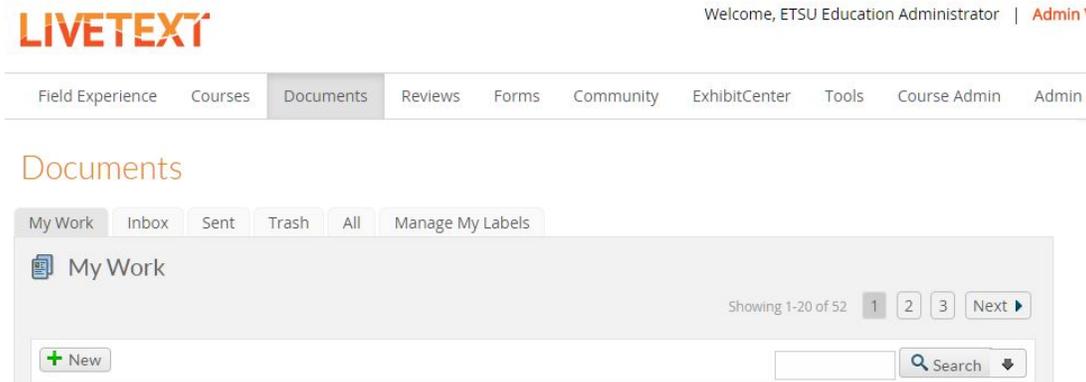


Creating a Portfolio in LiveText

Create a New Document

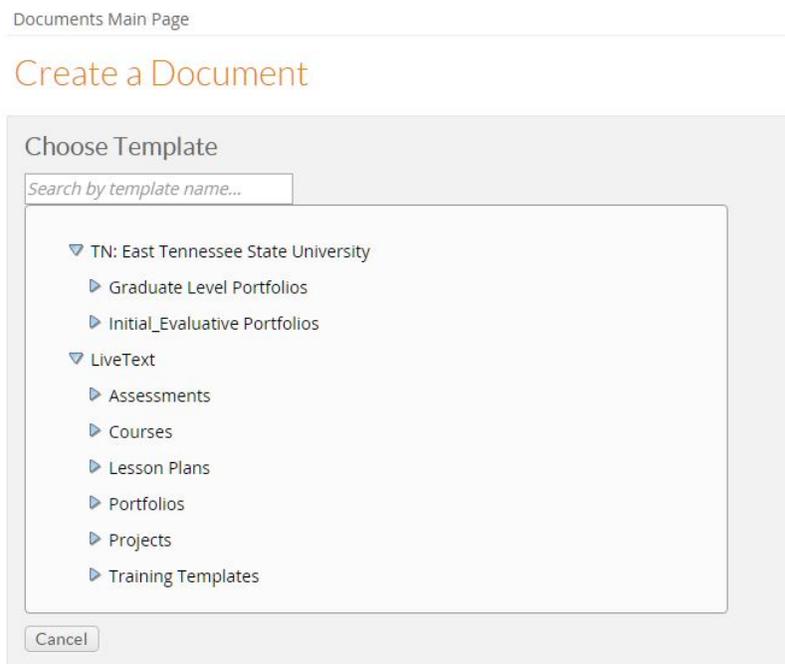


Note:

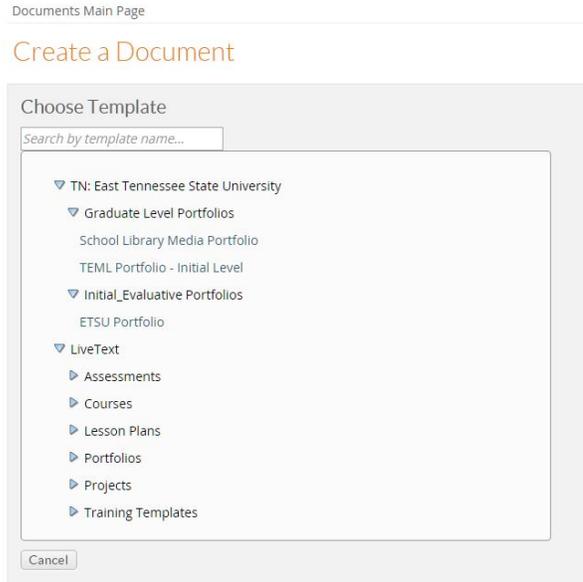
A Template Outline will appear on the right side of the screen once a document template has been selected. The outline reflects the page and section titles of the document template. The document structure, titles, and content may be modified after the document has been created.

All documents are created from document templates.

