

Chegg

Authoring Tools Guide

July 2025

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Text Editor

Using the **Text Editor**, you can format your solution by making the text bold, italicized, underlined, changing the font size, adjusting alignment, and more.

1. Text Size: You can change the text size to header, sub-header, or normal font sizes.

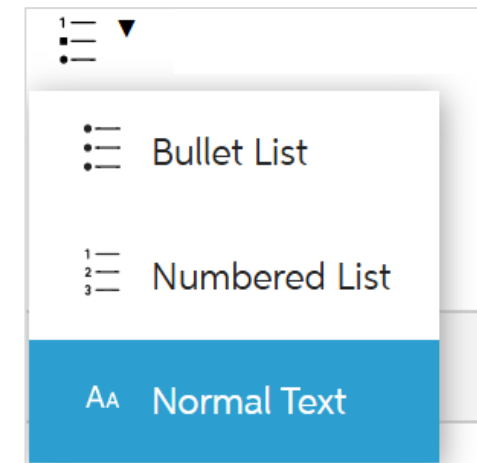
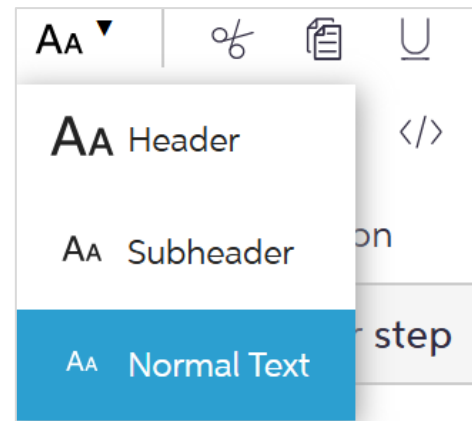
2. Text Formatting: Bold, italic, and underline formatting can be applied to any text in your solution.

3. Superscripts and Subscripts: Text can be formatted as superscripts or subscripts as needed.

4. Text Alignment: The editor provides horizontal alignment options. Text can be aligned to the left, center, or right.

5. Lists: You can add both ordered and unordered lists to your solution.

Note: Standard keyboard shortcuts can also be used to edit your content.

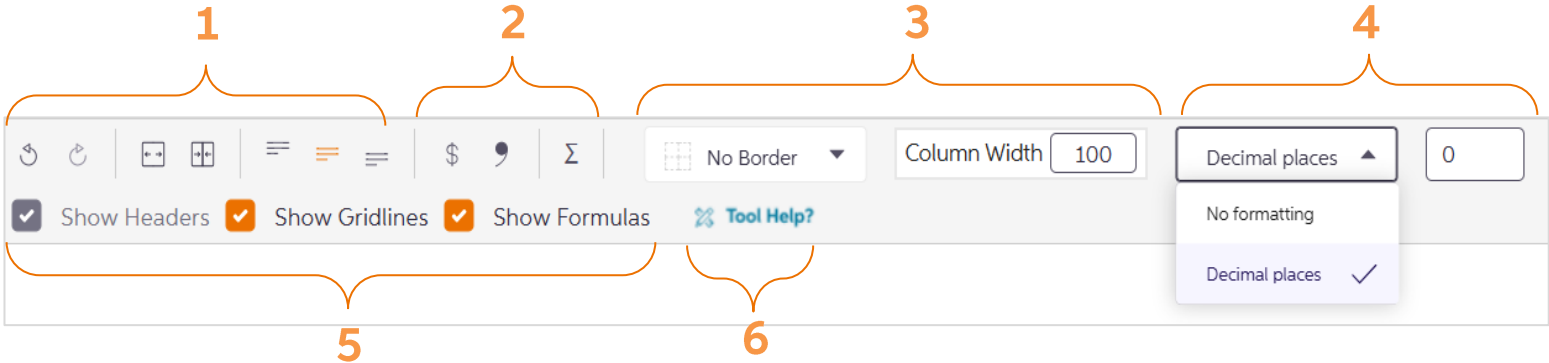
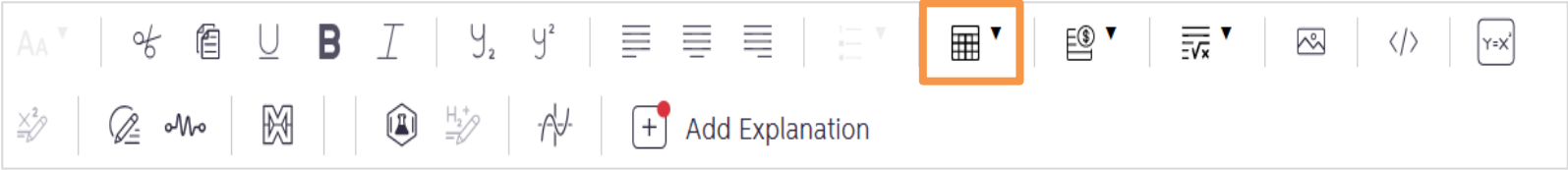


Tables

Table Tool helps you perform various Excel-like functions on tables, such as merging or unmerging cells, adding, cutting, copying, and pasting cells, rows, and columns.

