

Caldwell College Education Division

Live Text Student Manual:

Organizing Live Text Documents

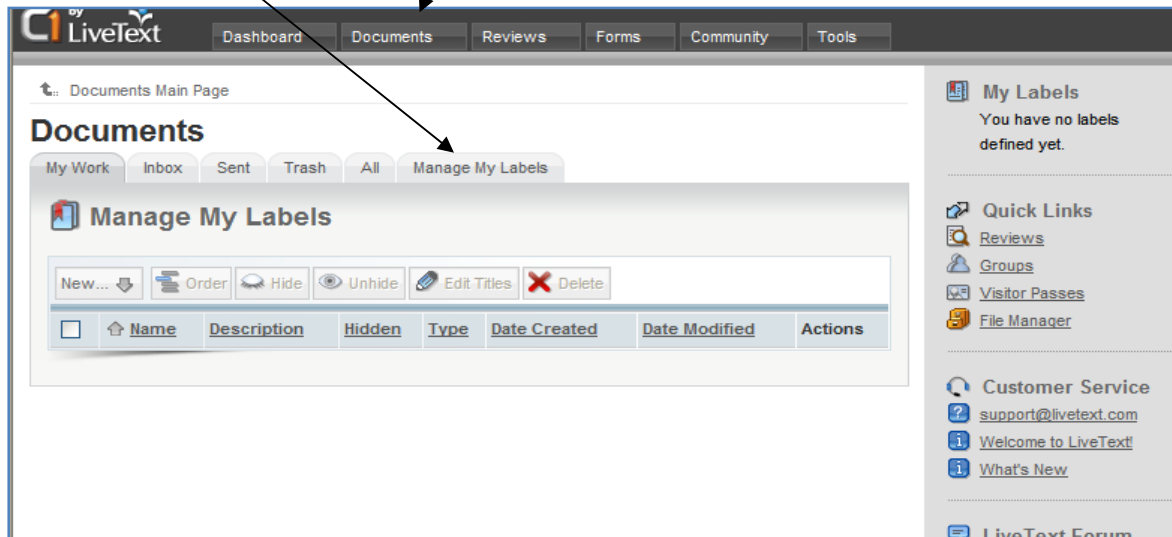
Using Labels

Caldwell College Office of Institutional Research & Assessment

01.07.2009

Creating Labels

Upon initial sign in, open the **Documents** Tab. On the Documents Tab find the **Manage My Labels** Tab and click on it.



Manage My Labels Tab- Contains options for creating, ordering, hiding, unhiding, editing, and deleting custom Labels. Labels help you to sort your documents, so that in the future you can easily find needed document, portfolio or assignment.

Plain Label Vs Smart Label

Labels provide a manual method for users to organize documents. Documents can be applied, changed, or removed from any system or custom Label.

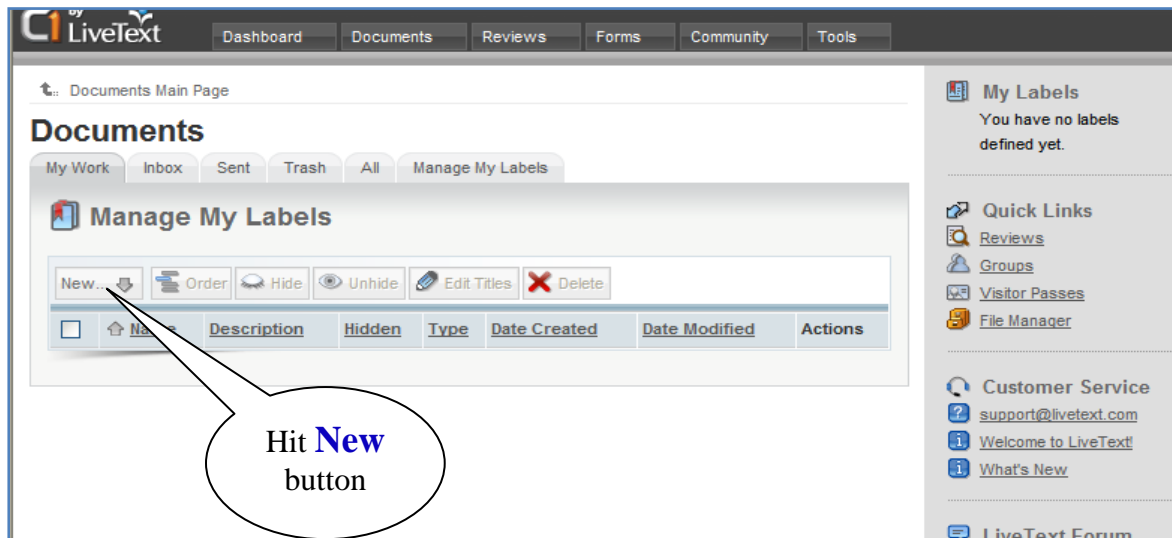
For example, a user may create a Label titled "Fall 2007 Projects." The user must manually search and select Live Text documents that meet that criteria and apply or change the documents to the "Fall 2007 Projects" Label.

