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Authoring Tools Guide

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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.
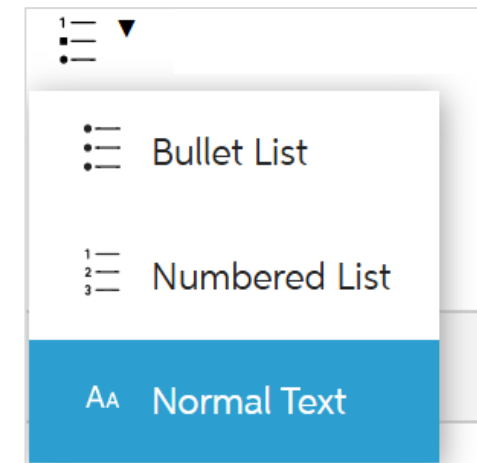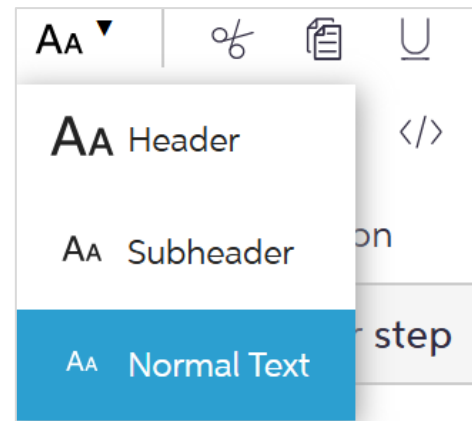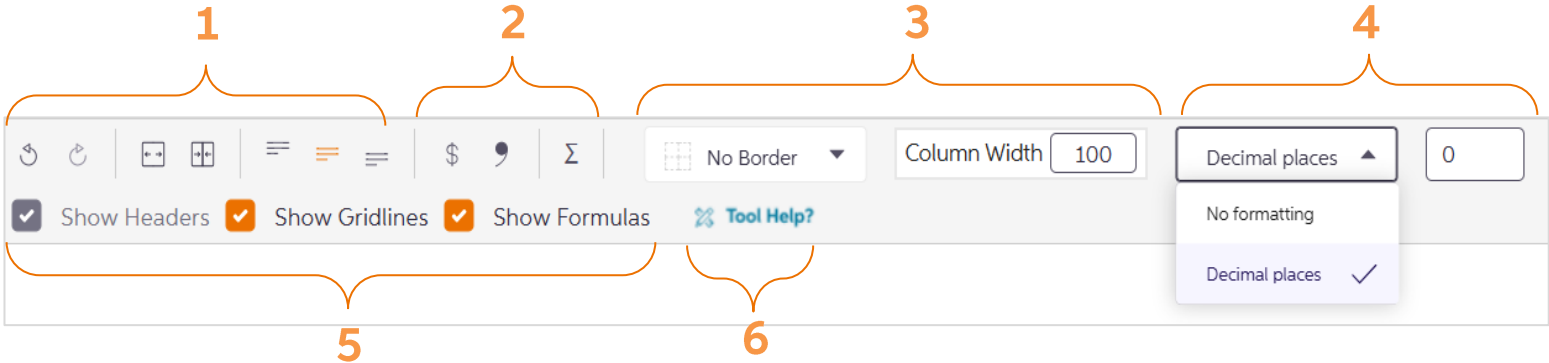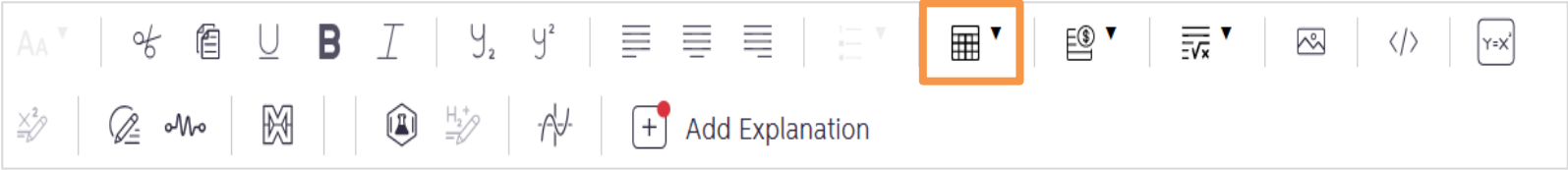
Tables

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.
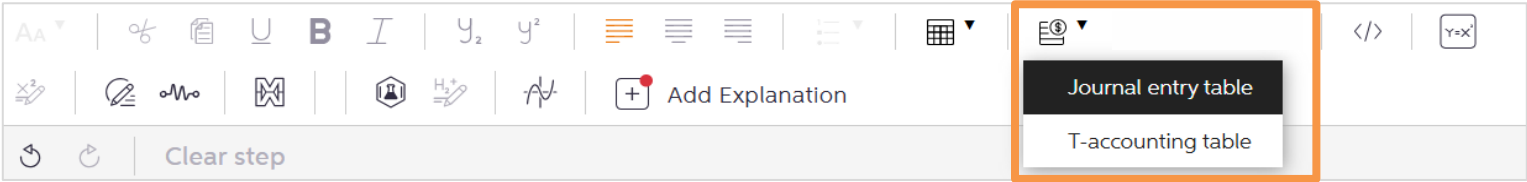
To learn more with examples, click here.