- 1. Options include Undo, Redo, Merge/Unmerge Cells, and **Cell Alignment**.
- 2. Use **Toggle** Currency, Toggle Number, and Auto-Sum for quick formatting and calculations.
- 3. Adjust Table **Borders** and **Column Width** as per your requirements.
- 4. Apply **Decimal Formatting** based on the intended use.
- 5. Enable or disable Headers, Gridlines, and Formulas using the **display options**.
- 6. Use the **Tool Help** option to watch training videos related to the Table Tool.

To learn more with examples, click [here](#).



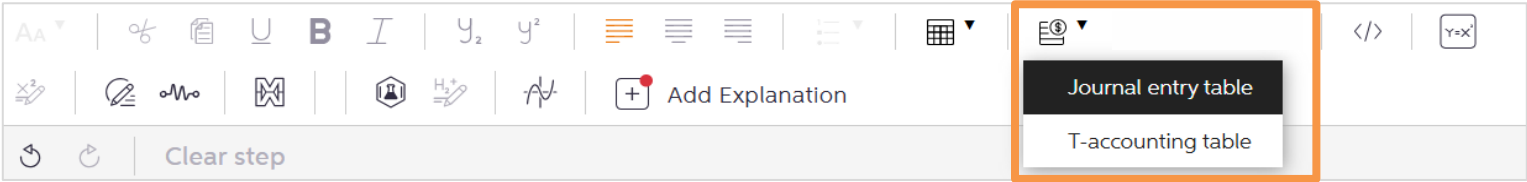
	A	B	C	D
1		2016	2017	2018
2	Revenue	\$3,000,000	\$4,500,000	\$4,650,000
3	Cost of Goods Sold	\$2,125,000	\$3,000,000	\$3,100,000
4	Gross Profit	\$875,000	\$1,500,000	\$1,550,000

#Table with header rows and columns

Accounting Tables: Journal Entry

The **Journal Entry Table** is a specific accounting table type for recording business transactions. To create a journal entry, select the journal entry table from the Accounting table dropdown.

- 1. This will insert a blank journal entry table. Each journal has a **default Debit and Credit row**.
- 2. The account column contains a list of **pre-made accounts** that can be searched. Begin typing the name of an account, and all matches for that search will appear in the list.
- 3. Journal entries can have **multiple credit and debit rows**. To add rows, click the plus button to the left of the entry; to remove a row, click the minus button. To add a debit line, click the plus button next to any debit line and enter the corresponding number in the “Dr” column; to add a Credit line, click the plus button next to any credit line and enter the corresponding number in the “Cr” column.



1

Date	Account	Dr	Cr
mm/dd/yyyy	Cash	\$1000	
	Accounts Receivable		\$1000
	Add note here		

auto-sum field

Blank journal entry table

2

Journal entry table			
Date	Account	Dr	Cr
yyyy-mm-dd	Cash	\$1000	
	Tax		\$1000

Add New Journal Entry

- Accrued Tax Assets
- Accrued Tax Liability
- Accumulated Deferred Invest...
- Deferred Tax Liability
- Highway Taxes

Searchable list of accounts in journal entry

3

Journal entry table			
Date	Account	Dr	Cr
2019-02-10	Service Revenues	\$85,000	
	Rent Revenue	\$500	
	Income Summary		\$2,000
	Income Tax Expense		\$83,500

