TYPING IN TEXT

new resource open

- *Untitled Resource* editable title
- *Instructions* editable content
  - structured text (*Heading* and *Subheading* in the TOC)
- clear fields on *Describe* screen
- default license on *Submit* screen
- resource automatically saved
- authoring tool changes to view only on lost connection

HELP AND DOCUMENTATION

- dedicated screen for authoring tool *Help*, including screen-casts
- excerpts from *Help* menu throughout authoring tool on hover of *? icon*

ACCESSING TOOLBAR ACTIONS

- activate actions by using toolbar, or keyboard shortcut
- in the tooltip for the action, mention keyboard shortcut (OS-sensitive)

save	S	ctrl+S
preview		
undo	⌘Z	ctrl+Z
redo	Z	ctrl+Y
heading	1	ctrl+shift+1
subheading	2	ctrl+shift+2
paragraph	3	ctrl+shift+3
bullet list	4	ctrl+shift+4
numbered list	5	ctrl+shift+5
increase indent	]	ctrl+]
decrease indent	[	ctrl+[
table		
bold	B	ctrl+B
italicize	I	ctrl+I
underline	U	ctrl+U
text color		
highlight color		
link	K	ctrl+K
insert media		
reference		

STRUCTURE-RELATED FUNCTIONS

table of contents (adding, removing, editing)

- adding *Headers*
  - new *Subheading* are added at the bottom of attached heading contents
  - new *Headings* are added at the end of the resource
- editing *Headers*
  - on click, text can be edited
  - on hover delete icon appears on the right
  - delete, deletes only the heading
- moving *Headers*
  - on hover move icon appears on the left
  - dragging to the right moves and changes header to *Subheading*
  - dragging the the left moves and changes header to *Heading*
  - attached content moves as well

effecting text styles

- enter after *Headers* changes text style to *Paragraph* style
  - enter with cursor in the middle of a *Header* changes text style to paragraph style
- delete in the beginning of a text style merges and changes the style to the one above
  - default style after the *Instructions* text has been deleted will be *Heading*
- text is pasted in as current style cursor or selection is in

HEADERS & PARAGRAPHS COMPARISON

	Heading / Subheading	Paragraph / List / Indent
changing text style *text cursor, selection*	- entire header changes style	- entire paragraph changes style
creating lists *text cursor, selection*	- entire header to paragraph list	- entire paragraph to list - indented paragraph changes to equivalent list bullet

editing lists
text cursor, selection
	- - -	- clicking on a different type of list
		  changes all grouped points
		- space twice after list separates list
		  into two differently numbed lists
		- turning off list effects selected points

increasing indent text cursor, selection	- disabled	- entire paragraph indents or sub-point - disabled after three indents
decreasing indent text cursor, selection	- disabled	- disabled on non-indented paragraphs - indents back on indented paragraphs - changes to paragraph on first bullet - changes to previous bullet on others
inserting tables *text cursor* *selection*	- inserts at cursor, splits header - inserts after selection, splits header	- inserts at cursor, splits header - inserts after selection, splits header
bold, color, etc. *text cursor* *selection*	- disabled - disabled	- format is activated/word is formatted - selections is formatted
linking *text cursor* *selection*	- disabled - disabled	- no displayed text, link at cursor - if cursor is in the middle of a word, word used as displayed text - uses selection as displayed text
inserting media text cursor selection	- inserts at cursor, splits header - inserts after selection, splits header	- inserts at cursor, splits header - inserts after selection, splits header
referencing *text cursor* selection	- inserts at cursor - inserts after selection	- inserts at cursor - inserts after selection

TEXT FORMATTING

text cursor with bold, italicize, underline, text color, highlight color, link

- word is formatted, icon is activated

  Lorem ips|um dolor sit amet, consectetur adipiscing elit.

  Lorem *ips|um* dolor sit amet, consectetur adipiscing elit.

- word is not formatted, icon is activated

  Lorem ipsum| dolor sit amet, consectetur adipiscing elit.

  Lorem ipsum *activated*| dolor sit amet, consectetur adipiscing elit.

- word is not formatted, icon is activated

  Lorem ipsum |dolor sit amet, consectetur adipiscing elit.

