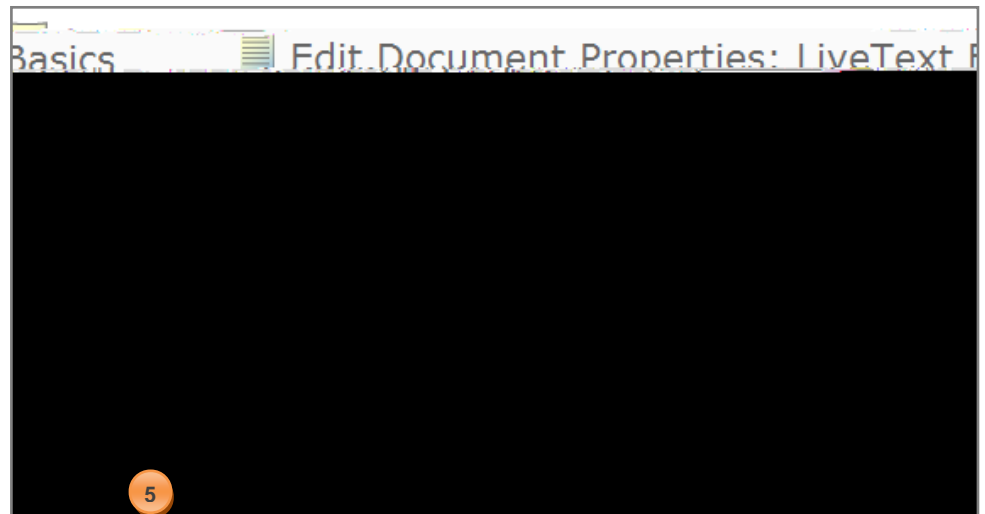


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- From the Style dropdown menu, select a style from **LiveText Styles** or **My Styles**.



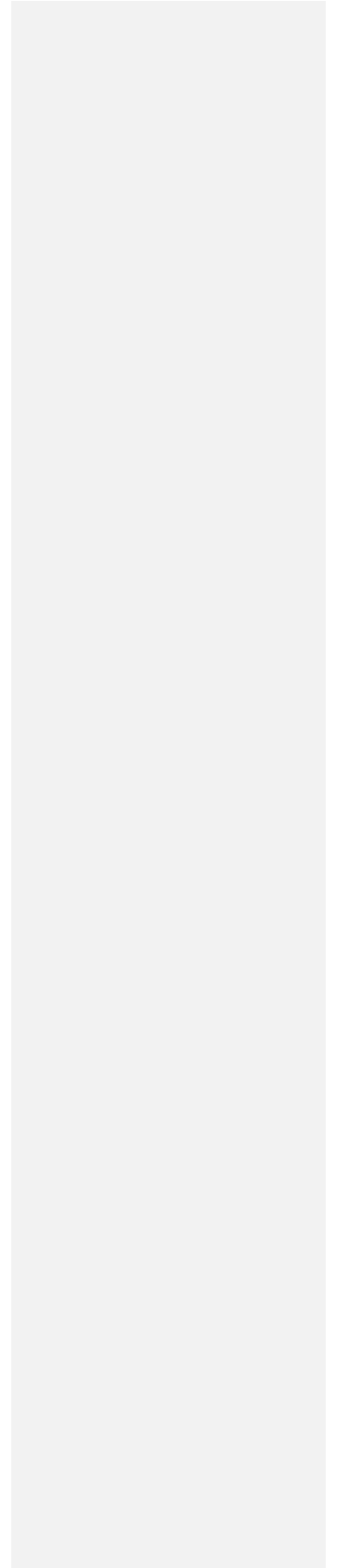
- Click the **Save** button.



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

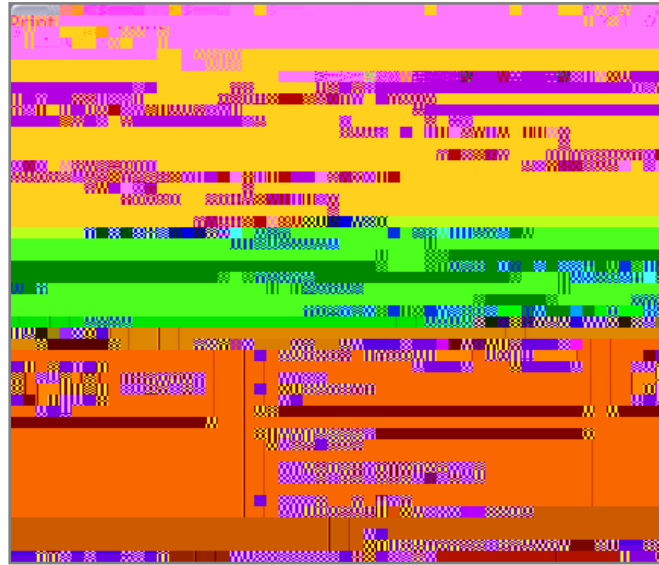
Tip: Click the checkbox next to "To filter out any previous styles." This will apply text, color, picture, and background color to previously edited Text & Image sections.

A



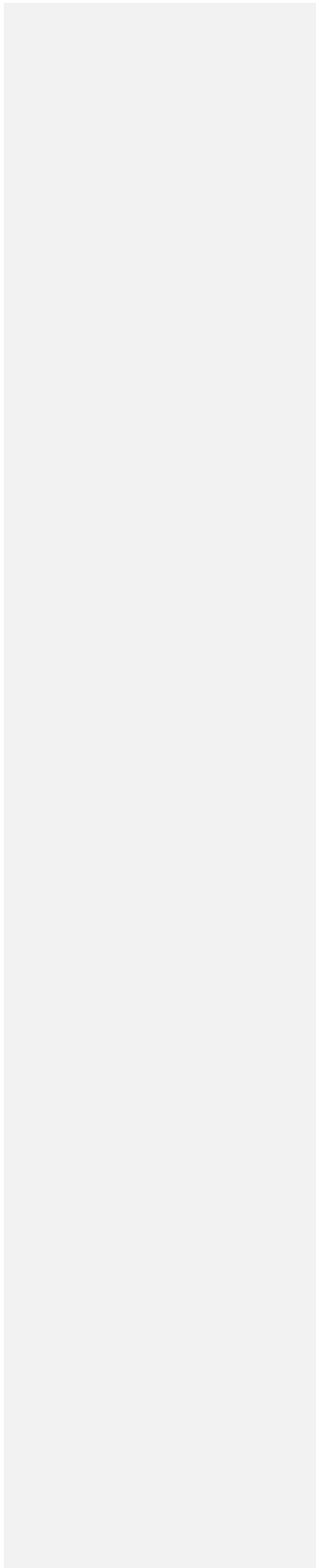
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6. Click **OK** to begin printing.

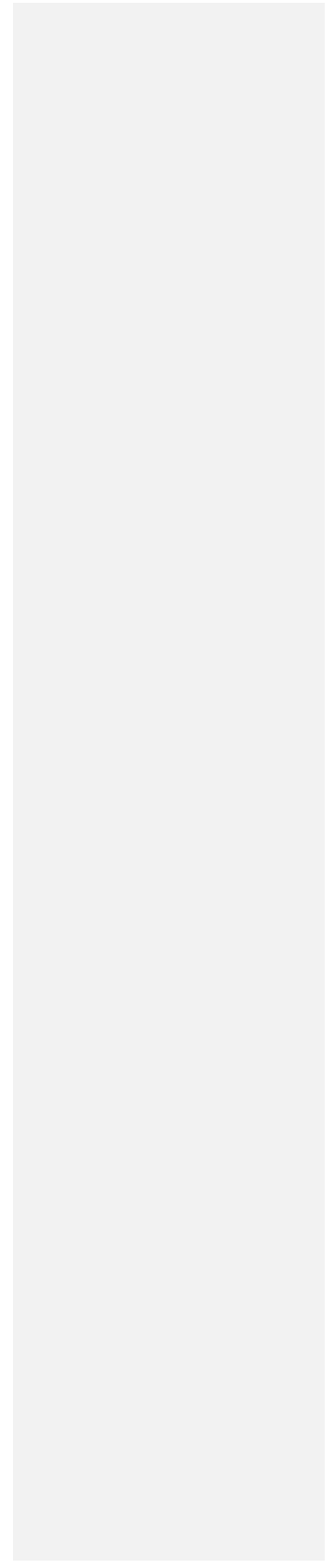


LiveText C1

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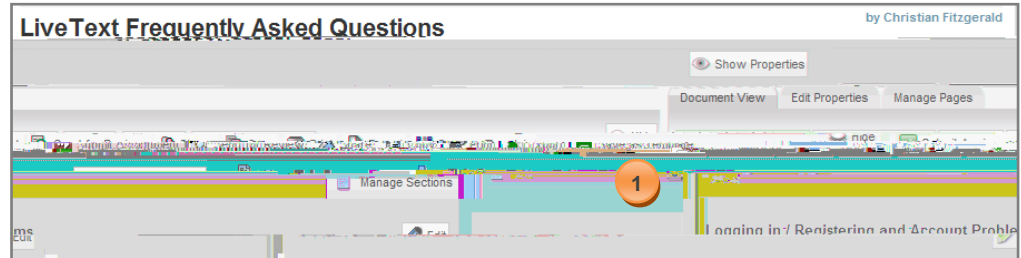
ADVANCED DOCUMENT AUTHORIZING