Journal entry with multiple Debit and Credit entries

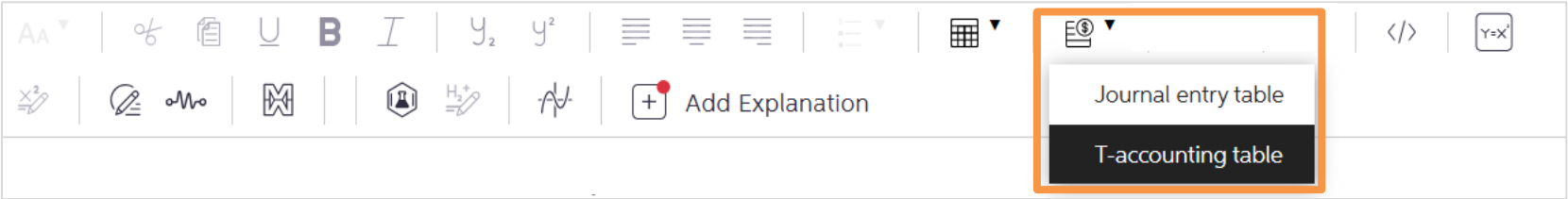
Accounting Tables: T-Accounting

T-accounts are a visual tool used to post journal entries to individual ledger accounts in a **"T" shape format**, with debits on the left and credits on the right. They help track the impact of each transaction under the double-entry system, ensuring total debits equal total credits.

To insert a T-Account, select the "Insert T-accounting table" option from the dropdown in the toolbar.

1. The first line of the T-Accounting table contains a **searchable account list**. Similar to Journal Entries, this field can contain either a pre-made account from the list or a custom account typed into the field.

2. Like Journal Entries, T-Accounts support **optional dates as well as numeric entries** in each row.



1

T-accounting table			
Accounts Receivable			
Accounts Receivable			
Trade Accounts Receivable			
+	yyyy-mm-dd		
-	Balance	\$5,000	

Searchable account list header in T-Account table

2

Accounts Receivable					
2021-07-01		\$15,000		yyyy-mm-dd	
2021-07-31		\$5,000		yyyy-mm-dd	
+	yyyy-mm-dd		\$10,000	2021-08-31	

Example of T-Account Table

Equation Renderer

The **Equation Renderer Tool** allows users to create multi-line math equations, offering greater flexibility and functionality in displaying mathematical content.

1. The tool contains **two input boxes** - one for each side of the equation. Below the input area (outlined in blue) is a live **preview box** that renders the equation in real time.

2. It correctly renders fractions, exponents, subscripts, and more using standard math conventions.

3. You can also use the Library Tooltip to insert content: Click the “**Show Tooltip**” button to expand the library, then click on any symbol, expression, or equation to insert it directly into the editor.

To learn more with examples, click [here](#).

The screenshot displays the Equation Renderer tool interface, which includes a toolbar at the top with various mathematical symbols and a main editing area. The interface is divided into three sections, each demonstrating a different feature:

- Section 1:** Shows the basic input fields. The top row contains two input boxes separated by an equals sign. Below the input area is a live preview box that renders the equation in real time. A "Show Tooltip" button is visible next to the input area.
- Section 2:** Demonstrates the rendering of fractions. The input fields contain "x" and "y/z". The preview box shows the rendered equation: $x = \frac{y}{z}$.
- Section 3:** Shows the Library Tooltip. The input fields contain "x" and "y/z +". The preview box shows the rendered equation: $x \geq \frac{y}{z} +$. The Library Tooltip is expanded, showing a grid of mathematical symbols and expressions, including a "Math" category with options like Greek, Text, Algebra, Geometry, Trigonometry, Calculus, Derivatives, Limits, and Other.

Inline Equation Tool

The **Inline Equation Tool** supports the same math expressions as the Equation Renderer but can be used within any text block. It allows expressions to be inserted seamlessly within paragraphs, lines of text, or on a separate line.

1. To insert an inline equation, you can use the toolbar or type **two equal signs (==)** and press Enter.

2. Experts can type math expressions directly into the editor, with a live inline preview that gets updated while typing for easier editing.

3. Expressions can also be added using the **Tooltip Library** by selecting symbols or expressions to insert into the editor.

Note: The Inline Equation Tool also **supports copy and paste functionality**. To copy an equation within text, use the mouse to select the entire text, including the equation, press CTRL + C to copy, and CTRL + V to paste it elsewhere.

To learn more with examples, click [here](#).

