

# Instructions

PREVIEW

SAVE

Entry last auto-saved 30 seconds ago.



write



describe



publish

Paragraph



## TABLE OF CONTENTS

- **Welcome Username, to the OER Authoring Tool**
  - Creating Your Content
  - Publishing Your Entry
  - Click to type sub-heading
- **Click to type heading**

clear instructions & start writing your resource!

## Welcome *Username*, to the OER Authoring Tool!

### CREATING CONTENT

Content is created in this field. Content structure will dynamically be interpreted in the *Table of Contents* panel. In addition, *headings* and *sub-headings* can be added and edited through the *Table of Contents*. Below is an outline of the toolbar:

Heading

1



2



3



4



5



6



7



8



9



10



9



10

Toolbar: see description below for each option's purpose

1. **Text Style:** Define whether text is a *heading*, *sub-heading*, *paragraph*, *ect.* This would appear accordingly in the *Table of Contents*.
2. **Lists:** Create *unordered lists* or *ordered lists* (such as this one), lists can only be created under the paragraph style.
3. **Indent:** In order to create sub-lists use the indent option.
  - This is an example of a sub-list.
4. **Table:** Create a table by defining amount of rows and columns.
5. **Emphasis Options:** Distinguish text by **bolding**, *italicizing*, and/or underlining text.
6. **Text Colour:** Change text colour, only contrast compatible colours are allowed.
7. **Text Background Colour:** Highlight words by changing the text background colour.
8. **Links:** Add a link to another webpage out of selected text: ex. [OER homepage](#).
9. **Media:** Add media to your entry like the image above. Images, video, audio, and attachments are all welcomed. Different option will be given for each one.
10. **Citations:** Cite your work by selecting the pieces of text or media and clicking the icon to enter attributing information. Citations will appear in the form of footnotes at the bottom of the document which can later be edited. <sup>[1]</sup>

### PUBLISHING YOUR ENTRY

After you've created your content, add metadata to your entry by clicking *describe* . You can always switch back to *write mode* to make changes. Once your content is ready and all the required metadata is filled out, you can publish your entry!

<sup>[1]</sup> This is an example of how a citation would appear.

NEXT STEP: DESCRIBE



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## METADATA

### SUMMARY: \* 100 words max

Cras nunc nibh, tristique a posuere sed, facilisis at metus. Sed tempor ullamcorper risus, at ultricies nulla accumsan ac. Sed lorem velit, Vestibulum in mauris tortor, in molestie justo nulla accum. Cras nunc nibh, tristique a posuere sed, facilisis at metus. 

### LEARNING GOALS: \* 100 words max

- × Sed tempor ullamcorper risus
- × Ut massa velit, varius eu posuere nibn cum sa id, feugiat et lectus.
- × Nunc tincidunt felis id magna ut sed

•

### KEYWORDS:

Separate each keyword with a comma

### SUBJECT: \*

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Arts       | <input type="checkbox"/> Science and Technology |
| <input type="checkbox"/> Business   | <input type="checkbox"/> Mathematics            |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Social Sciences        |

### GRADE LEVEL: \*

### CATEGORY: \*

### CURRICULUM: \*

NEXT STEP: PUBLISH



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## LEGAL

### PLEASE SELECT THE COPYRIGHTS THAT APPLY TO YOUR WORK:

- ☐ Allow commercial uses of your work.
- ☐ Do not allow modification of your work.
- ☐ Do not allow sharing with explicit permission.

#### CO-OWNERS :

- 

#### CREDITS:

- 



Attribution



Non-commercial

PUBLISH YOUR OER





any grade level

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SUMMARY:

Cras nunc nibh, tristique a posuere sed, facilisis at metus. Sed tempor ullamcorper risus, at ultricies nulla accumsan ac. Sed lorem velit, Vestibulum in mauris tortor, in molestie justo nulla accum. Cras nunc nibh, tristique a posuere sed.

LEARNING GOALS:

- Sed tempor ullamcorper risus
- Ut massa velit, varius eu posuere nibn cum sa id, feugiat et lectus.
- Nunc tincidunt felis id magna ut



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[Attribute this work on web](#)

[Cite this work on print](#)

# Instructions

Created **January 12, 2012** by *User's Name*

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copy MLA citation



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<<http://www.oercommons.org/tutorial/instructions>>.