

## Instructions for Creating a Document

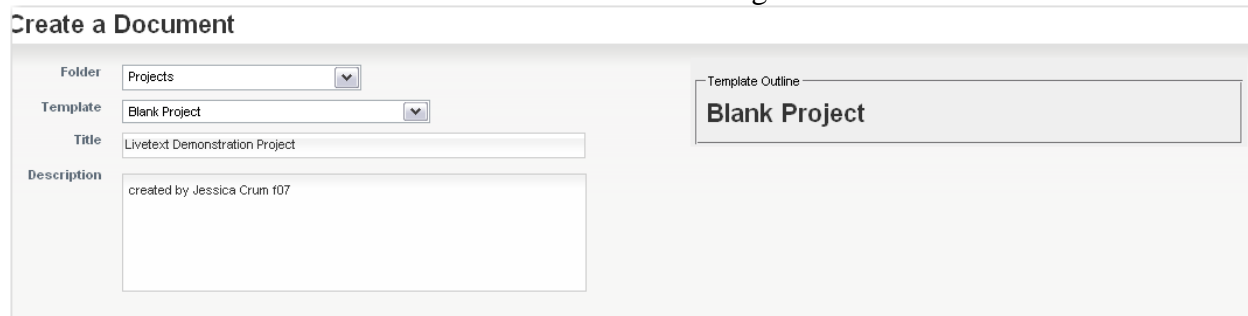
1. Sign onto LiveText.
2. Click on the “Documents” tab.



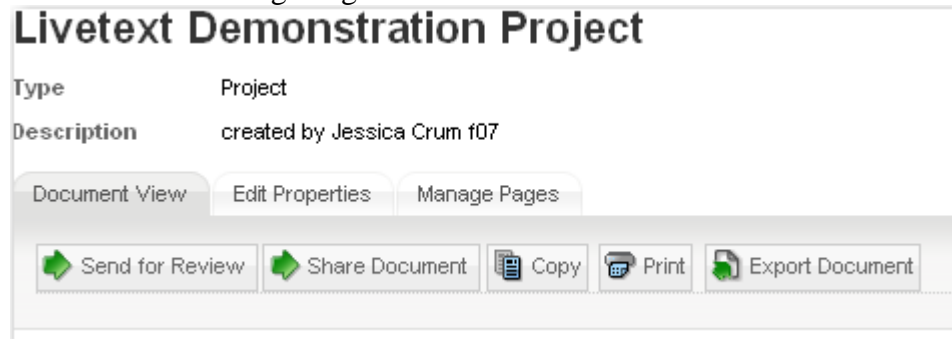
3. Click on “Create.”



4. Choose “Project” under Folder.
5. Choose “Blank Project” under Template.
6. Give the document a title, ie “SPED 575 Lesson Plan”
7. Insert your name, the semester, and the year in the “Description” box.
8. Click on “Save as New Document” button in bottom right hand corner of screen.



9. You are now in Document View and look at your new document. Right now it is blank.
10. Click on “Manage Pages.”



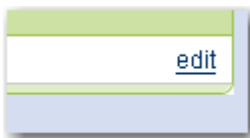
11. Click on “Create Page.”



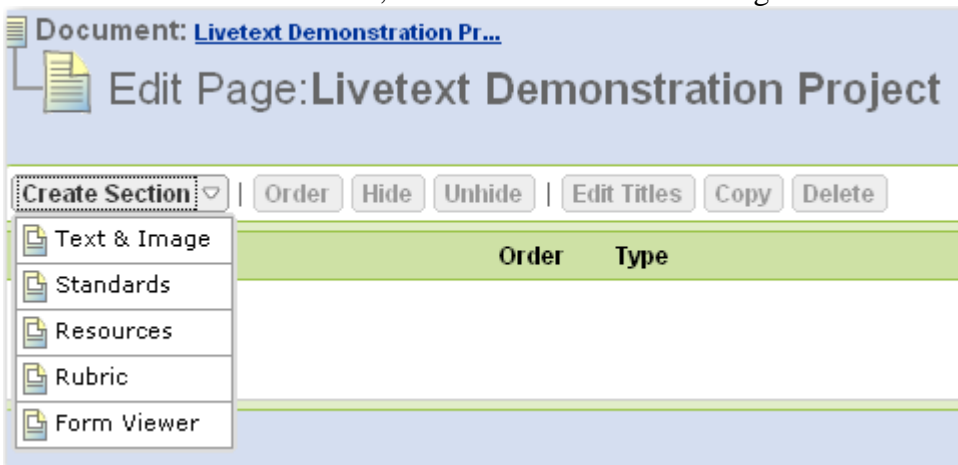
12. Give your page a Title and click “OK.”



13. To work within your new page, click “Edit” at the upper far right corner of your screen.



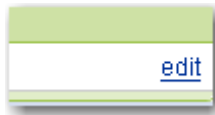
14. Click on “Create Section,” then choose “Text and Images.”