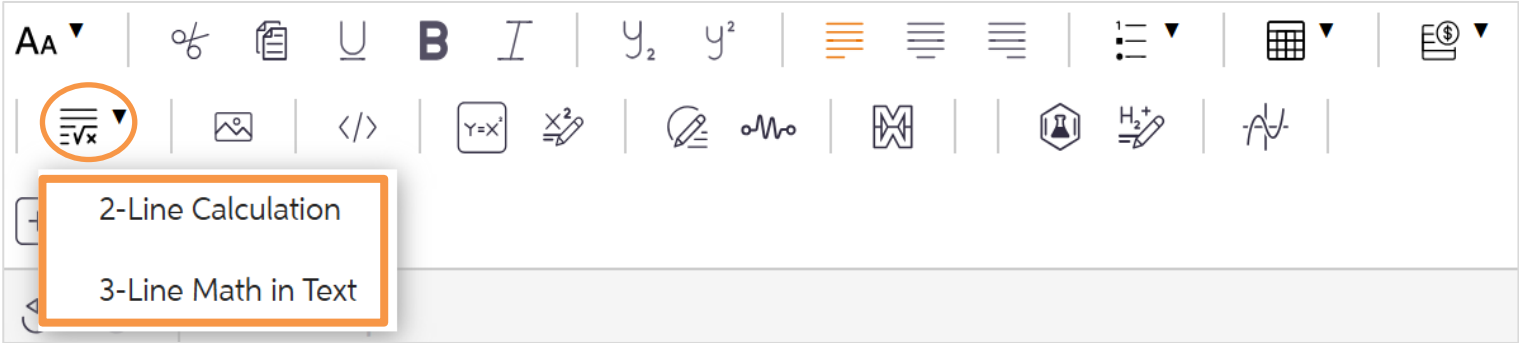
The screenshot illustrates the Chegg Inline Equation Tool interface, showing three steps for inserting an equation:

- Step 1:** The toolbar at the top includes various icons for text formatting and math. The **Insert Inline Equation** button (represented by two equal signs) is highlighted.
- Step 2:** The user has typed "The quadratic equation is" followed by the quadratic formula $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$. A live preview box shows the typed expression $(-b \pm \sqrt{b^2 - 4ac}) / (2a)$. A **Show Tooltip** button is visible.
- Step 3:** The **Tooltip Library** is open, displaying a grid of mathematical symbols and expressions. The **Math** category is selected, showing options like Greek, Text, Algebra, Geometry, Trigonometry, Calculus, Derivatives, Limits, and Other. The quadratic formula is also visible in the Expressions section. A **Hide Tooltip** button is at the bottom.

Math in Text

The **Math in Text Tool** enables automatic calculations and allows you to write basic math expressions and symbols as formulas.

- **Variations:** There are two versions of Math in Text: the Traditional **3-Line Math in Text** and a simplified **2-Line Calculation** version.
 - The 3-Line version allows users to insert a text-based equation on the first line, substitute numerical values on the second line, and auto-calculate the result on the third line.
 - The 2-Line version supports calculations that do not require a text-based equation and contains only a numerical expression line.
- You can also format the values to the required number of **decimal places**.
- To learn more with examples, click [here](#).



Assets = 2^2 + sqrt(2)/3 (Type math)
= 4.47 (Auto-calculates)

Blank 2-Line Calculation Block

Assets = Liability + Equity (Type expression; hit Enter)
= \$10000 + \$5000/2 (Type math)
= \$12,500 (Auto-calculates)