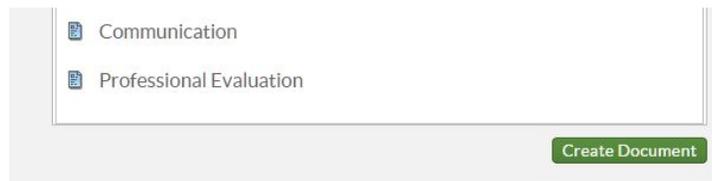
1. Click the **Documents** tab located in the top center of the screen.
2. From within the **My Work** tab, click the **New** button.
3. On the Create a Document Page choose a folder from the menu. You will choose from either Graduate Level or Initial/Evaluative Level Portfolios.



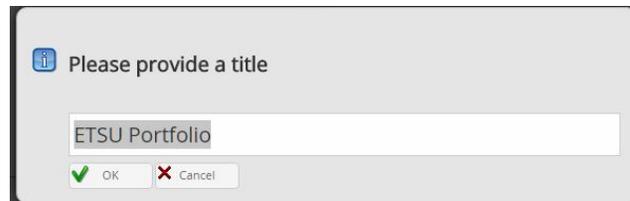
4. Choose a document template.



5. Click Create Document at bottom of page.



6. Enter a Title.



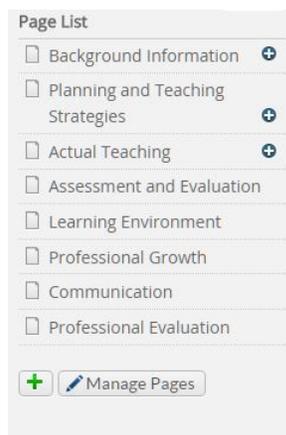
The document will open and is ready for use.

Create/Edit a Page

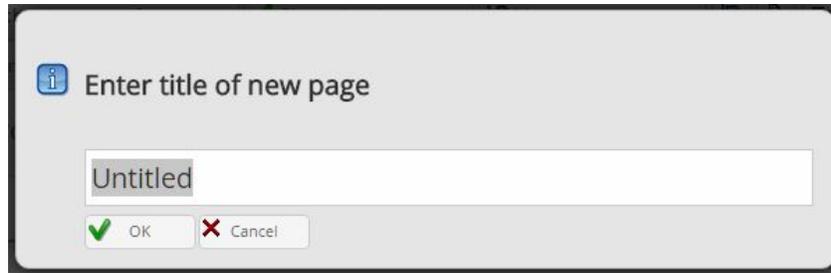
Based on the type of portfolio you are creating, you will need to adjust the template. Use the instructions given to you for your program as a guide. Users can create, sort, hide, unhide, edit titles, copy, delete, and edit/modify pages within a document.

Create a New Page

1. From within a document, on the left side of the page click the green plus sign.



2. Enter a Title.



3. Click the **OK** button.
4. The page will be displayed under the **Page List** section.

Edit/Modify a Page

1. From within a document, click the **Manage Pages** button. The Manage Pages button is on the left under the **Page List** section.
2. Select the checkbox to the left of the page you wish to edit/modify.
3. The **Manage Pages** screen displays options to create, sort, hide, unhide, edit titles, copy, and delete pages.
4. When finished editing or managing pages, click the **Close** button.

Sort a Page

1. From within a document, click the **Manage Pages** button. The Manage Pages button is on the left under the **Page List** section.
2. Click the **Page Order** button.
3. Select a page title.
4. Click the up and down scrolling arrows to order the pages.
5. Click the **Save** button.
6. The ordered pages will be displayed in the **Manage Pages** screen.
7. When finished editing or managing pages, click the **Close** button.

Hide a Page

1. From within a document, click the **Manage Pages** button. The Manage Pages button is on the left under the **Page List** section.
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 **Manage Pages** screen, but will not be visible in view mode.

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

Unhide a Page

1. From within a document, click the **Manage Pages** button. The Manage Pages button is on the left under the **Page List** section.
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 **Manage Pages** screen, and will be visible in view mode.
5. Click the **Close** button in the top right corner of the screen to view the document.

Edit a Page Title

1. From within a document, click the **Manage Pages** button. The Manage Pages button is on the left under the **Page List** section.
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 **Close** button in the top right corner of the screen to view the document.

Copy a Page

Note:

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

1. From within a document, click the **Manage Pages** button. The Manage Pages button is on the left under the **Page List** section.
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 **Manage Pages** screen.
5. Click the **Close** button in the top right corner of the screen to view the document.

Delete a Page

Note:

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

1. From within a document, click the **Manage Pages** button. The Manage Pages button is on the left under the **Page List** section.

2. Select the checkbox to the left of each page to be deleted.
3. Click the **Delete** button.
4. Click OK. The page(s) selected will be deleted.
5. Click the **Close** button in the top right corner of the screen to view the document.

Create/Edit a Section

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

Create a New Section

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



3. Click the **Create Section** button on the left 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 **OK** button.
7. The section will be displayed in the **Manage Content** screen.
8. Click the **Close** button located 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 **Manage Content** button located in the top right corner of each page within the document.
3. Click the title of the section you wish to edit/modify.
4. Edit/Modify the content within the section.
5. Click the **Close** button in the top right corner of the screen to view the document.