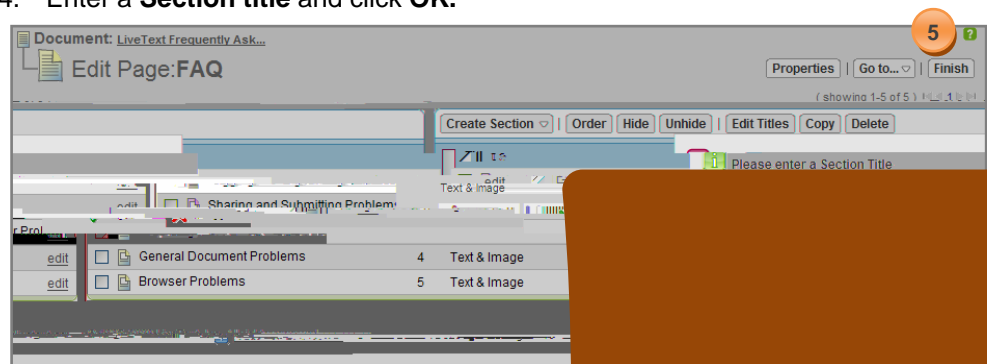
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Create a Text & Image Section

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



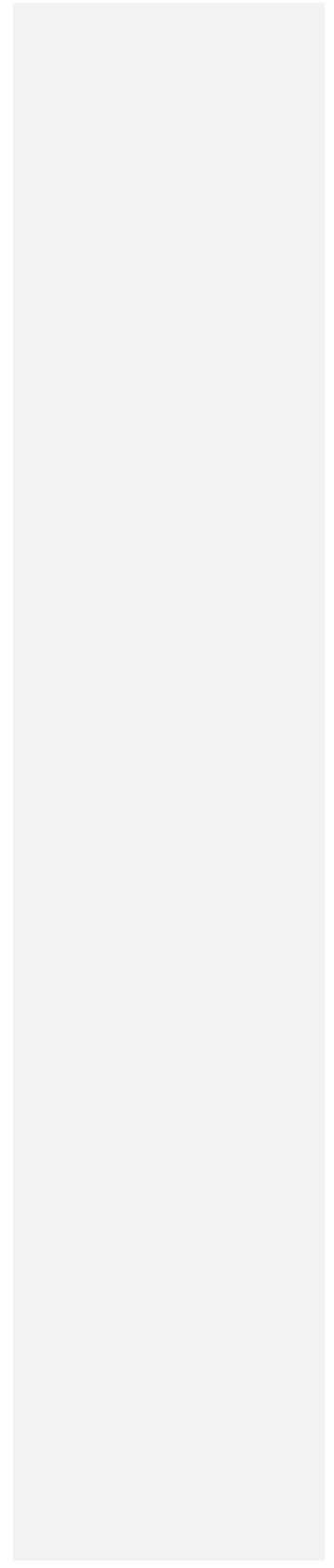
2. Click the **Create Section** button.
3. Select the **Text & Image** option.
4. Enter a **Section title** and click **OK**.



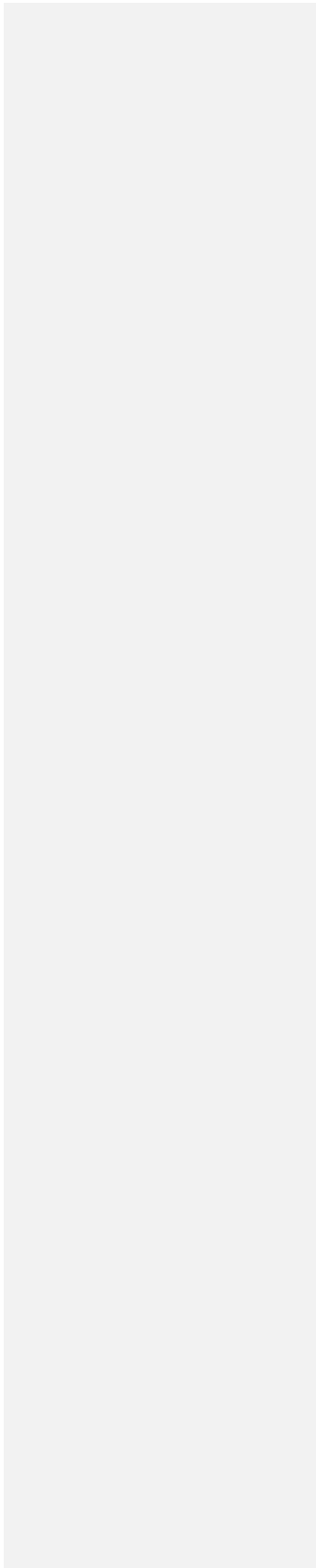
Edit a Text & Image Section

1. From within the document, click the **Edit** link for the **Text & Image** section. The Edit link is located to the





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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

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.

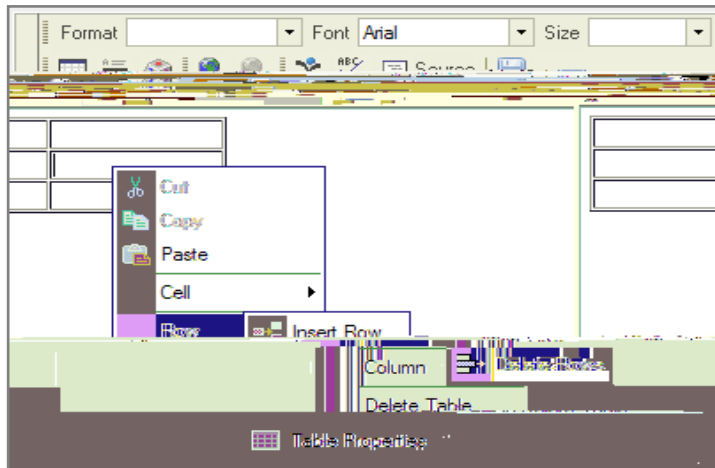
1. While in edit mode of a **Text & Image** section, click the **Edit/Insert** Table icon.
2. Enter the number of **Rows** and **Columns** in the Table Properties pop-up window.
3. Enter desired

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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.

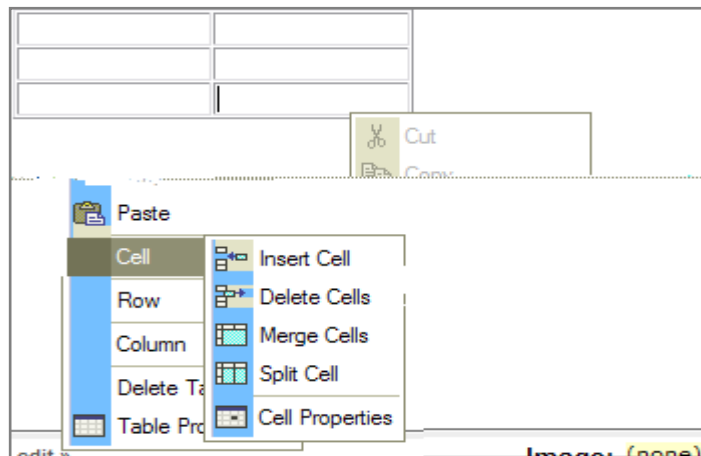
Note: **Insert Cell** or **Delete Cell** may leave a column with improperly formatted cells, which appears below in gray. Some browsers do not display this correctly and therefore some text may not be visible, or other elements may not display correctly.

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



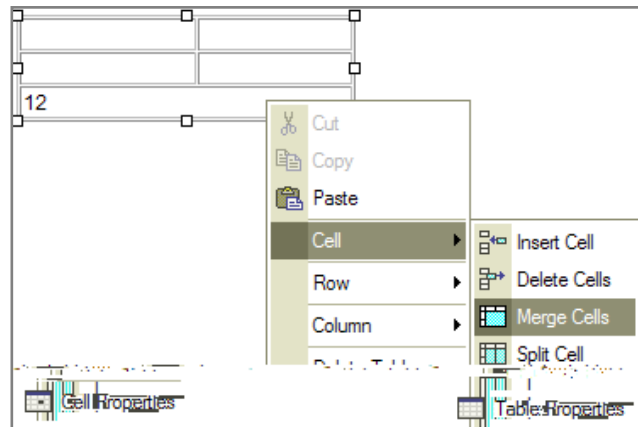
17. Click **Insert Cell** to add a cell to the right of the selected cell.