Blank 3-Line Math in Text Block

Gross Margin = \$120,000 – \$75,000
= \$45,000

Example: 2-Line Calculation

Sales = Unit price * Number of units
= \$12 × 1,000
= \$12,000

Example: 3-Line Math in Text Calculation

Decimal places 2

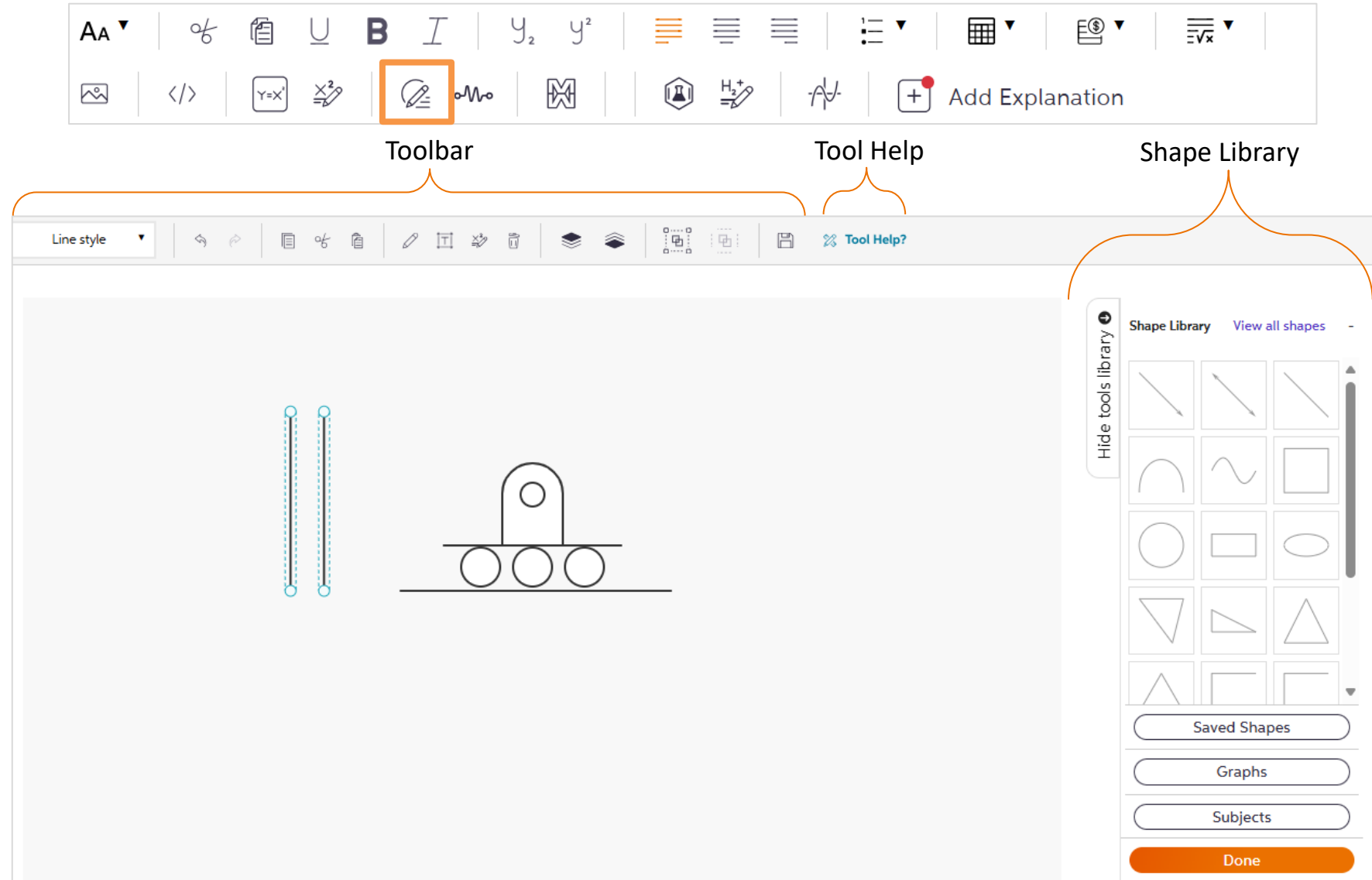
Gross Margin = \$120000.01 - \$75000
= \$45,000.01

Example: Calculations with decimal values.

Drawing Tool

The **Drawing Tool** (also known as Illustration tool) allows you to create sketches from scratch or modify pre-made sample content across various subjects.

- It includes a **comprehensive library** of subject templates, essential shape transformation tools, text labeling, a freehand drawing feature, shape-saving options, and more.
- Use the Tool Help option to watch training videos related to the Table Tool.
- To learn more, click [here](#).