Smart Labels automatically apply documents through a set a of pre-defined search criteria.

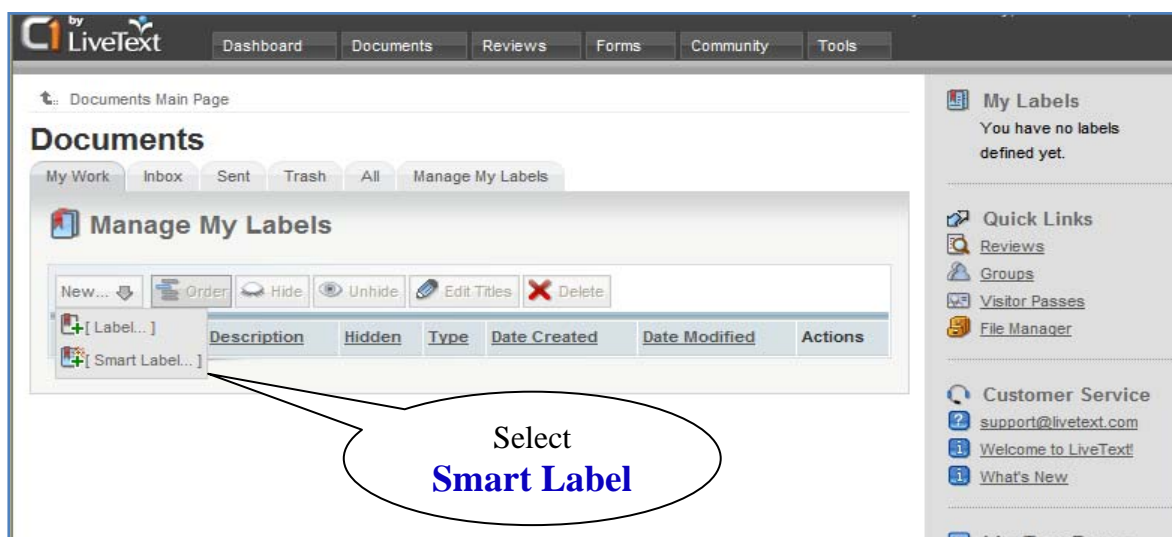
For example, a user may create a Smart Label titled "Spring 2009 Projects." The user specifies search criteria for the Smart Label to include the type of document (e.g. Project), and the creation date range (e.g. 09/01/2007 - 12/31/2007). Subsequently, projects created within that date range will automatically be applied to the "Fall 2007 Projects" Smart Label.

Creating Smart Labels

To create **Smart Label** please go to **Manage My Labels** Tab within Documents and hit the **New** Button:



Please select the Smart Label option on the drop-down list that opens:



Enter **Name** and an optional **Description**.

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Select the **Match method** from the dropdown menu located in “Match {-} of the following conditions:” statement.

- All - Limits the results to only documents that match all of the search criteria.
- Any - Matches documents that contain any of the search criteria.

Select the search criteria and conditions from the dropdown menus. E.g. "Document Type", "is", "Project." Click the **Add** button if additional query options are required.