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.

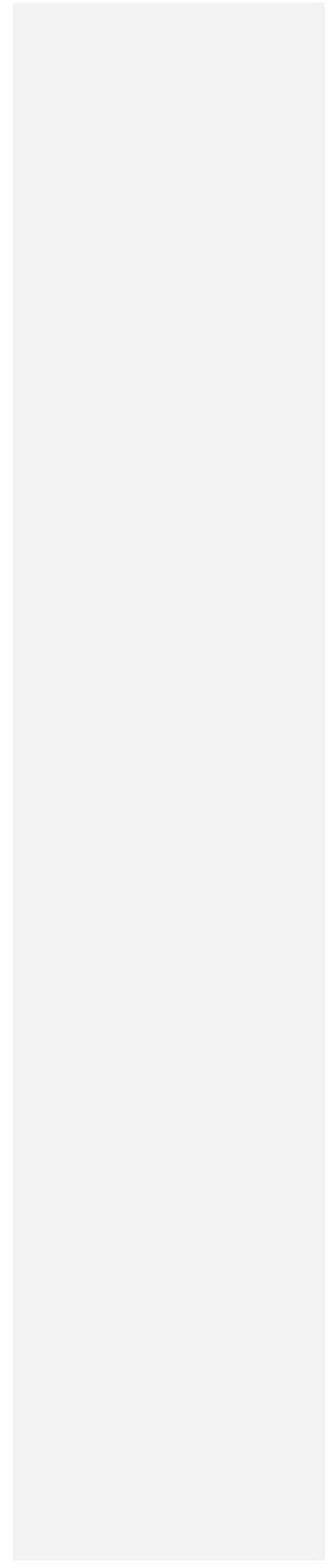


Note: The contents of each cell will be placed in the new cell with a line break between them. Cells in the same column cannot be merged.

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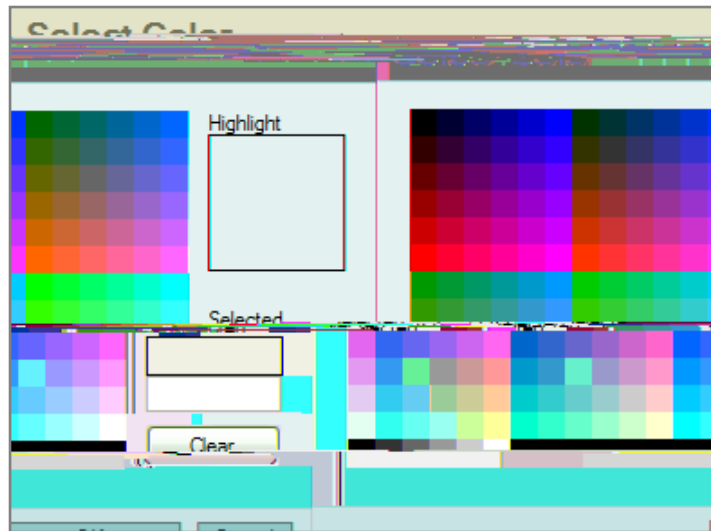
21. Select a cell, right-click and click **Split Cell** to break the selected cell into two separate cells.

- 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



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

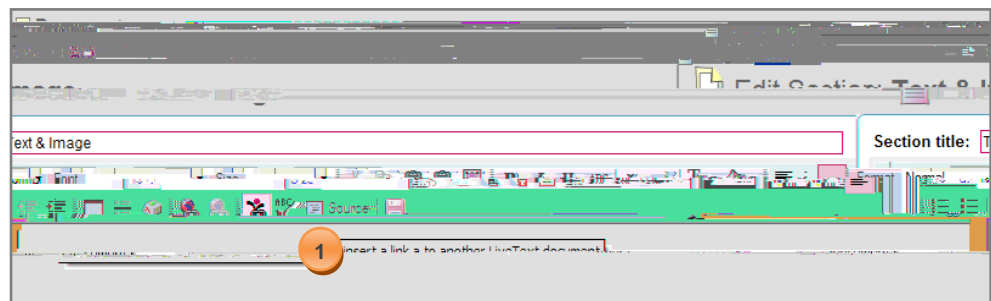


32. Choose the color or type the name or hexadecimal value in the text box.
33. Click OK to close the **Select Color** pop-up window.
34. Click the OK button to close the **Cell Properties** pop-up window.
35. Click the **Save** button.
36. When finished editing, click the **Finish** button to return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



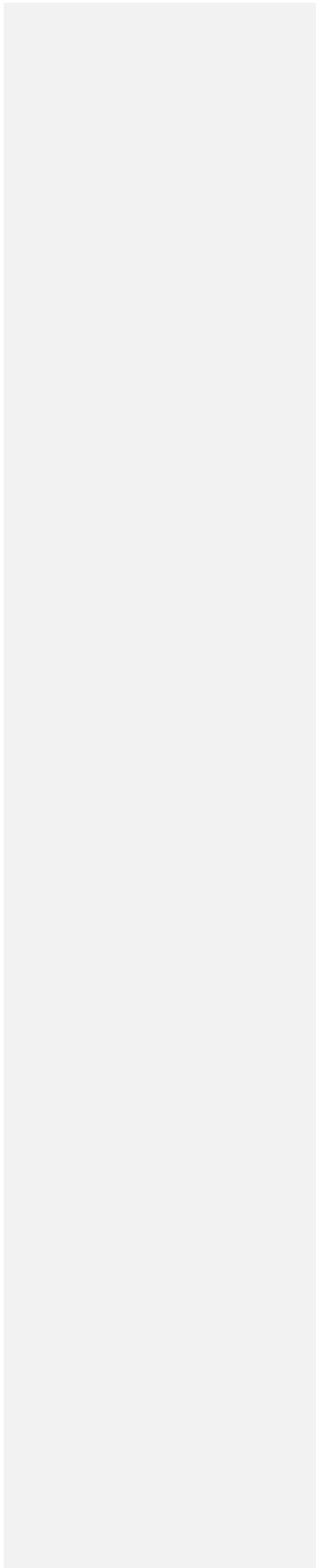
Tip: Holding the Control key on a PC or the Command key on a Mac while clicking the **Insert LiveText Link** icon will disable pop-up blocker for one action.

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



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



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

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.

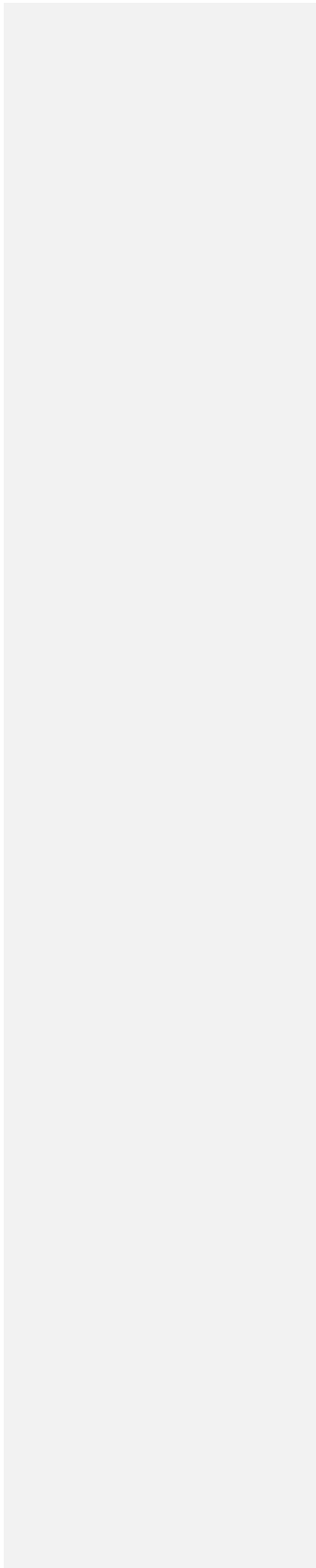
11. When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

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.