Code Snippet Inserter

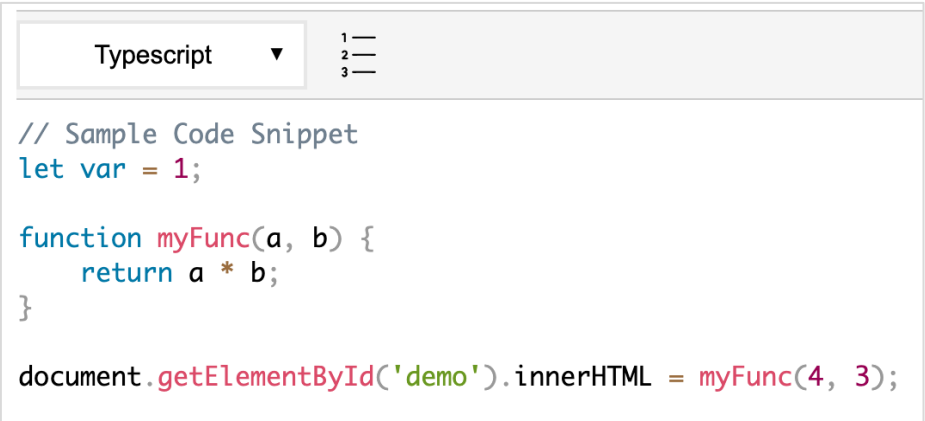
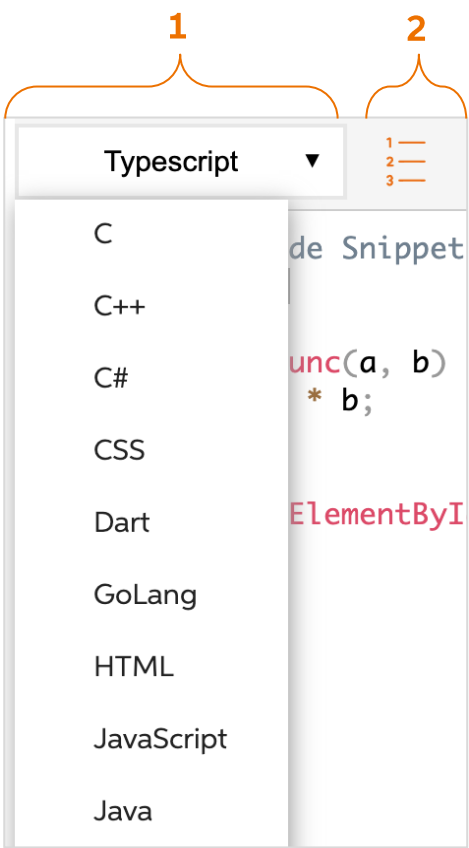
The **Code Snippet Tool** allows users to insert formatted, syntax-highlighted code into solutions.

Users can either:

- a) Copy and paste code from an IDE or code editor with formatting retained, or
- b) Type code directly into the editor and apply the desired formatting.

1. Change Coding Language: Select a language from the dropdown to apply the appropriate syntax highlighting.

2. Show/Hide Line Numbers: Use the toolbar to toggle line numbering. When enabled, students will see line numbers in the solution, helping authors reference specific lines in explanations.



Example of formatted, highlighted code added into the Code Snippet Inserter



Example of Code Snippet Inserter with Line Numbering turned on

Electric Circuit Tool

The **Electric Circuit** Drawing Tool simplifies adding detailed circuit diagrams to your solutions.

- Similar to the standard Drawing Tool, this tool includes a **drawing canvas**, **shape library**, and **editing toolbar**. However, it incorporates modifications specifically tailored for electric circuits: a **specialized shape library**, a grid system for easy centering and alignment, a circuit drawing mode for connecting components, and snapping of objects directly into circuits.
- Use Electric Circuit Drawing Tool to **create various circuits**, including Series RLC circuits, Mutually Coupled Circuits, Comparator Circuits, Summing Amplifier Circuits, and more.
- Use the Tool Help option to watch training videos related to the Table Tool.
- To learn more with examples, click [here](#).

The screenshot displays the Electric Circuit Tool interface. At the top, there is a toolbar with various icons for text, math, and drawing. Below the toolbar, the interface is divided into three main sections: **Toolbar**, **Tool Help**, and **Shape Library**. The **Toolbar** section includes a 'Line style' dropdown, a 'Line style' button, and a 'Tool Help' button. The **Tool Help** section contains a 'Line style' dropdown, a 'Line style' button, and a 'Tool Help' button. The **Shape Library** section displays a grid of circuit components, including voltage sources (V1, V2), resistors (R), inductors (L), capacitors (C), and operational amplifiers. A circuit diagram is shown on the grid, featuring a voltage source V1, an inductor L, a resistor R, a capacitor C, and a voltage source V2. The diagram is connected to a common ground line.

Chemistry Drawing Tool

Chemistry Drawing Tool helps in drawing chemical structures using atoms, bonds, and Lewis dots. This tool also includes features to draw basic shapes, reaction arrows, and mathematical equations. Similar to the standard Drawing Tool, this tool has an editing canvas, sidebar, and toolbar.

- **Bond Styles:** You can change the style of each bond to suit your needs. Select a bond style from the bond style drop-down to set a style for new bonds.
- **Templated Structures:** There are some common chemical structures available in Shape Library.
- Use the Tool Help option to watch training videos related to the Table Tool.
- To learn more with examples, click [here](#).