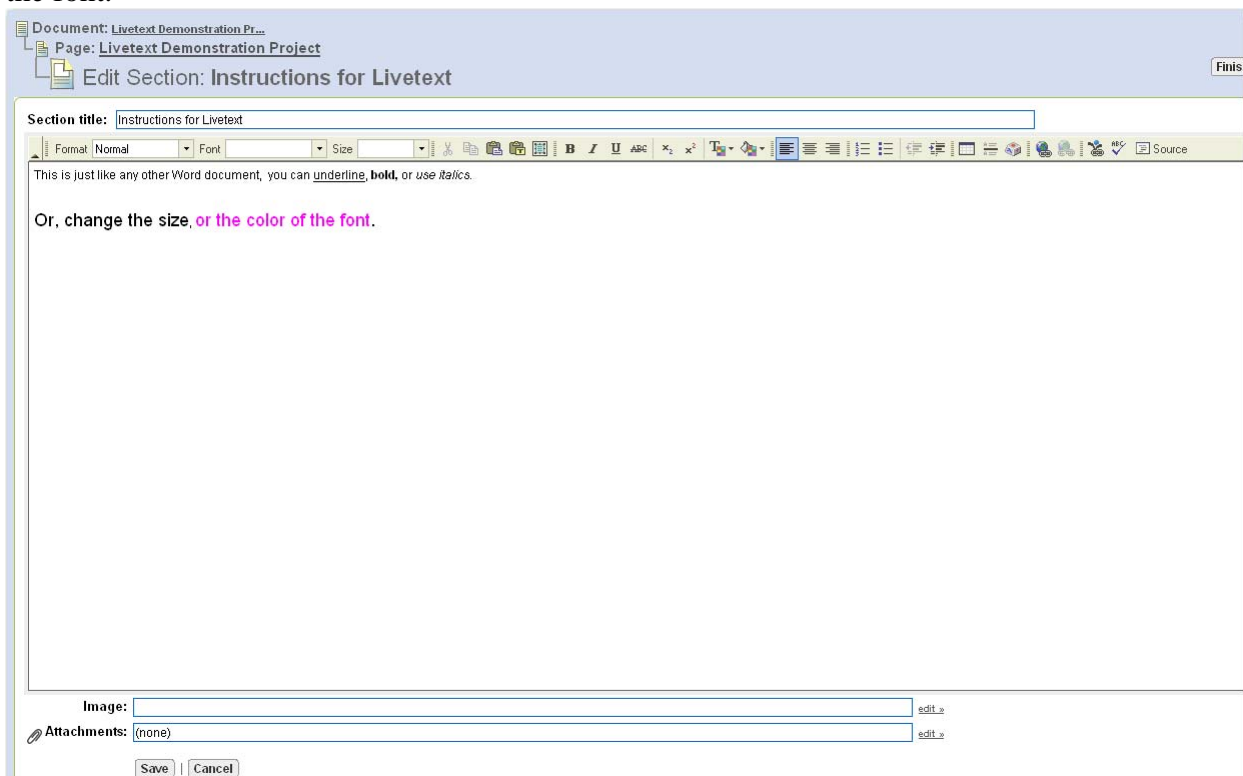
15. Give your section a Title.



16. Click on the “Edit” button.



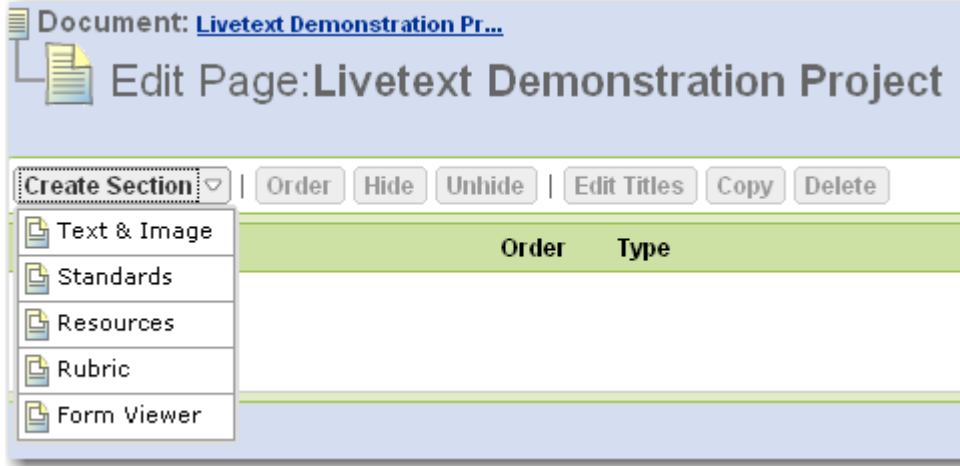
17. This takes you to a large text box where you type and use functions just like a regular Word document. You can use the underline, bold, and italic function, or change the size and color of the font.