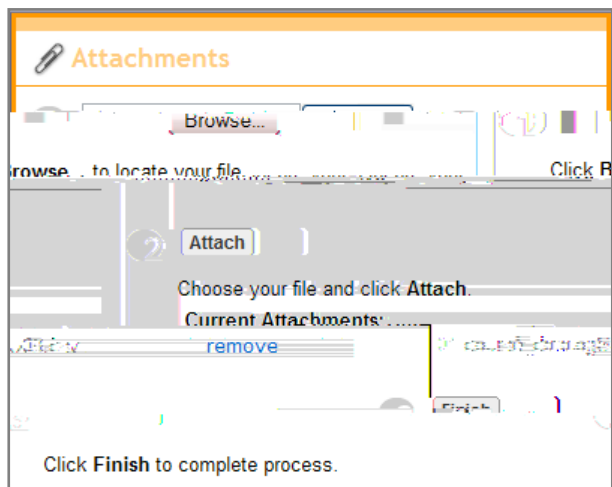
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2. Click the **edit>>** link to the right of the **Attachments**



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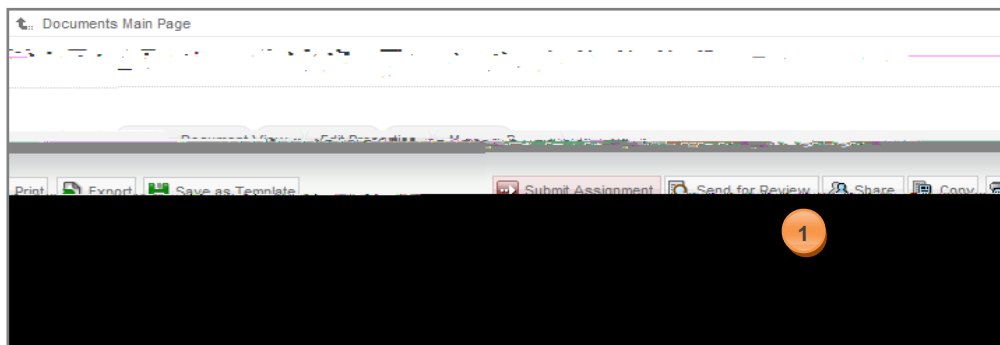
- The file name of the uploaded attachment will be listed in the center of the Attachments pop-up window.
- Click the **remove** link located to the right of the attachment file name.



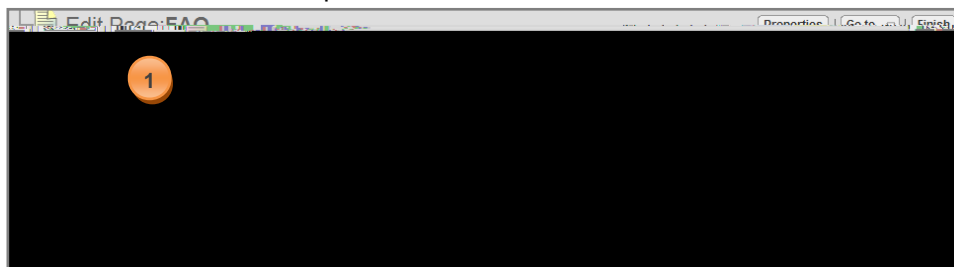
- Click the **Finish** button to close the Attachments pop-up window.
- Click the **Save** button.
- When finished editing, click the **Finish** button located in the top right corner of the **Text & Image** section to return to view mode.

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.

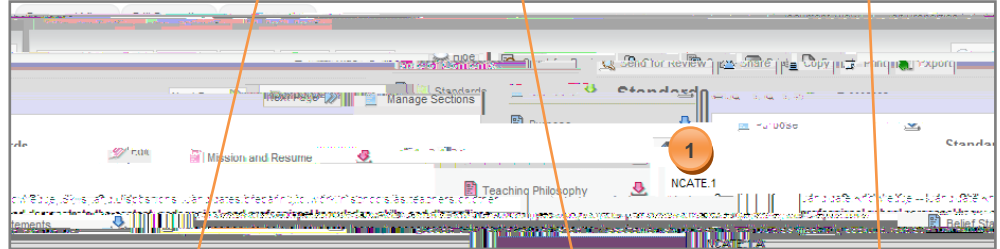


- Enter a **Section Title** and click the **Finish** button.

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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

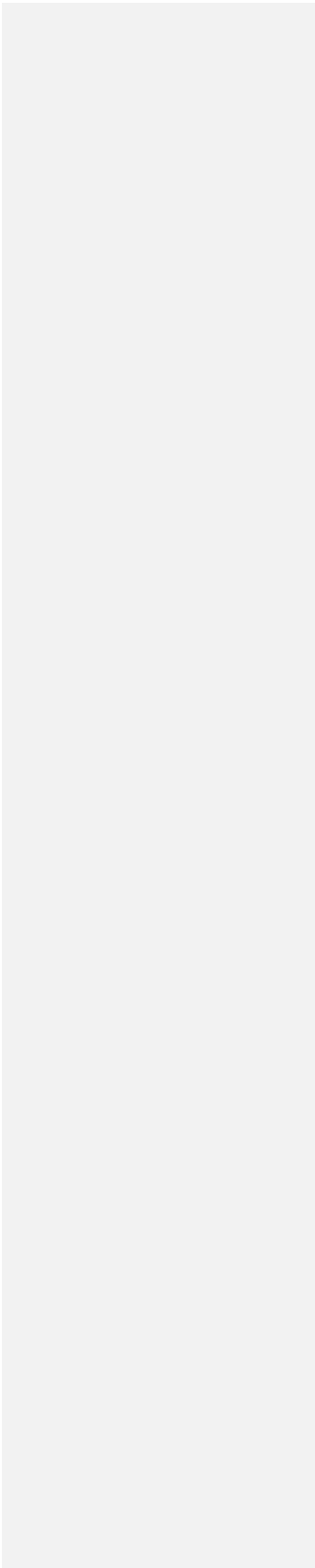


7. Select the checkboxes that correspond with the standards to be added.
8. Click the **Add** button located in the top left of the list of standards.
9. To view added standards, click the **Standards List** tab.
10. Click the **Finish** button located in the top right corner of the Edit Section screen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

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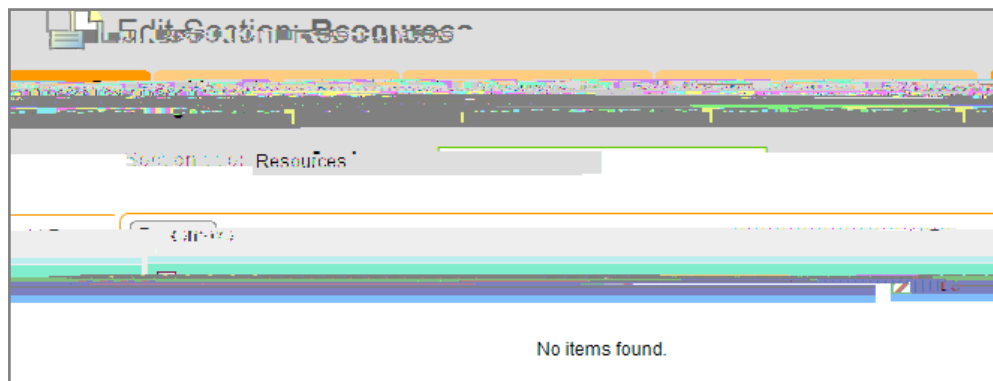
Standard Sets in LiveText are a list of itemized standards, goals, objectives, indicators, and/or outcomes from state, national, professional, or school/university institutions. They are added and updated at the request of LiveText partners and clients.

Personal Standard Sets, goals, objectives, indicators, and/or outcomes

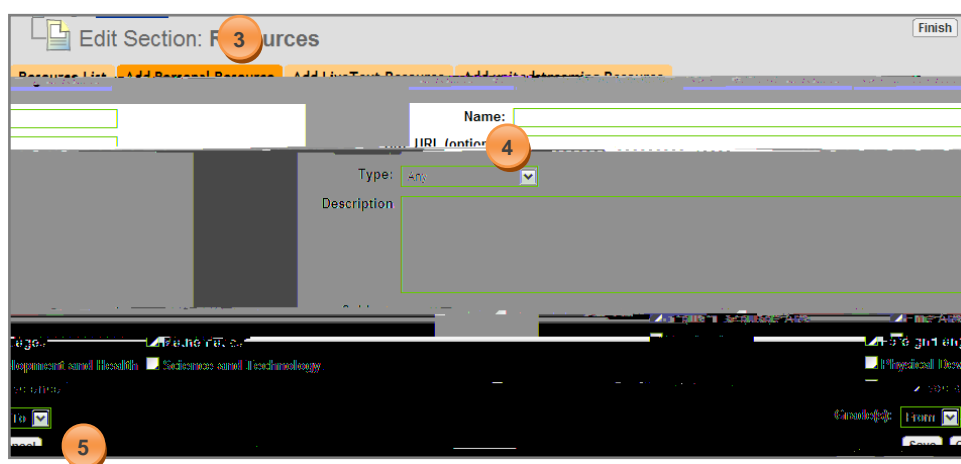


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2. Rename the **Resources** section (optional) in the **Section title** text box located below the Resource List tab.



3. Click the **Add Personal Resource** tab.
4. Enter the Name, URL (if applicable), Type, Description, Subject, and Grade(s) for the resource.
5. Click the **Save** button.
6. Click the **Finish** button in the top right corner of the Edit Section screen.



