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Below you will find a summary of the recently released items:

File Manager and CK Editor Enhancements.

Upload Date in File Manager Archives

Under the **File Manager Archives** tab, new files imported into the **File Manager** and files imported from LiveText Legacy document attachments now display with the date upon which the file was uploaded to the document.

File and Image Upload and Attachment Process

In order to streamline the file uploading and attachment process, users now experience a modified procedure for uploading files into the **File Manager**, found under the **Toolstab**. Under the **Upload Files/Images** tab, users can browse and select files from your computer. Once selected, the file uploads automatically to the **File Manager** with an option to Cancel the upload in progress or to **Remove** the file once the upload is complete.

Users also experience a modified process for file attachment anywhere users are able to attach external files: under the **File Attachment** tab during the student assignment submission; under the **File Attachments** and **Insert Image** tabs in the Text & Image content editor; under instructors' capabilities to edit courses and assignments, to attach files to student assessments, and during course administrators' importing.

Within these features, the **Insert File...** buttons have been removed. Once you click the **+Add** or **+Insert** buttons under the Action heading that correspond to the file or image in the File Manager that you wish to attach, the file automatically attaches - providing a more efficient attaching process

Users also have the ability to add multiple images to a Text & Image section of a LiveText document. When in edit mode, click the picture icon located on the far right of the content editor tool bar to upload the first image to the section. To upload subsequent images to the same section, repeat this step. To resize and move these images, click on the inserted images that appeared

in the content editor. Users should note that if images are uploaded and inserted into the document using the **Insert Image** tab above the editor, these images can only be resized and moved based on the display size and placement options provided on the Insert Image tab page.

CK Editor Enhancements

The CK Editor, which is used to input and edit text in Text & Image sections of a LiveText document, has been improved and enhanced. The improved editor has many similar features as the former editor, with expanded capabilities and buttons with a slightly different look. Below, you will find a brief summary of the new editor features as well as those buttons that have changed visually.

Text Features

The location of the Format, Font, and sizing drop down menus remains the same. The location and options for bolding, italicizing, underlining, and strikethrough also remain the same. More fonts have been added, and sizing is now numerically based, similar to word processing programs. The process for adjusting the format, font, sizing, and look of text remains the same. A smiley face icon on the tool bar allows users to insert emoticons into their text.

Pasting Feature

Buttons also are available to **Paste** text from other programs, **Paste as Plain text** free of formatting, or **Paste from Word**, should you copy and wish to paste text specifically from a Word document. Cut and Copy options are no longer available on the editor.

Resizing the Workspace

Users now can use the arrow located on the far right of the editor tool bar to hide or unhide the tool. Users also can use the arrow in the bottom right of the text editing box to resize the editor workspace.

While the location and functions of many buttons remain, some buttons have a modified look, including the subscripting, superscripting, text coloring, background coloring, and insert special characters buttons. Rolling the cursor over all of these buttons reveals their names.

**Released July 29, 2010. This announcement has been sent to LiveText Coordinators and key campus contacts. For reference, a full listing has been shared with your Admin account via a LiveText document titled:*

Implementation News and Notes. Please contact your Implementation Coordinator with any questions by emailing implementation@livetext.com.