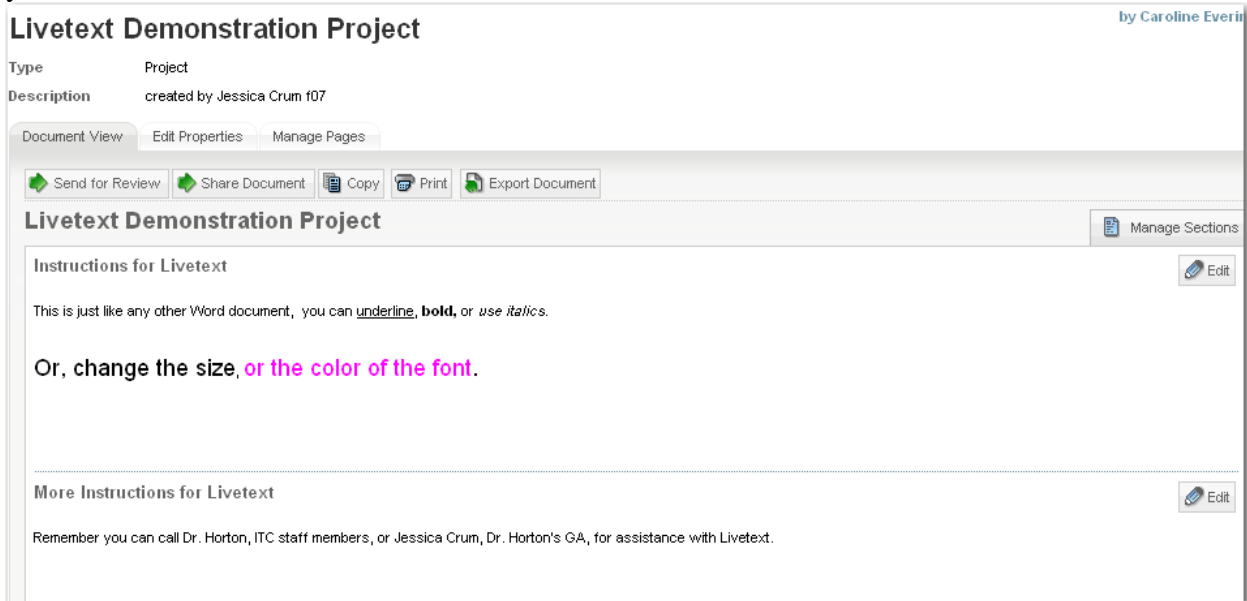
18. If you need to leave your desk for a moment, click “Save” at the bottom of the screen so you won’t lose your work. When you are finished with the screen, click “Finish” at the upper right hand corner.



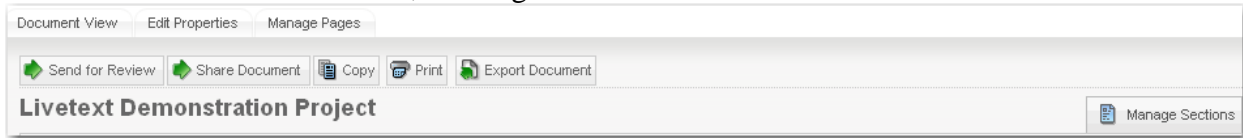
19. Click on “Manage Sections” if you want to create more sections for the document.



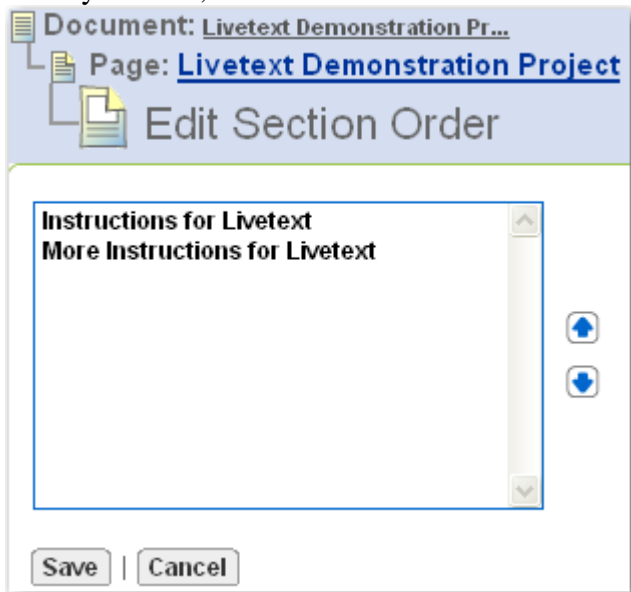
20. Choose “Text and Images” and then give your section a Title. Choose “Edit” to add text to your new section. Your document now looks like this with a line between each section:



21. To change the order of the sections click on the “Manage Sections” button on the upper right corner of the screen, then click “Order.” You can also use this row of buttons for other functions such as “Delete” or “Edit Titles,” among others.



22. Use the arrow button to move the titles up or down. Once you have your sections in the order you want, click “Save” at the bottom of the box.



23. You are finished creating your Document. **If this Document is to be used as an Assignment Template for your students, then you need to go through the steps listed in the help document, “Creating an Assignment.” Otherwise, your Document will not be available to the students as an Assignment Template.**