Student Frequently Asked Questions

https://c1.livetext.com/c1_help/faq_students/

Web Browser Settings

Q: What is LiveText's Recommended Browser?

A: LiveText's recommended web browser is FireFox (version 1.0 or greater). To download FireFox free of charge, visit www.getfirefox.com.

LiveText also supports Internet Explorer, version 6.0 or greater, and Safari, version 2.0 or greater. While all tools in the LiveText suite are compatible with Safari, some document formatting capabilities are limited.

Creating/Editing a LiveText Document

Q: How do I start a new assignment from an assignment template?

A: Follow these steps:

1. Click the **Dashboard** tab.
2. Click the **For assignment details and template(s) click here** link below the title of the assignment.
3. In the Assignment Template section, click the **Use this template** link located to the right of the assignment template title. If you have already created a document from this template for the assignment, a warning message will appear.
4. At this point, the system automatically associates this document with this assignment's submission page.
5. After clicking the **Use this template** link, the document will open and is ready for editing. From this point forward, your document will be located under and accessible from the **My Work** area under the **Documents** tab.

Q: How do I start a new assignment when assignment details and templates are not provided?

A: Follow these steps:

1. Click the **Documents** tab located at the top of the screen.
2. Click the **New** button from within the **My Work** tab.
3. Choose a Folder from the dropdown menu on the **Create a Document** page.
4. Choose a document Template.
5. Enter a **Title** and a **Description**.
6. Click the **Save as New Document** button located on the lower right.

The document will open and is ready for use.

Q: How do I edit a LiveText document that was created using a template?

A: Follow these steps:

1. Click the **Documents** tab.
2. Click the title of the document you wish to open.
3. Click the title of a page in the Table of Contents that you want to edit.

4. Click the **Edit** button located on the right of the section that you want to edit.
5. When finished making changes, click the **Save & Finish** button to return to the document view.

*Q: **How do I add an attachment to a section on a page within a LiveText document?***

Note:

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.

A: Follow these steps:

1. Click the **Documents** tab.
2. Click the title of the LiveText document to which you want to attach a file.
3. Click the title of the page under the Table of Contents where you want to attach a file.
4. Click the **Edit** button of the **Text & Image** section where you want to add the attachment.
5. Click the **File Attachments** tab located underneath the section title.
6. 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.
7. Select the checkbox associated with the file(s).
8. Once the file(s) is selected, it automatically attaches to the document.
9. If you have not uploaded your file to the **File Manager**, you can click the **Upload New File...** button on top of the area.
10. Click the **Browse...**button.
11. Select the file you want to upload from the pop up window.
12. Click the **Upload File** button.
13. Wait until you see the **Completed** message.
14. 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.

*Q: **How do I add an image to a section on a page within a LiveText document?***

A: Follow these steps:

1. Click the **Documents** tab.
2. Click the title of the LiveText document to which you want to add an image.
3. Click the title of the page under the Table of Contents where you want to add an image.
4. Click the **Edit** button of the Text & Image section where you want to add the image.
5. Click the **Insert Image** tab located underneath the section title.
6. 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.
7. Select the radio button associated with the image file(s).
8. Once the file(s) is selected, it automatically displays at the top of the page.
9. If you have not uploaded your image to the **File Manager**, you can click the **Upload New Image...** button on top of the area.
10. Click the **Browse...**button.

11. Select the image file you want to upload from the pop up window.
12. Click the **Upload File** button.
13. Wait until you see the **Completed** message.
14. You can optionally type a caption for the image, specify the display size, and select a placement for the image in the document.
15. To replace with a new image, simply follow the same procedures above and the old image will be replaced respectively.
16. 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.

Q: **_How do I paste text into a LiveText document?_**

Note:

If you are experiencing troubles with your LiveText document and have pasted your content from Word or some other source, this could be causing the problem. All content being copied and pasted into a LiveText document should be pasted using the **Paste as Plain Text** tool (i.e., icon of the clipboard with the letter 'T').

A: Follow these steps:

1. Click the **Documents** tab.
2. Click the title of the document into which you want to paste content.
3. Click the title of the page under the Table of Contents where you want to paste content.
4. Click the **Edit** button of the **Text & Image** section where you want to paste content.
5. Copy the text from the Microsoft Word document.
6. Click in the large text box of the **Text & Image Section Editor**.
7. Click the **Paste as Plain Text** icon on the LiveText editing toolbar.
8. Format the text within LiveText using the LiveText editing toolbar if desired.

Q: **_Can I paste in images or tables?_**

A: You are not able to paste images or tables. If you need to include an image in your LiveText document, we recommend attaching it. If you need to include a table, we recommend creating it within LiveText.

Q: **_How do I create a hyperlink from one LiveText document to another?_**

A: Follow these steps:

1. Open the document in which you would like to have the link inserted.
2. Click the **edit** button of the section on the page in which you would like to have the link inserted.
3. Click within the large text box to position the text cursor where you want the link to appear.
4. Click the **insert a link to another LiveText document** button on the text editing toolbar. You can see the button names if you place the computer cursor over each button.
5. Select a document to link to by selecting the check box next to the document's title.
6. Click the **Insert** button