The screenshot displays the Chemistry Drawing Tool interface. At the top is a main toolbar with icons for text formatting (Aa, bold, italic), mathematical symbols (y_2 , y^2), alignment, and drawing tools. A red box highlights the 'Chemical Structure' icon in the toolbar. Below the main toolbar, three orange brackets label sections: 'Toolbar' (pointing to the main toolbar), 'Tool Help' (pointing to a 'Tool Help?' button), and 'Shape Library' (pointing to a sidebar on the right). The 'Shape Library' sidebar contains a grid of chemical shapes (hexagons, pentagons, etc.) and buttons for 'Saved Shapes', 'Chemistry Shapes', 'Basic Shapes', and 'Done'. The central canvas shows a chemical structure of a cyclohexane ring with a dashed line indicating a bond being drawn. A 'Bond Style' dropdown menu is visible in the top left of the canvas area.

Chemistry Equation Tool

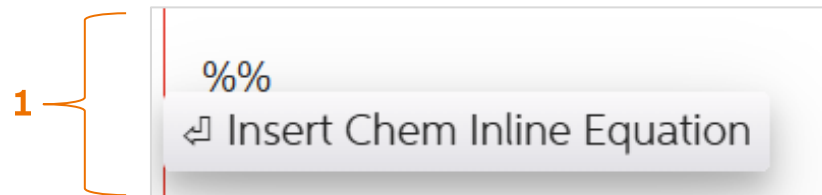
Chemistry Equation Tool helps you write chemical equations, including chemical structures, text, and various reaction arrows.

1. You can access the tool from the toolbar or by **typing %%** into the editor and pressing Enter.

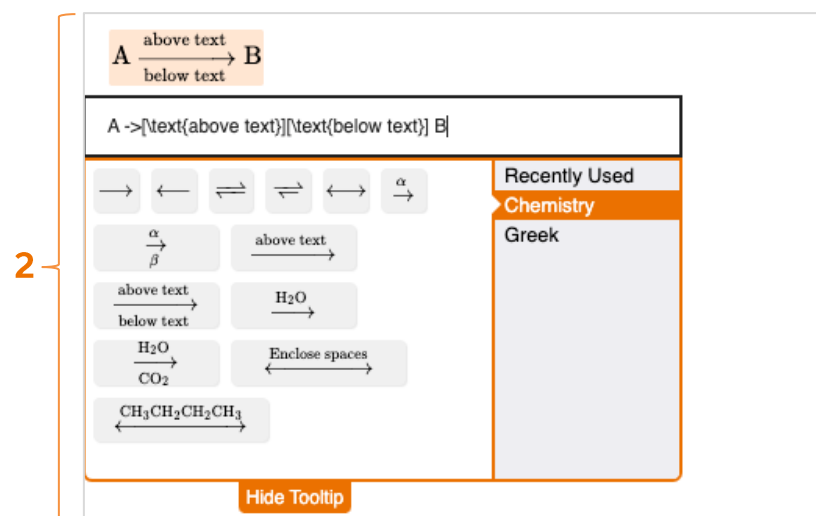
2. **Reaction Arrows:** One of the convenience features we have added is to easily add reaction arrows of all kinds. Look up the various reaction arrows in the Chemistry tooltip.

3. **Adding Greek Letters:** Adding Greek letters for equations is a bit different than the Math tool. Use the tooltip for Greek letters to learn the new commands to insert these characters.

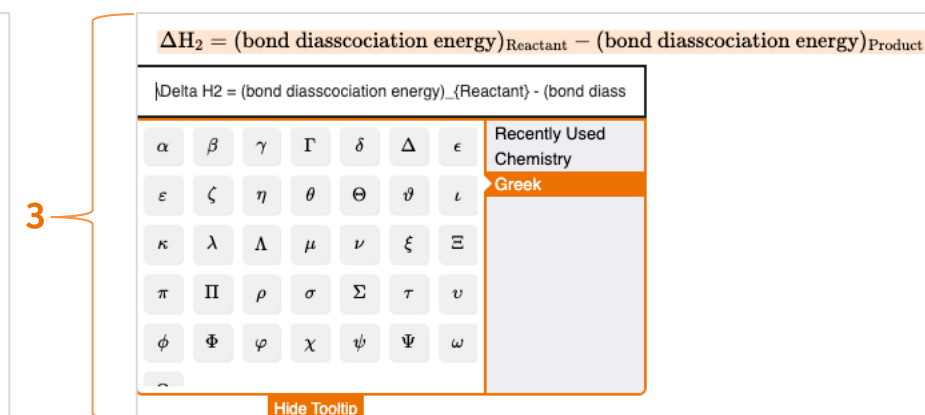
To learn more with examples, click [here](#).



Chemistry Equation can be inserted using the shortcut %%



Reaction arrows can be added by text or by using the tooltips



Greek letters can be entered like this

Graphing Tool

Graphing Tool allows users to create and customize various types of graphs.

