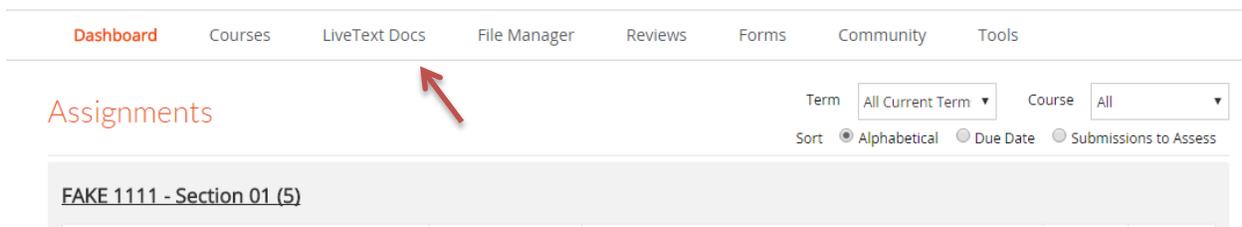


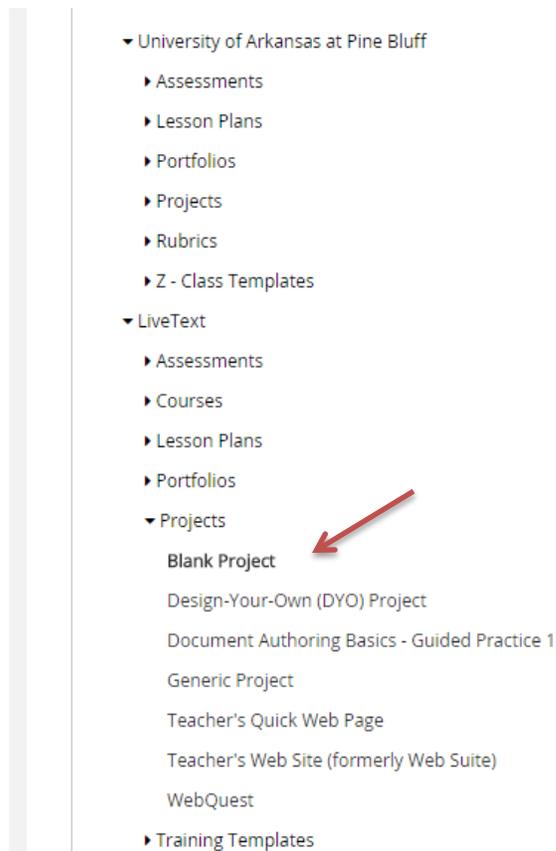


Creating a LiveText Document with an Attachment (file created outside of LiveText)

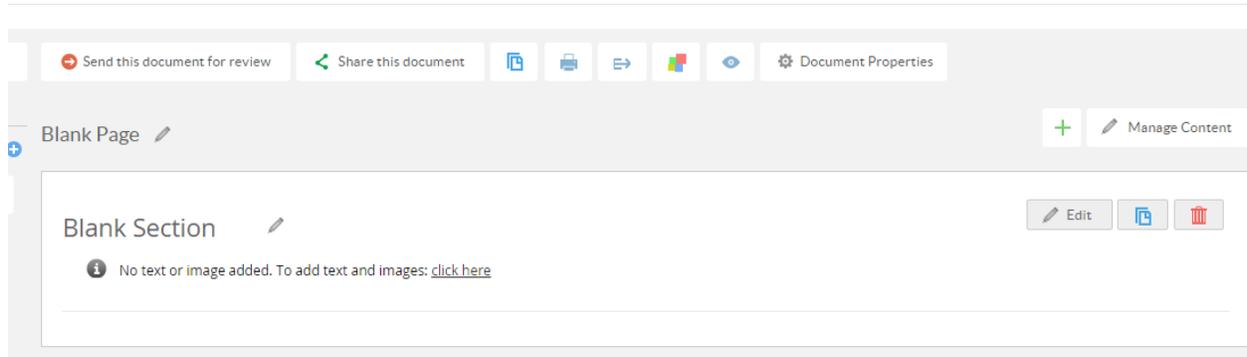
1. Log in to LiveText.
2. Select the **LiveText Docs** tab.