Add a LiveText Resource

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



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

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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™ *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

Add a Discovery Education™ *streaming* Video

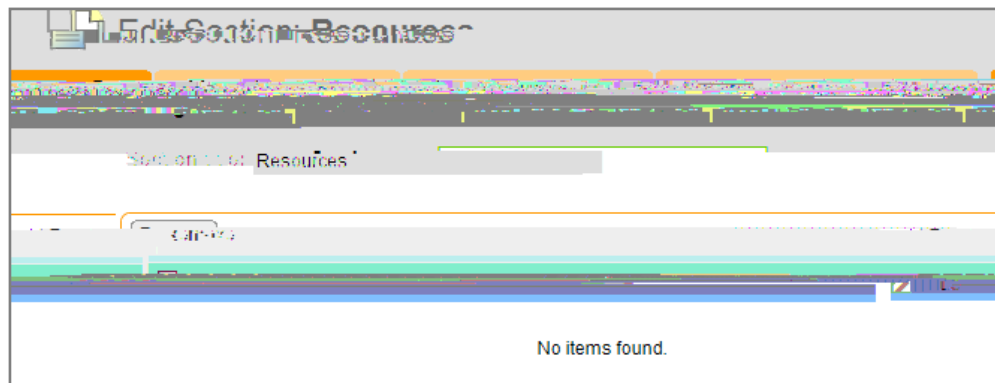
LiveText users with the LiveText plus Discovery Education™ *streaming* membership may add Discovery Education™ *streaming* video resources to a LiveText document.

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.

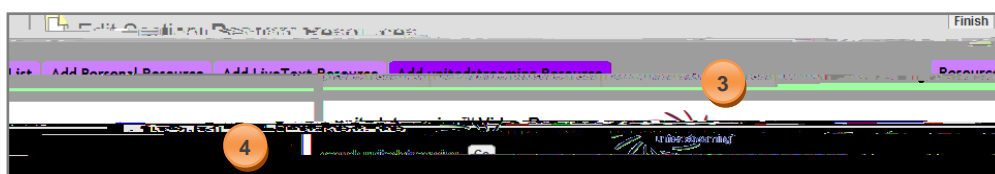


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- Rename the **Resources** section (optional) in the **Section title** text box located below the **Resource List** tab.



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

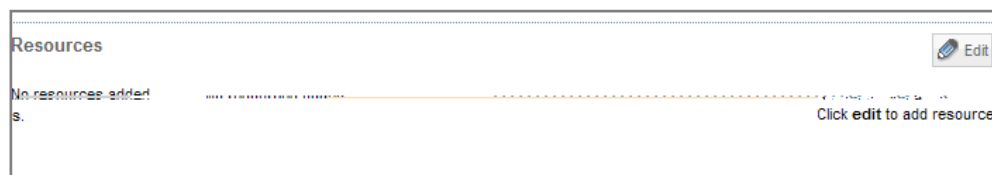


- Search for content using the **Search** text box in the top center of the screen or search using the search links on the left side.
- Click the **Go** button.
- After the search results appear, select a resource by clicking its title.
- Click the **Play** button to view the video.
- Click the **add 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.

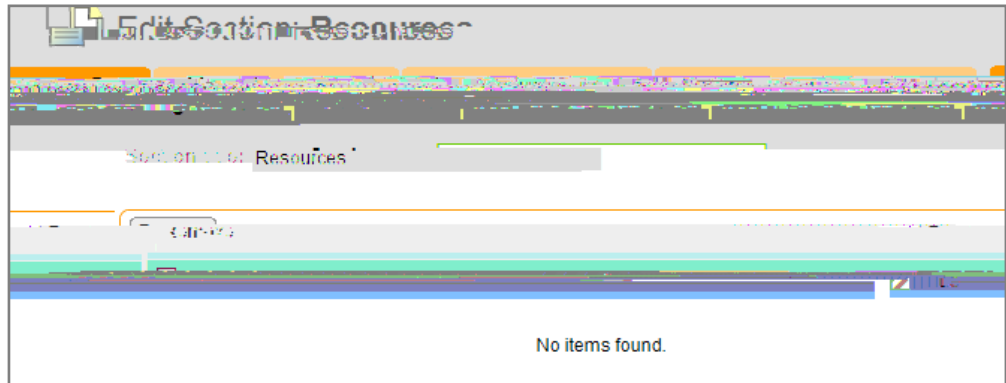
Remove a Resource

- 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.

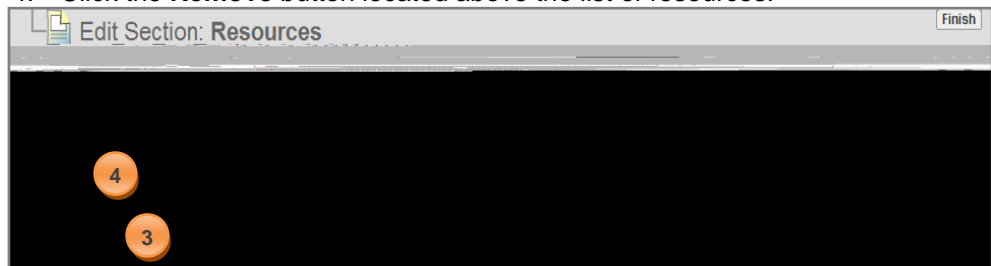


ADVANCED DOCUMENT AUTHORIZING

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

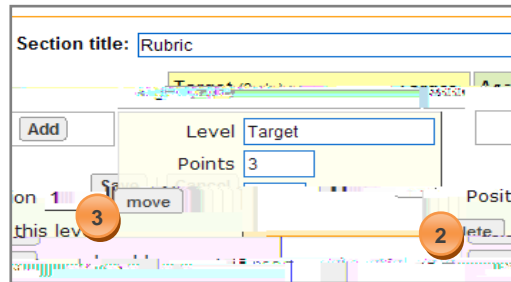


3. From within the Resource List tab, select the checkbox to the left of each resource to be removed.
4. Click the **Remove** button located above the list of resources.



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.

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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.

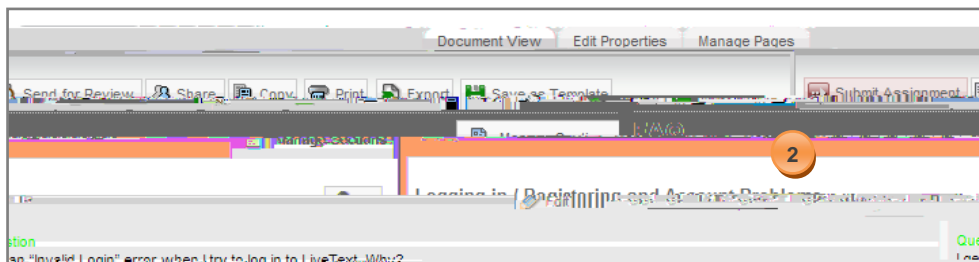
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Edit a Form Viewer Section

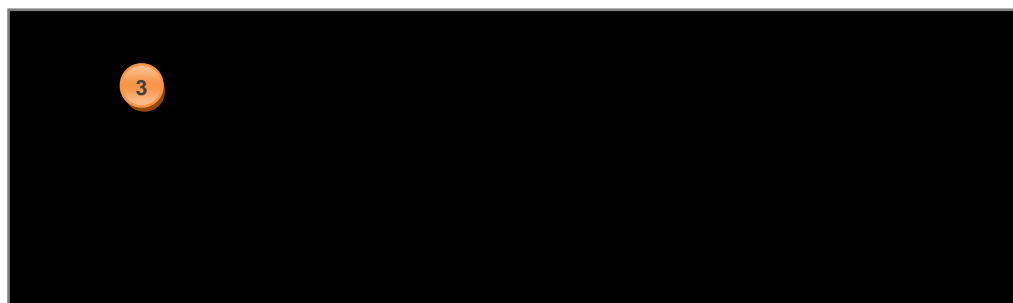
1. From within the document, click the **edit** link that corresponds with the **Form Viewer** section. The **edit** link is located to the right of each section.
2. Rename the **Form Viewer** section (optional) in the **Section title** text box.
3. Select a form from the **Form** dropdown menu.
4. Click 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.



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.

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Manage Sections

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

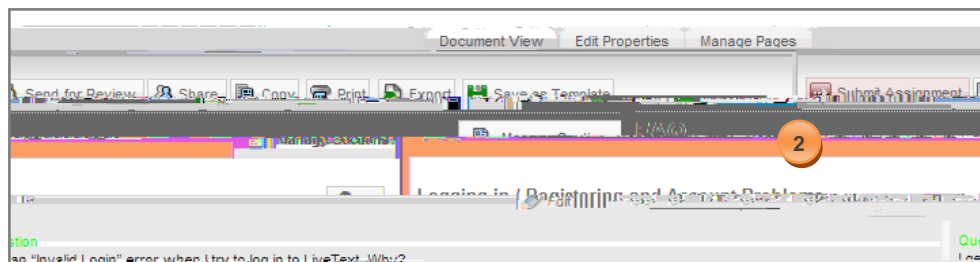
Order Sections

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.

