

## Quick Easy Way to Submit Papers in Livetext

- Login to Livetext (<http://college.livetext.com>)
- You should be on “My Work” section, but if not click on “My Work” in the left hand shortcut bar.
- Click on the “Create” tab in the middle screen.
  - 1) Choose a folder such as “Courses”
  - 2) Choose a template such as “Blank Course”
  - 3) Enter in a title such as “Multicultural Education” and a description if needed.
  - 4) Click the “Create Document” button.
- You will now be inside your document but need to create a page. Click on the “Edit Document” option.
- Choose the “Create Page” button
- Type in the name of the Page such as "Title and section of course and assignment name." This will create a Page under the “Title” section.
- Now you must create a section. Click the check box for the page you just created (above) and then click the “edit” button to the far right.
- Click the “Create Section” and choose “Text & Image” and name this whatever you want.
- Now click on the section you just created above in the check box and choose “edit” on the far right.
- You can now either type your paper in the space provided or use the “copy” “paste” functions from a program such as Microsoft Word to import in the text of your paper. There is also the option to attach files on the bottom. Once you get all of your text in the body click “Save” and then click “Finish”
- Your page will now be displayed and to submit it to the professor, you simply click “Submit for Review” from the top bar.
- Enter in your professor's name for the reviewer and click “submit”.