Select a sort method from the **Sort by** dropdown menu.

Click the **Save** button located in the lower right corner of the Create a Smart Label screen.

The screenshot shows the 'Create a Smart Label' interface in the LiveText application. At the top, there is a navigation bar with tabs for 'Dashboard', 'Documents', 'Reviews', 'Forms', 'Community', and 'Tools'. Below the navigation bar, there are two breadcrumb links: 'Documents Main Page' and 'Manage My Labels'. The main heading is 'Create a Smart Label'. The form contains the following elements:

- A 'Name' text input field.
- A 'Description' text area with a vertical scrollbar.
- A 'Match' dropdown menu set to 'all', followed by the text 'of the following conditions:'.
- A condition row: a dropdown menu set to 'Title', the text 'is', and an empty text input field. To the right of this row is an 'Add' button.
- A 'Remove' button located below the condition row.
- A 'Sort by' dropdown menu set to 'Title'.
- A green 'Save' button with a floppy disk icon in the bottom right corner.

For example on the screen below the Smart label Spring 2009 projects is created for all projects dated between 01/01/2009 and 05/30/2009:

Create a Smart Label

Name:

Description:

Match **all** of the following conditions:

Created is in range 2009-01-01 to 2009-05-30 **Add**

Remove

Sort by: Created

Save

After saving the Label, the link to it will show up on the right side of the screen:

Documents

My Work | Inbox | Sent | Trash | All | **Manage My Labels**

Manage My Labels

Showing 1-1 of 1

New... | Order | Hide | Unhide | Edit Titles | Delete

<input type="checkbox"/>	Name	Description	Hidden	Type	Date Created	Date Modified	Actions
<input type="checkbox"/>	Spring 2009 projects		no	Smart Label	01:16PM	01:16PM	edit

Showing 1-1 of 1

My Labels

- [Spring 2009 projects](#)

Quick Links

- [Reviews](#)
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- [Visitor Passes](#)
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If you have any comments or suggestions on LiveText, please click the link below to post your feedback in the forum.

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Now all the documents that are created within the given dates range will automatically be saved under Spring 2009 projects label.

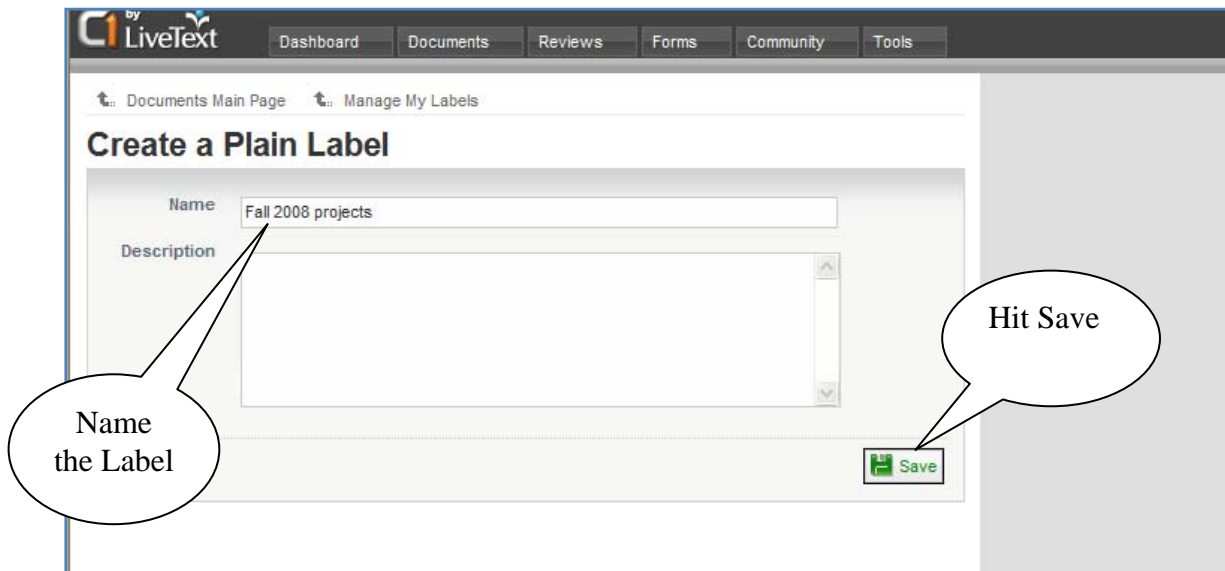
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Creating Plain Labels

Let's create plain **Label** and **Apply** it to several documents:

Select **Manage My Labels** Tab, hit **New** and select **Label** option. Give the name and description to the Label.