Sort a Section

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

Hide a Section

1. From within a document, click the page title to be edited.
2. Click the **Manage Content** 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 **Manage Content** screen, but will not be visible in view mode.
6. Click the **Close** button in the top right corner of the screen to view the document.

Unhide a Section

1. From within a document, click the page title to be edited.
2. Click the **Manage Content** 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 **Manage Content** screen, and will be visible in view mode.
6. Click the **Close** button in the top right corner of the screen to view the document.

Edit a Section Title

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

3. Select the checkbox to the left of each section title to be edited.
4. Click the **Edit Titles** button.
5. Enter/modify the title for each section.
6. Click the **Save** button.
7. Click the **Close** button in the top right corner of the screen to view the document.

Copy a Section

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 **Manage Content** 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. A copy of the section(s) will be displayed in the **Manage Sections** screen.
5. Click the **Close** button in the top right corner of the screen to view the document.

Delete a Section

Note:

Deleting a section will delete all content within the section.

1. From within a document, click the page title to be edited.
2. Click the **Manage Content** 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 OK. The section(s) selected will be deleted.
6. Click the **Close** button in the top right corner of the screen to view the document.

Text & Image

Note:

Click the Paste as plain text icon (clipboard with the T) to paste text from other editors (e.g. Microsoft Word, AppleWorks). Once you begin working in a **Text & Image** section, an auto save feature automatically saves work every 30 seconds. Saving often by clicking the **Save Changes** button is recommended.

1. From within the document, click the **Edit** link that corresponds with the Text & Image section you wish to edit. 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 Section Editor toolbar.
3. Author within the editor, add an image, or add attachments within the Text & Image Section.
4. Click the **Save Changes** button.
5. When finished editing, click the **Save & Finish** button to view the document.

Author within the Editor

1. From within the document, click the **Edit** link that corresponds with the Text & Image section you wish to edit. The **Edit** link is located to the right of each section.
2. 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.
3. Click the **Save Changes** button.
4. When finished editing, click the **Save & Finish** button in the top right corner of the Text & Image section to view the document.

Add an Image

Note:

Users are allowed to upload **ONE** image per section. If users wish to attach more images, they can either create a new section for more image upload or attach additional images by using the **File Attachment** tab. Recommended image formats include JPG, PNG, and GIF.

If you have not uploaded your image to the File Manager, you can click the **Upload New...** button on top of the area.

1. Start from the **Text & Image Section Editor** page.
2. Click the **Insert Image** tab, which is located underneath the section title.
3. Go to the **Uncategorized** Label dropdown menu and choose the label where the file is located in the File Manager. By default, users should see files in the **Uncategorized** label.
4. Click the **Select** button under the Actions heading for the file you wish to insert.
5. Once the image is selected, it will automatically display at the top of the page.
6. Users can optionally type a caption for the image, specify the display size, and select a placement for the image in the document.
7. To replace a new image, simply follow the same procedures above and the old image will be replaced respectively.
8. When finished adding or replacing the image, click the **Save Changes** button to go back to the **Text & Image Editor** or click the **Save & Finish** button to go back to the **Document View** page.

Add an Attachment

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

Note:

If you have not uploaded your file to the File Manager, you can click the **Upload New...** button on top of the area.

1. Start from the **Text & Image Section Editor** page.
2. Click the **File Attachment** tab, which is located underneath the section title.
3. Go to the **Uncategorized** label dropdown menu and choose the label where the file is located in the File Manager. By default, users should see files in the **Uncategorized** label.
4. Click the **Add button** under the Actions heading for the file you wish to insert.
5. Once the file is added, it automatically attaches to the document. The inserted files list is located at the top of this page. To remove, click the **Remove** button associated with the file you wish to remove.
6. When finished adding or replacing the image, click the **Save Changes** button to go back to the **Text & Image Editor** or click the **Save & Finish** button to go back to the Document View page.

Document Properties

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

Title

1. From within a document, click the **Document Properties** button. The **Document Properties** button is located near the top of the screen and is marked by a blue gear.
2. Modify the Title.
3. Click the **Save** button on the lower right side of the Document Properties tab.

Description

1. From within a document, click the **Document Properties** button. The **Document Properties** button is located near the top of the screen and is marked by a blue gear.
2. Modify the Description.
3. Click the **Save** button on the lower right side of the Document Properties tab.

Type

1. From within a document, click the **Document Properties** button. The **Document Properties** button is located near the top of the screen and is marked by a blue gear.

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 Document Properties tab.

Layout

Note:

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

1. From within a document, click the **Document Properties** button. The **Document Properties** button is located near the top of the screen and is marked by a blue gear.
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 Document Properties tab.