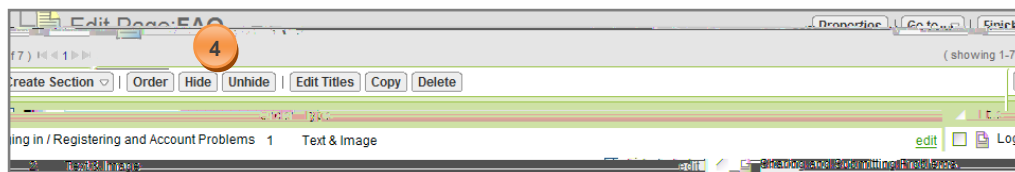
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Hide Sections

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.



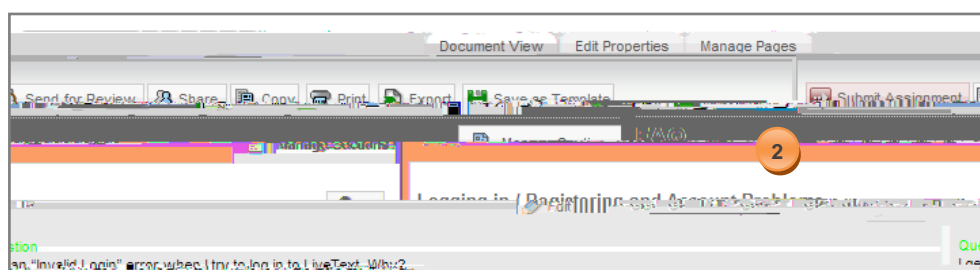
3. Select the checkbox to the left of each section to be hidden.
4. Click the **Hide** button.



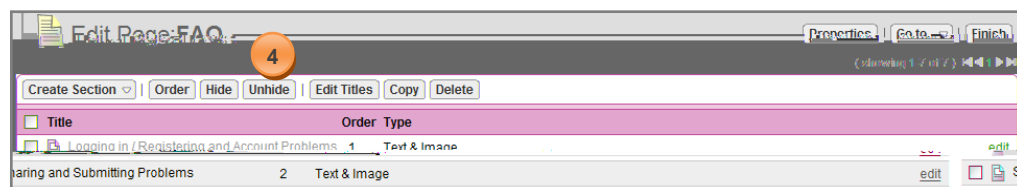
5. The section title(s) will be visible in gray in the Edit Page screen but will not be visible in view mode.
6. Click the **Finish** button in the top right corner of the screen to view the document.

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.

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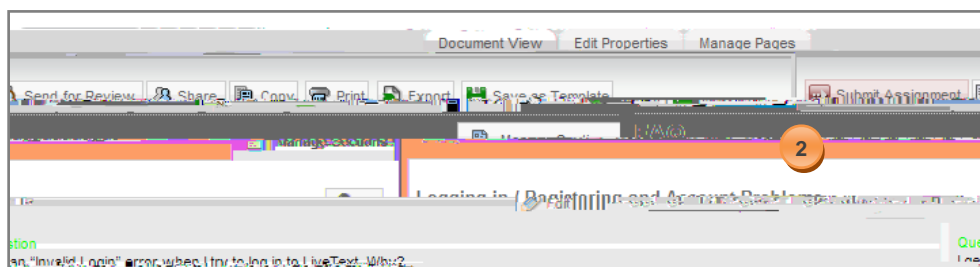
Edit Titles

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

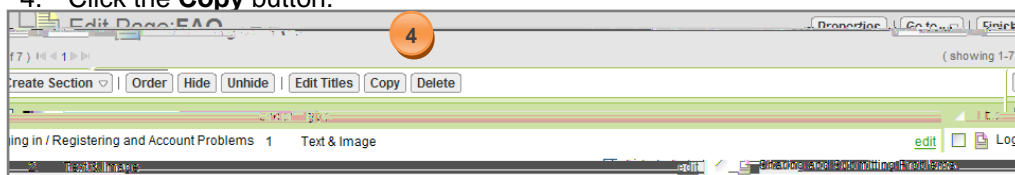
ADVANCED DOCUMENT AUTHORIZING

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.



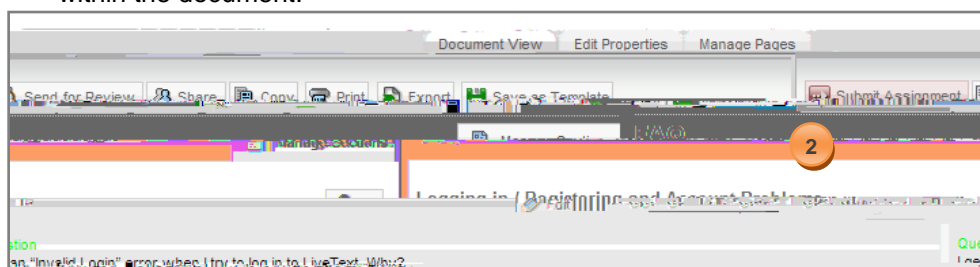
3. Select the checkbox to the left of each section to be copied.
4. Click the **Copy** button.



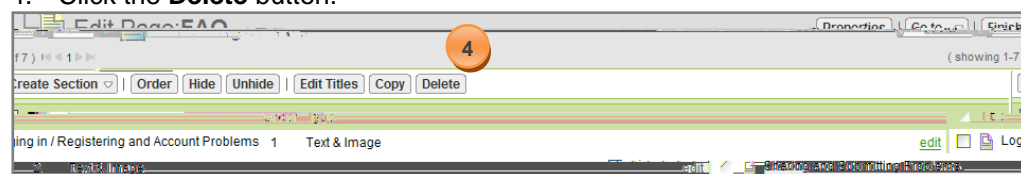
5. A copy of the section(s) will be displayed in the Edit Page screen.
6. Click the **Finish** button in the top right corner of the screen to view the document.

Delete

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



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



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

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

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

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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.

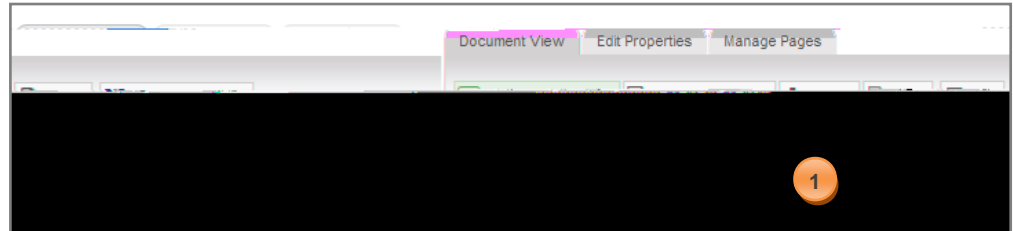
3. Enter a Page Title.
4. Click the **Finish** button.

The page will be displayed in the Edit Document screen.

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.



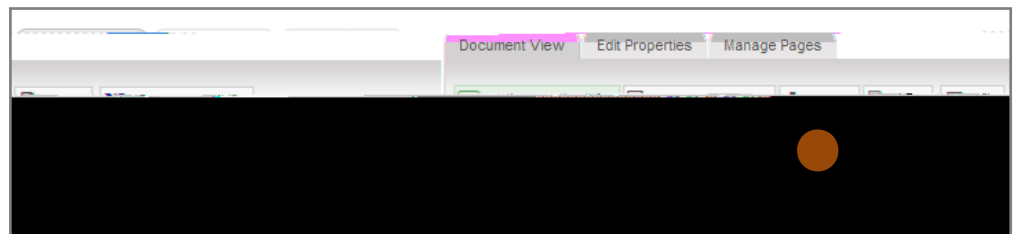
2. Select the checkbox to the left of each page to be hidden.
3. Click the **Hide** button.



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.



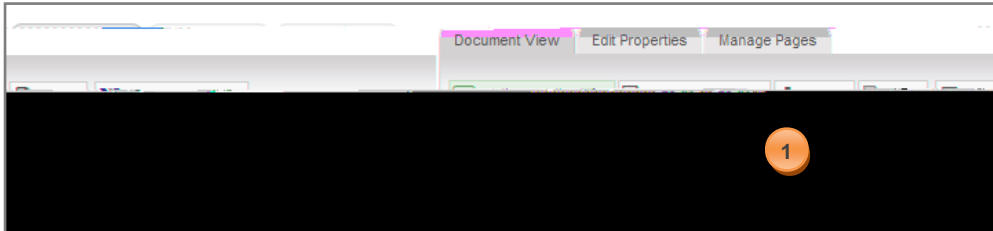
2. Select the checkbox to the left of each page that is hidden. The title of each hidden page is displayed in gray.
3. Click the **Unhide** button.

