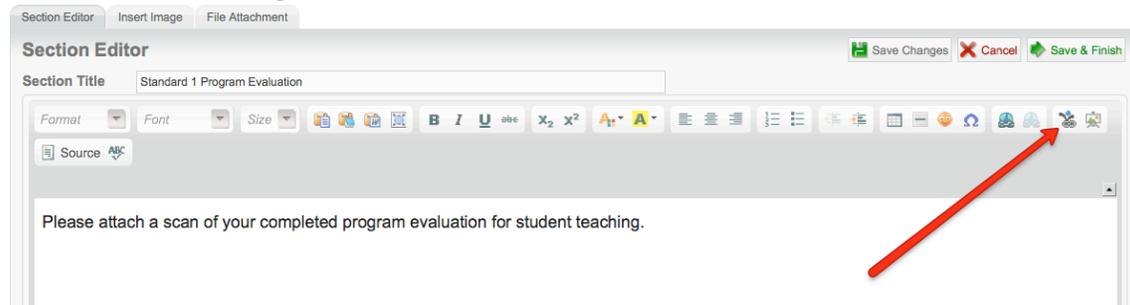


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How to Hyperlink a LiveText Document

1. **Log In** to your LiveText account, **type** in your username and password.
<[https:// c1.livertext.com](https://c1.livertext.com)>
(If you have forgotten your password or username you may contact me.)
2. Click on the **Documents** tab located at the top center of the screen.
4. Click on the **Title** of the Livertext document that you want to hyperlink a document to. When you have clicked the title or your document you are sent to the “document view.”
5. You are now a “viewer” of the document, able only to browse your assignment. You can edit the document/assignment by clicking the **Edit** within the section.
6. By clicking the Edit tab you are sent to the “Section Editor” tab where you can change/modify all aspects of your assignment.
7. In the section editor click inside the HTML box and you will notice the cursor blinking. Wherever the cursor is blinking is where your Hyperlink (inserted LiveText document) will occur.
8. Now that you have chosen a place to hyperlink your document click on the “**Insert LiveText Document**” toolbar in your toolbar. The toolbar “Insert LiveText Document,” looks like the LiveText logo.

Section: Standard 1 Program Evaluation



9. Now select the document you wish to insert into the section by clicking the choice box at the left of the document title. A check will appear next to the document you have selected. Now click the **insert document(s)** tab, which has a green plus sign.
10. The hyperlinked document title will now appear inside the section editor HTML box. Now click **save and finish**.