For Example on the picture below **Label Fall 2008 projects** will be created:



Applying Labels to Documents

From within the **Documents** tab, select the checkbox to the left of each document that a new Label will be applied to. Click the **Apply Label** button.

The screenshot shows the LiveText interface with the 'Documents' tab selected. The 'My Work' section contains a table of documents. A callout bubble points to the checkboxes in the first column of the table.

<input type="checkbox"/>	Title	Type	Date Created	Date Modified
<input type="checkbox"/>	Document 1	Project	Nov 11	Nov 18
<input type="checkbox"/>	Marina Karpovitch Portfolio	Portfolio	Nov 13	Nov 18
<input checked="" type="checkbox"/>	Portfolio 1	Portfolio	Nov 11	Nov 11
<input checked="" type="checkbox"/>	Project 1	Project	Nov 11	Nov 11
<input type="checkbox"/>	Test Reflection Journal	Project	Nov 19	Nov 19

Checkmark
the documents

Select the **Fall 2008 Projects Label** from the Apply Label dropdown menu.

The screenshot shows the LiveText interface with the 'Documents' tab selected. The 'My Work' section is active, displaying a list of documents. The 'Apply Label' dropdown menu is open, showing options: 'My Work', 'Inbox', 'Fall 2008 projects', 'Spring 2009 projects', and '[New label...]'. A callout bubble points to the 'Fall 2008 projects' option with the text 'Fall 2008 projects label'. The document list below has columns for 'Type', 'Date Created', and 'Date Modified'.

Type	Date Created	Date Modified
Project	Nov 11	Nov 18
		Nov 18
		Nov 11
		Nov 11
Project	Nov 19	Nov 19

The documents selected will be applied to the Label, and will also remain associated with the original Label.

The screenshot shows the LiveText interface with the 'Documents' tab selected. The main content area displays a list of documents under the 'Fall 2008 projects' label. The table below shows the details of these documents:

<input type="checkbox"/>	Title	Author	Type	Date Created	Date Modified
<input type="checkbox"/>	Portfolio 1	Karpovitch, Marina	Portfolio	Nov 11	Nov 11
<input type="checkbox"/>	Project 1	Karpovitch, Marina	Project	Nov 11	Nov 11

Callout bubbles highlight the 'Fall 2008 projects' label and the document list.

To remove label from the documents, select the documents by placing check mark next to their name and click **Remove Label** button:

The screenshot shows the LiveText interface with a navigation bar at the top containing 'Dashboard', 'Documents', 'Reviews', 'Forms', 'Community', and 'Tools'. Below the navigation bar, there are breadcrumb links for 'Documents Main Page' and 'Manage My Labels'. The main content area is titled 'Documents' and includes a sub-section for 'Fall 2008 projects'. A toolbar above the document list contains buttons for 'Apply Label', 'Change Label', 'Remove Label', and 'Delete'. A callout bubble points to the 'Remove Label' button with the text 'Remove Label Button'. The document list table is as follows:

<input type="checkbox"/>	Title	Author	Type	Date Created	Date Modified
<input checked="" type="checkbox"/>	Portfolio 1	Karpovitch, Marina	Portfolio	Nov 11	Nov 11
<input checked="" type="checkbox"/>	Project 1	Karpovitch, Marina	Project	Nov 11	Nov 11

At the bottom of the table, it says 'Showing 1-2 of 2' and a page indicator '1'. On the right side of the interface, there is a sidebar with 'My Labels' and various utility links like 'Customer Service', 'LiveText Forum', and 'File Manager'.

The document(s) selected will be removed from the Label.