

LiveText Tip Sheet

How to Manage Pages

You may add, delete, order, and rename pages in any LiveText document saved in your Work area. To begin, open a document such as your portfolio then proceed to the appropriate directions listed below.

1. Add Pages

- a. Click the Manage Pages tab
- b. Click the New button
- c. Type a title for the new page
- d. Click the OK button

2. Delete Pages

- a. Click the Manage Pages tab
- b. Check the box next to the page you want to delete
- c. Click the Delete button

3. Order Pages

- a. Click the Manage Pages tab
- b. Click Page Order
- c. Click on the Page you want to move
- d. Click the Up or Down Arrow to move the page to a new location

4. Rename Pages

- a. Click the Manage Pages tab
- b. Check the box next to the page(s) you want to rename
- c. Click the Edit Titles button
- d. Type in new Title(s)
- e. Click the Save button

How to Manage Sections

As with pages you may add, delete, order and rename sections on any page of a LiveText document saved in your Work area. To begin open a document such as your portfolio, select a page such as your ISL Archive page, then proceed to the appropriate directions listed below.

1. Add Sections

- a. Click Manage Sections
- b. Click Create Section
- c. Choose a type of Section
 - i. Text & Image – Textbox and image/file attachment
 - ii. Standards – List of standards such as the current GPS
 - iii. Resources – Used for adding links to United Streaming resources
 - iv. Rubric – Create your own Rubric
 - v. Form Viewer – View Forms that have been shared through an Administrator Account
- d. Type a Title for the new section
- e. Click the OK button

2. Delete Sections

- a. Click Manage Sections
- b. Check the box next to the Section you want to delete
- c. Click the Delete button

3. Order Sections

- a. Click Manage Sections
- b. Click Section Order
- c. Click on a Section
- d. Click the Up or Down Arrow to move the Section to a new location
- e. Click the Save button

4. Rename Sections

- a. Click Manage Sections
- b. Check the box next to the Section(s) you want to rename
- c. Click the Edit Titles button
- d. Type new Title(s) for the Section(s)
- e. Click the Save button