  Lorem ipsum *activated*|dolor sit amet, consectetur adipiscing elit.

format is activated with bold, italicize, underline, text color, highlight color

- icon glows yellow or shows selected colour
- new text typed is in chosen format

TABLE-RELATED FUNCTIONS

creating table

- text fields
  - drag interaction mirrors text field with click-down appearance
  - text field are submitted through button or enter
- grid interaction
  - text fields mirror grid interaction (hovering grid does not effect text field until click-down)
  - grid expands and collapses accordingly (minimum: 5x5, maximum:20x20)
  - submit on grid interaction on click-up
  - on click-up outside grid-zone, table not inserted and table menu hides

editing table

- adding/removing columns/rows
  - edited using surrounding icons
  - columns/rows that will be effected are highlighted on hover
- size (height/width of table)
  - no changing height of table, text in cell determines height
  - adjusting last line of table adjusts the last column
  - margin to the right of that adjusts table with all columns being affected equally
- moving table
  - both moving by icon and margin

disabled toolbar icons

- text style

- table
- media

MEDIA-RELATED FUNCTIONS

(images, video, audio, attachments)

attaching media

- media can be *dragged & dropped*, *attached*, or *grabbed from the web*
- on media *grabbed from the web* submit must be pressed
    - media *grabbed from the web* does not upload?
- media *dragged & dropped* and *attached* automatically begins uploading, *submit* is not pressed
- *cancel* closes *insert media* menu, pressing outside does not
- pressing *insert media* again does not create new *insert media* menu
    - if text cursor is moved menu moves to new text cursor position
- if authoring tool is closed and reopened, *insert media* menu disappears

uploading media

- *cancel*, stops upload and closes *insert media* menu, pressing outside does not
- if authoring tool is closed and reopened, *insert media* menu disappears
    - message displays alerting uploads will be canceled if window is closed

describing media

- media is embedded
    - for images: description field
    - for video & audio: title, description, and subtitle fields
    - for attachment: title, description, and display preferences
- title field taken from file name and capitalized before the description
- icon on the side displays if there are missing fields
    - on hover message displays what's missing

editing media

- subtitles can be added and edited through subtitle menu
    - menu shows on hover
- embedded images can be re-sized by dragging corners
- selected media can be copy and pasted to other parts of the document
- clicking and dragging media, moves caption as well

disabled toolbar icons

(on editing media description and selecting media)

- **text style**
- **lists**
- **indent**

LINK-RELATED FUNCTIONS

creating links

- displayed text field
    - displayed text taken from selection or can be added
    - empty displayed text field would display link as displayed text on submit
- link field
    - links can be created out of an URL, page heading or subheading, or email address
    - URL pasted into document automatically converts to link

editing links

- edit menu appears when edit icon beside link is clicked
- pressing *clear link* or clearing *link field,* removes link, keeps displayed text, and hides menu
- pressing *submit* or pressing outside of the menu, submits edits and hides menu
- pressing *cancel,* cancels edits and hides menu

disabled toolbar icons

(on editing media description)

- **bold, italic, underline**
- **colour, highlight**

REFERENCE-RELATED FUNCTIONS

creating references

- reference number given in order of appearance in relation to other references

editing references

- edit menu appears when edit icon beside reference is clicked
- pressing *clear reference* or clearing reference field, removes reference and hides menu
- pressing *submit* or pressing outside of the menu, submits edits and hides menu
- pressing *cancel,* cancels edits and hides menu
- references can also be edited and removed through footnotes at the bottom

DESCRIBE SCREEN

- *Summary* is limited by the size of the text field
- new *Learning Goals* text field appears after user starts writing in last
    - on *hover X* icon appears on the right, clicking it deletes selected learning goals
    - clicking *Learning Goal*, brings up editable field
- *Keywords* text field expands as necessary
- multiple *Subjects* can be selected
- *Sub-topic* field does not appear until *Subject* is chosen

- relevant *Sub-topics* are displayed
- *Common Core Standards* field does not appear until *Subject, Sub-topic,* and *Grade Level* is chosen
- default language is english

SUBMIT SCREEN

selecting license

- default options are *"Yes, allow as long as others share alike"* and *"Do not allow"* commercial work
- preview of *Current License* is updated as users change options
  - name of type of *Creative Commons* license links to a more detailed description of it

publishing resource

- *Publish* button disabled if required fields are missing
  - message appears with a link to the *Describe* screen
- pressing *Publish* goes to the published resource
  - untitled fields will not be displayed in published resource
- in *My Items* item is moved from *Drafts* folder to *Created* folder

editing published resource

- if editing published resource, P*ublish* button changes to *Update*
- edits remain in drafts folder, until *Updated*
- count as different revision or different resource? track revision number?
- whether or not they can change license?

NAVIGATING BETWEEN STEPS

- page slides between *Write*, *Describe*, and *Submit*
- going back the *Write* step, goes back to last text cursor position