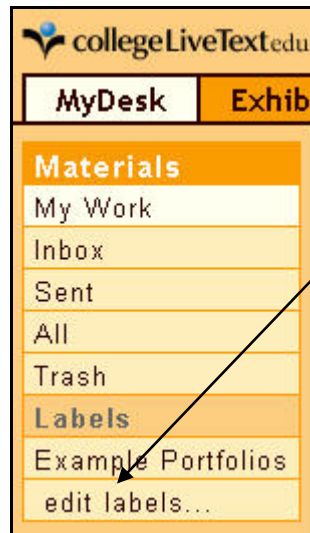


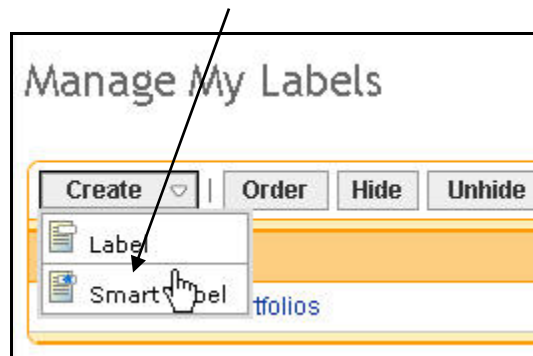
Creating Smart Labels

Smart Labels are created in order to automatically sort documents in LiveText. When you create a Smart Label, you determine the criterion that a document must meet to fall under a label. You can create Smart Labels according to document type, date created, date modified, author, or title. The following instructions walk through creating a Lesson Plans Smart Label that only pulls in Lesson Plan documents.

1. Login to your account. On your home screen or **MyDesk** click on **edit labels** along the left under the Labels category.



2. Click on **Create** and choose **Smart Label** from that drop-down box.



3. At the Create Smart Label screen. Simply type **Lesson Plans** in the Title field. You can leave the Description field blank.
4. Next choose **all** in the "Match___ of the following conditions:" field.
5. Where **Title** is selected, change that to **Document Type** in the drop-down box.
6. Leave **is** instead of **is not** in the next field. Then you will want to make sure that **Lesson Plan** is selected in the last field.
7. The sort by field should be left as Title. Then click **Save**.

The screenshot shows the 'Create Smart Label' interface. At the top, the title 'Create Smart Label' is displayed. Below it, there are two input fields: 'Title:' with the text 'Lesson Plans' and 'Description:' which is currently empty. Below these fields are two buttons: 'Save' and 'Cancel'. A horizontal line separates this section from the conditions section. The conditions section starts with 'Match' followed by a dropdown menu set to 'all', and the text 'of the following conditions:'. Below this, there is a row of three dropdown menus: the first is 'Document Type', the second is 'is', and the third is 'Lesson Plan'. To the right of these three dropdowns are two buttons: 'Add' and 'Remove'. Below the conditions row is a 'Sort by' dropdown menu set to 'Title'.