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

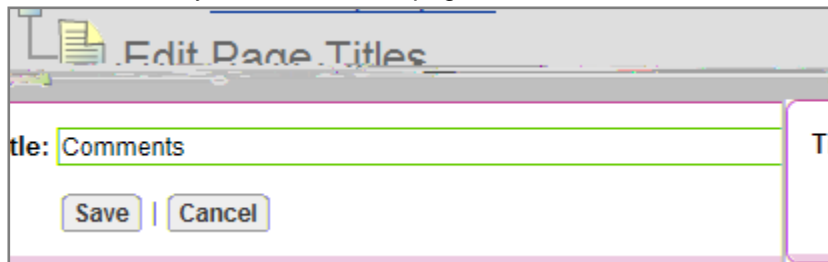
1. From within a document, click the **Manage Pages** tab. The **Manage Pages** tab is the third tab from the left within the document.



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

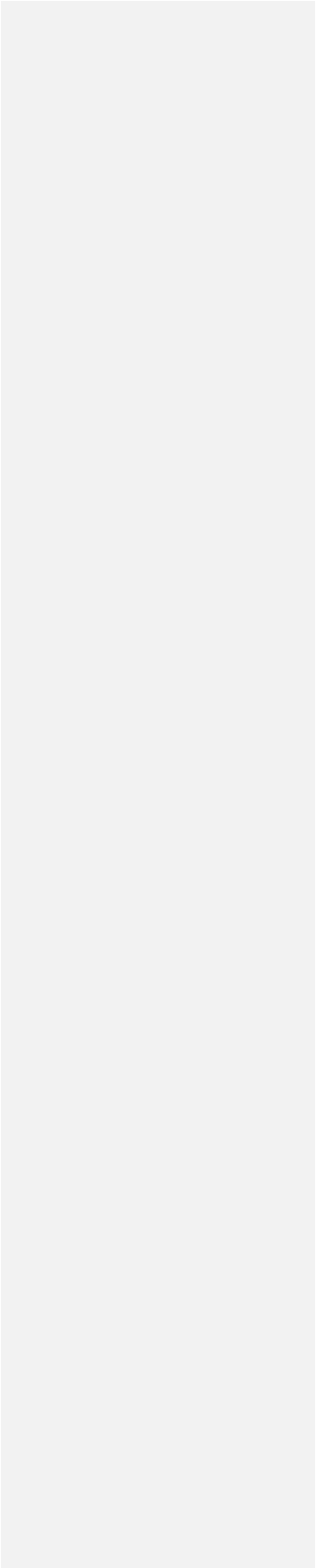
Copy

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

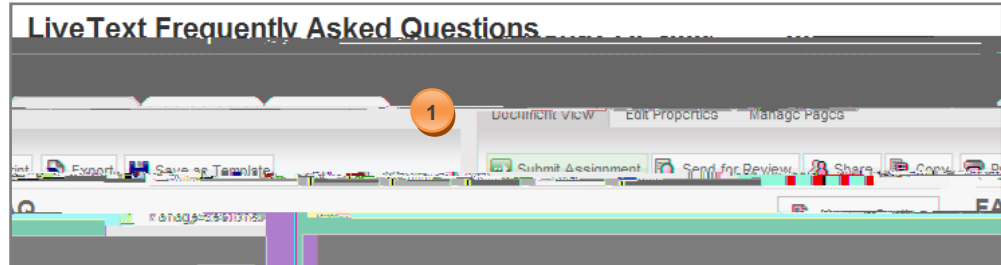


ADVANCED DOCUMENT AUTHORIZING

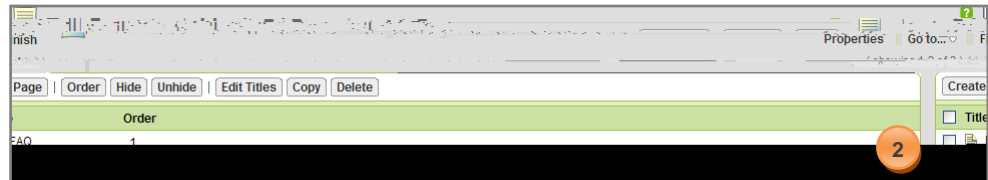
Discussion Board

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.

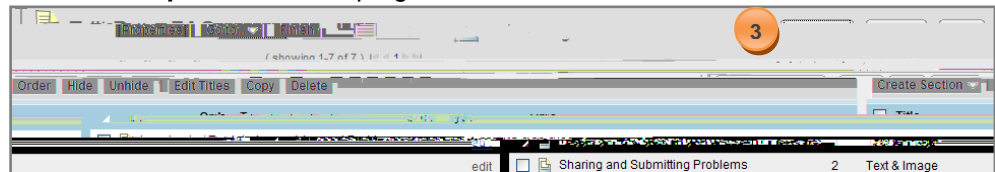
1. From the document view screen, click the **Manage Pages** button..



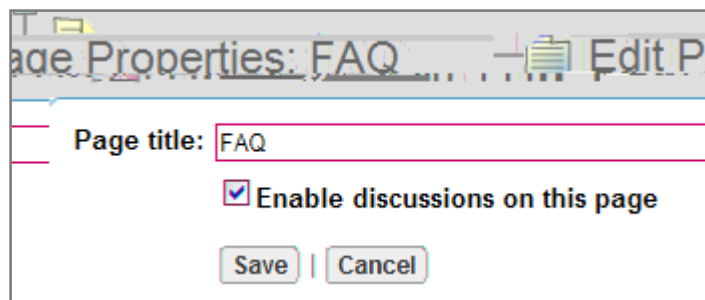
2. Click the **edit** link that corresponds to the page where the discussion will be enabled.



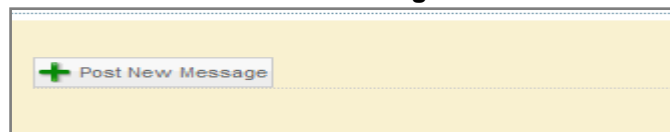
3. Click **Properties** in the top right- hand corner.



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

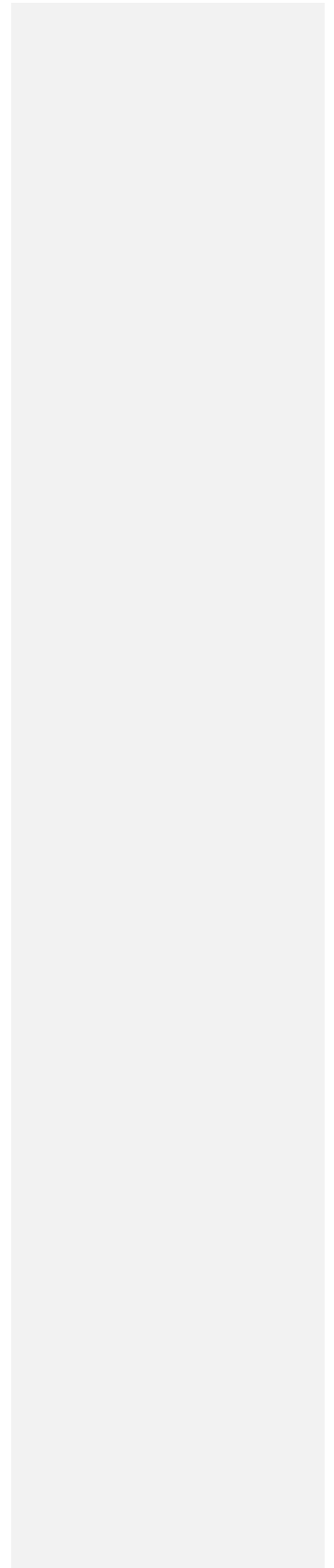


6. Click **Finish**. You will be taken back to the document view page and the **Post new message** link appears at the bottom of the page.
7. Click on the **Post new message** link and a discussion board window opens.