- It is designed to help experts **visualize mathematical concepts and solutions**. The tool supports creating different graph types, including line graphs, bar graphs, and more, to represent data or functions.
- Experts can customize the graphs' appearance by adjusting line styles, colors, labels, and other features to improve clarity and presentation.
- To learn more with examples, click [here](#).

The screenshot displays the Chegg Graphing Tool interface. At the top is a toolbar with various icons for text formatting (font size, bold, italic), mathematical symbols (percent, fraction, square root, etc.), and graphing functions (line, curve, etc.). Below the toolbar is a graph area with a grid. A parabola $y = x^2$ and a straight line $y = x$ are plotted. The parabola is dark blue, and the line is purple. They intersect at the origin (0,0) and at (1,1). To the right of the graph area is a sidebar with the title 'Add functions option'. It contains a 'Remove block' button, a list of functions (currently showing $y = x^2$ and $y = x$), and a '+ Add function' button. At the bottom of the sidebar is a 'Done' button. The graph area also has an 'Edit graph' button and a 'Labels' button.

Toolbar

Add functions option

Remove block

Functions

$y = x^2$ x

$y = x$ x

+ Add function

Done

Key features:

- **Quick insertion:** Experts can insert the entire Mathway solution into the editor with a single click.
- To learn more with examples, click [here](#).

Mathway: Calculate your math equations in easy 2-steps

Step 1: Enter Math Expression and click solve

$x^2 + 5x + 4 = 0$ Solve

Step 2: Choose a solution method and click calculate result

Solve for x Calculate Result

☒ Select results to insert in the editor Clear All

- ☒ **Line 1** Factor $x^2 + 5x + 4$ using the AC method.
 $(x + 1)(x + 4) = 0$
- ☒ **Line 2** If any individual factor on the left side of the equation is equal to 0, the entire expression will be equal to 0.
 $x + 1 = 0$
 $x + 4 = 0$
- ☒ **Line 3** Set $x + 1$ equal to 0 and solve for x .
 $x = -1$
- ☒ **Line 4** Set $x + 4$ equal to 0 and solve for x .
 $x = -4$
- ☒ **Line 5** The final solution is all the values that make $(x + 1)(x + 4) = 0$ true.
 $x = -1, -4$

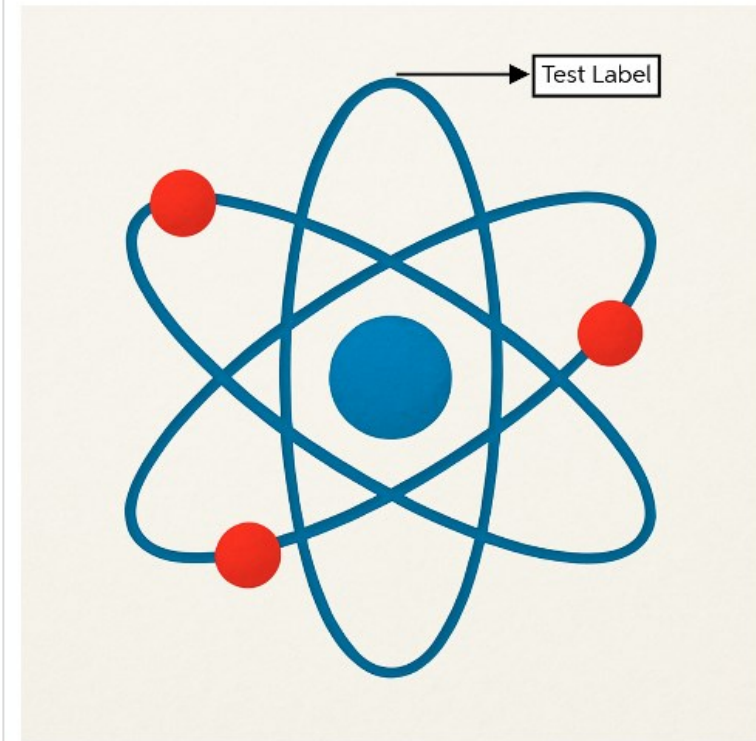
Cancel Insert

- This tool lets you add lines, labels, and alt text to images such as graphs and diagrams.

- Please upload only charts, graphs, and diagrams. **Avoid handwritten solutions, tables, typed snippets, or any content that can be created using the Q&A authoring tools, as this may lower your CF score.**

- Each image should be under 2MB and in JPEG or PNG format.

Edit options such as Label, Line and Theme.



Alt text for the uploaded image.