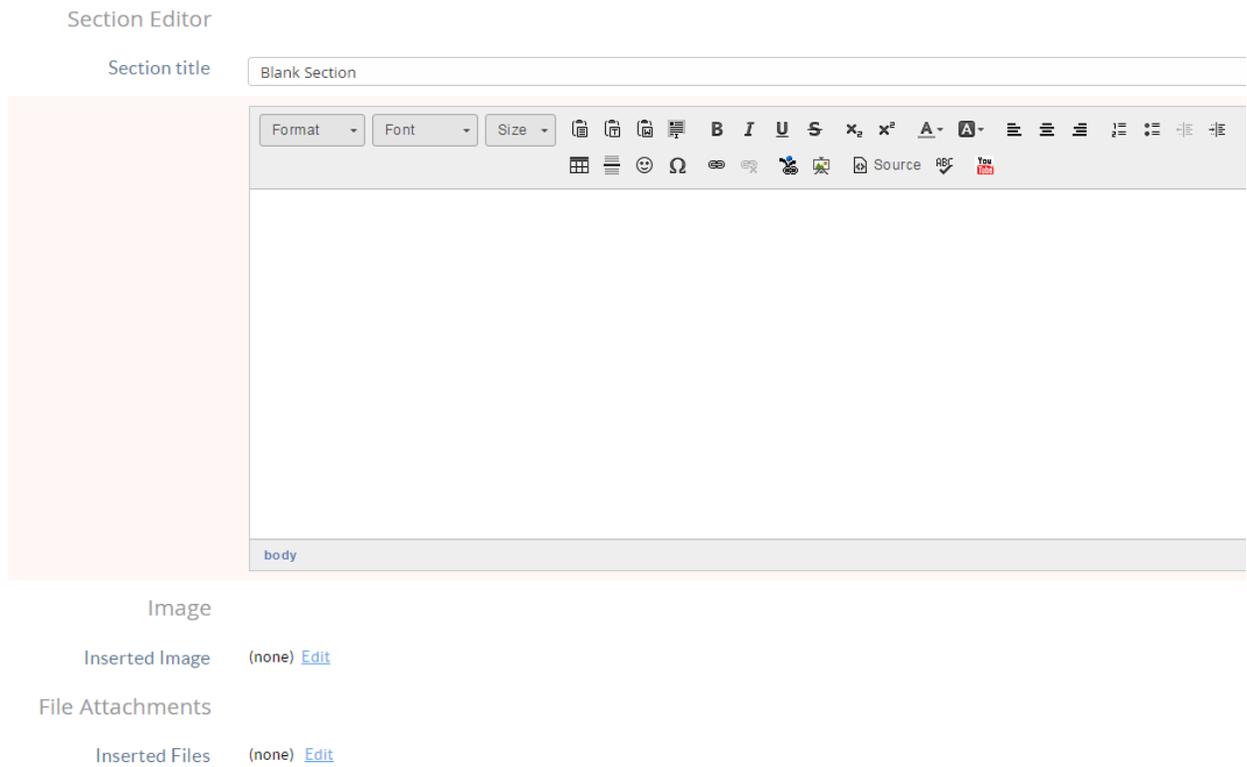
3. Select the “**My Work**” tab under the Documents section.
4. Select the “**New**” button (with the green plus sign).
5. Click the “**Projects**” branch under the “LiveText” branch to expand the branch.



6. Select the “**Blank Project**” link beneath the Projects branch (Note: there is a link entitled, “Document Authoring Basics – Guided Practice 1” that explains the creation of documents in LiveText. If you are creating numerous documents in LiveText, this is a must-read link).
7. Click the green “**Create Document**” link on the right side of the Selected Template section.
8. Type a title for your document in the box provided and click the green “**OK**” button.
9. The editable document appears with your title in orange at the top.
10. LiveText documents are comprised of pages.
11. Pages are comprised of sections, which include Text & Images (with attachments), Standards, Resources, and Rubrics.
12. Content is entered into sections, so a document must have at least one page and the page must have at least one section before content can added to the document.
13. Your new document will have one blank page with one blank section.
14. Click the pencil next to the page title “Blank Page”



15. Enter a title for the page and select the green “**OK**” button
16. Click the pencil next to the section title “Blank Section”
17. Enter a title for the section and select the green “**OK**” button.
18. Select the **Edit** button (on the right) in your newly titled section.



19. Copy and paste from another document, or type, a description of the section.
20. Scroll down to the File Attachments section and select “**Edit**”.
21. Click the “**Upload New File**” button with the green plus sign (on the right).
22. Click the “**Choose File**” button.
23. Find the file you want to upload on your hard drive, select it, and click the “**Open**” button (Note: this uploads the file to LiveText and attached the file to your document).

24. Click the green **“Save and Finish”** button.
25. You have now created a LiveText document that can be shared, copied, printed, or saved as a template. Note that the document type is a “project”.
26. If you select the LiveText Docs tab at the top left of the page, you should see a list of documents in your LiveText account, including the title, document type, date created, and date last modified.