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

A

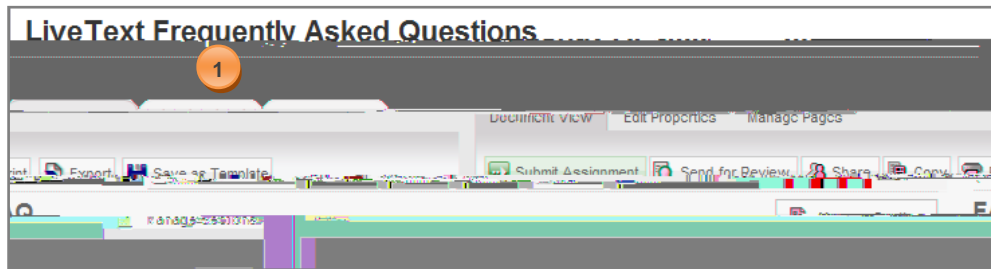


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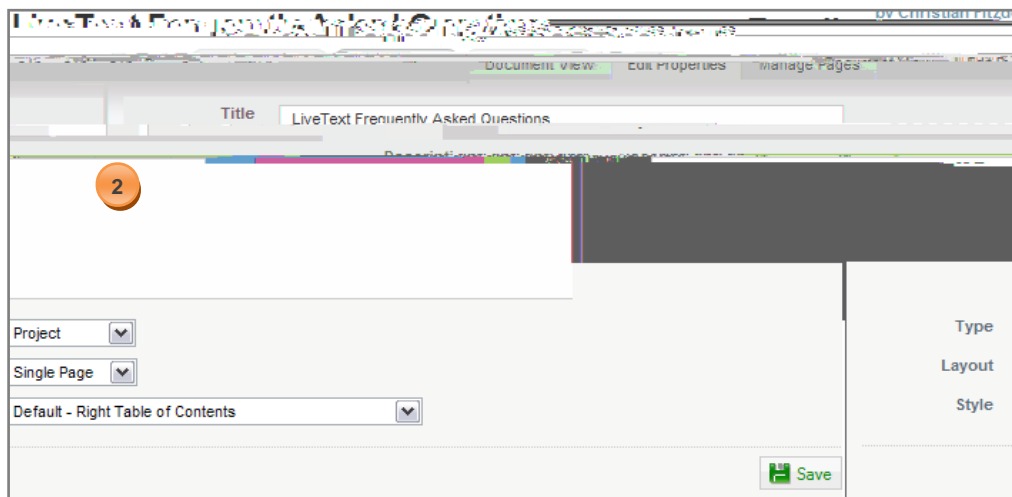
Description

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.

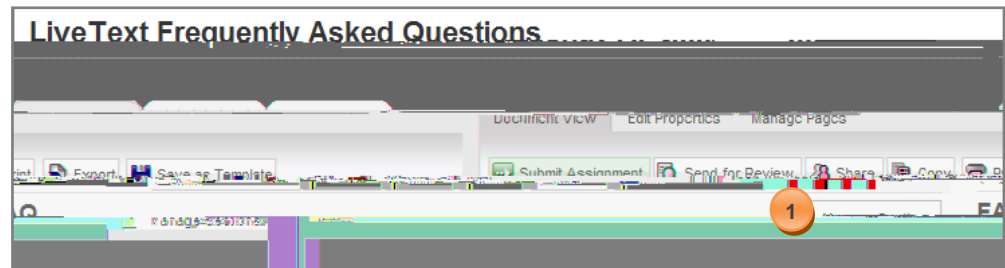


ADVANCED DOCUMENT AUTHORIZING

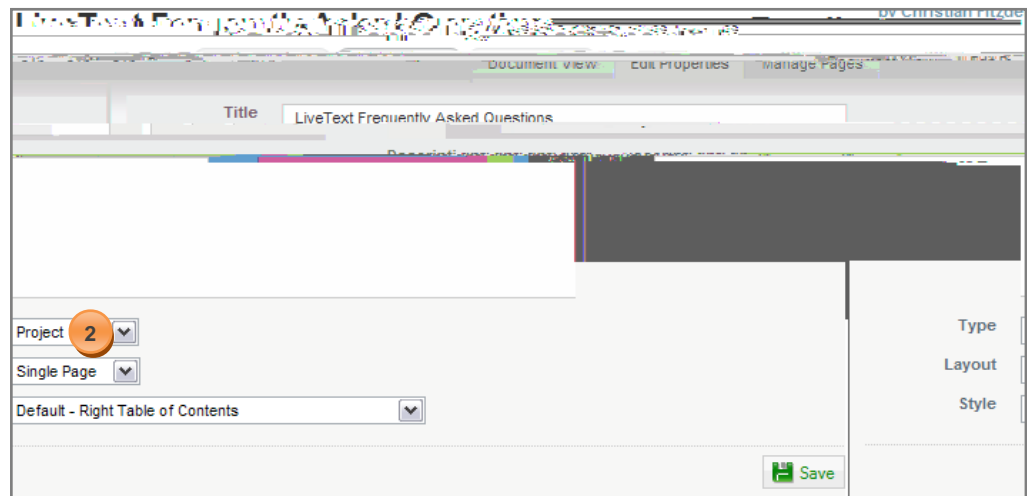
Type

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.

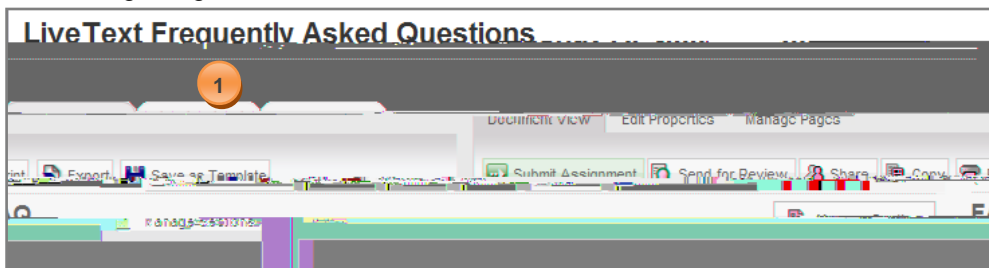
ADVANCED DOCUMENT AUTHORIZING

Layout

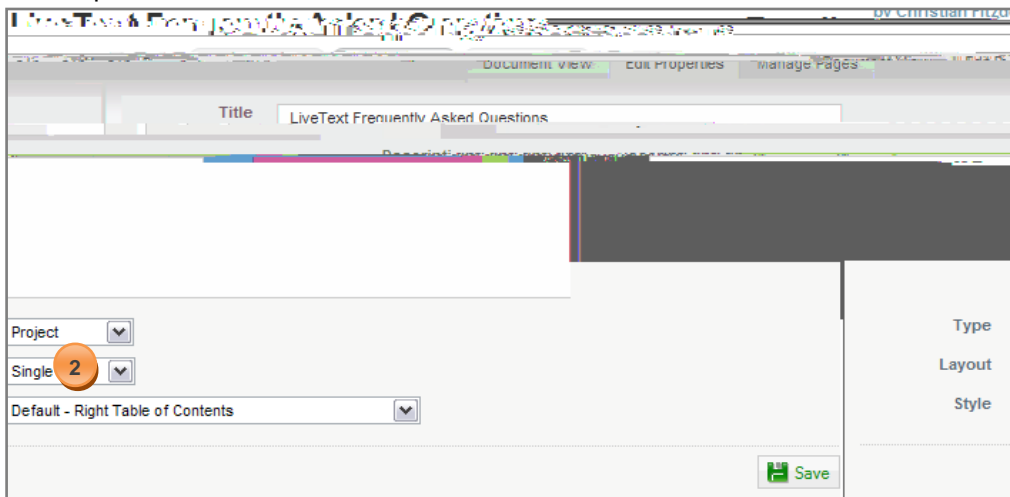
The layout of a document may be modified to display it in a **Single Page** or **Multi Page Layout**. A Single Page Layout displays the entire document on one page, and a Multi Page Layout displays the document one page at a time.

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.

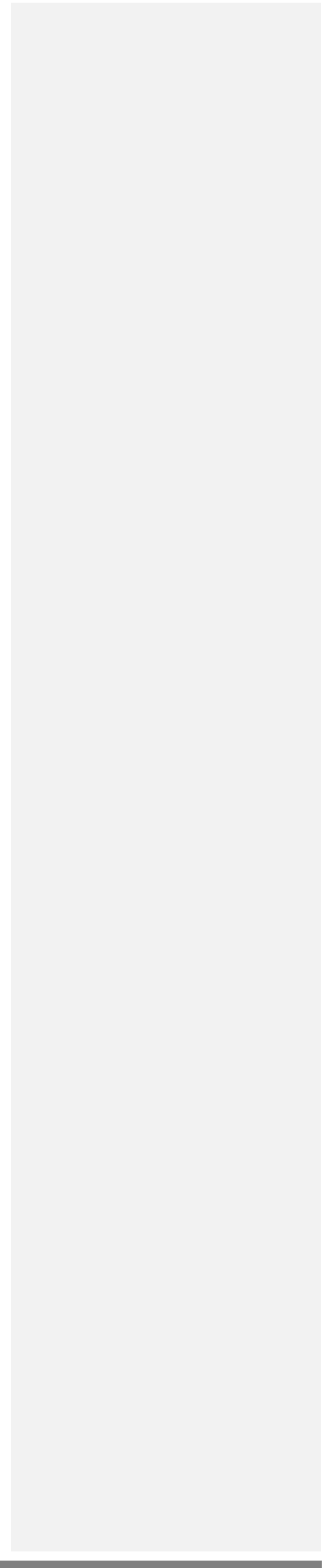
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Style

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

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