	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.

Blank journal entry table

Searchable list of accounts in journal entry

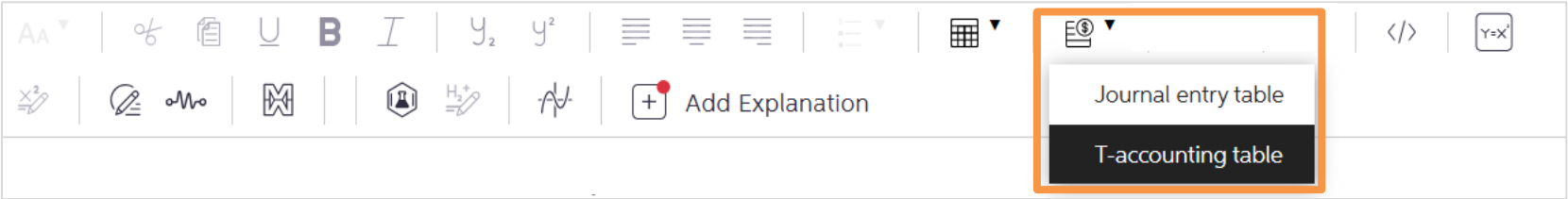*Journal entry with multiple Debit and Credit entries*

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.

Searchable account list header in T-Account table

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.

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.

1

==|

↵ Insert Inline Equation

2

The quadratic equation is $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

(-b \pm sqrt(b^2-4ac))/(2a)

Show Tooltip

3

The quadratic equation is $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

(-b \pm sqrt(b^2-4ac))/(2a)

$\sqrt[3]{x}$ $|x|$ $\neq$ $\approx$ $\geq$ $\leq$

Math
Greek
Text
Algebra
Geometry
Trigonometry
Calculus
Derivatives
Limits
Other

$\pm$ log   ln $\log_2$ $\log_{10}$

Expressions

$\begin{cases} 2x + 17y = 23 \\ x - y = 5 \end{cases}$ $\sum_{i=0}^{N}$

$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

Hide Tooltip

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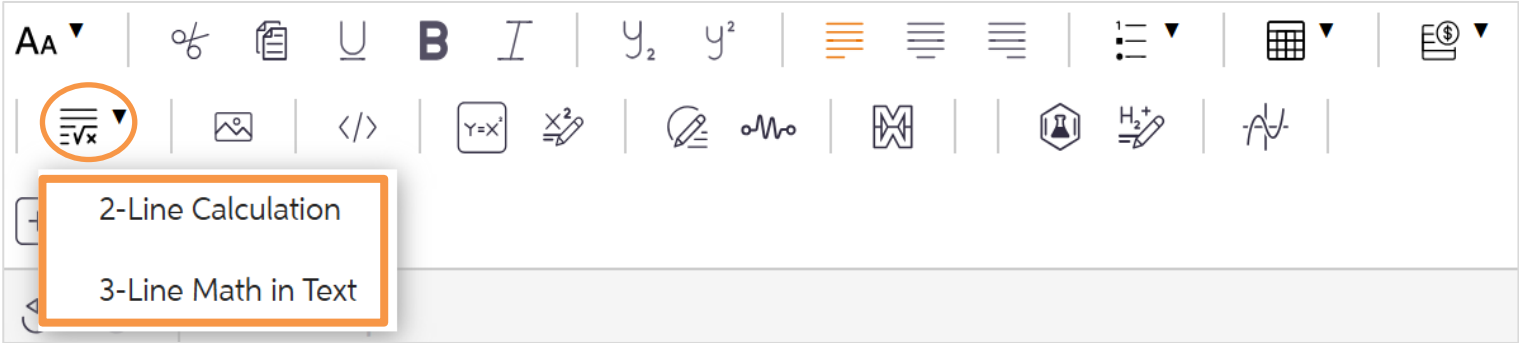
Assets = 2^2 + sqrt(2)/3   (Type math)
= 4.47   (Auto-calculates)

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

$$\text{Gross Margin} = \$120{,}000 - \$75{,}000$$
$$= \$45{,}000$$

Example: 2-Line Calculation

$$\text{Sales} = \text{Unit price} * \text{Number of units}$$
$$= \$12 \times 1{,}000$$
$$= \$12{,}000$$

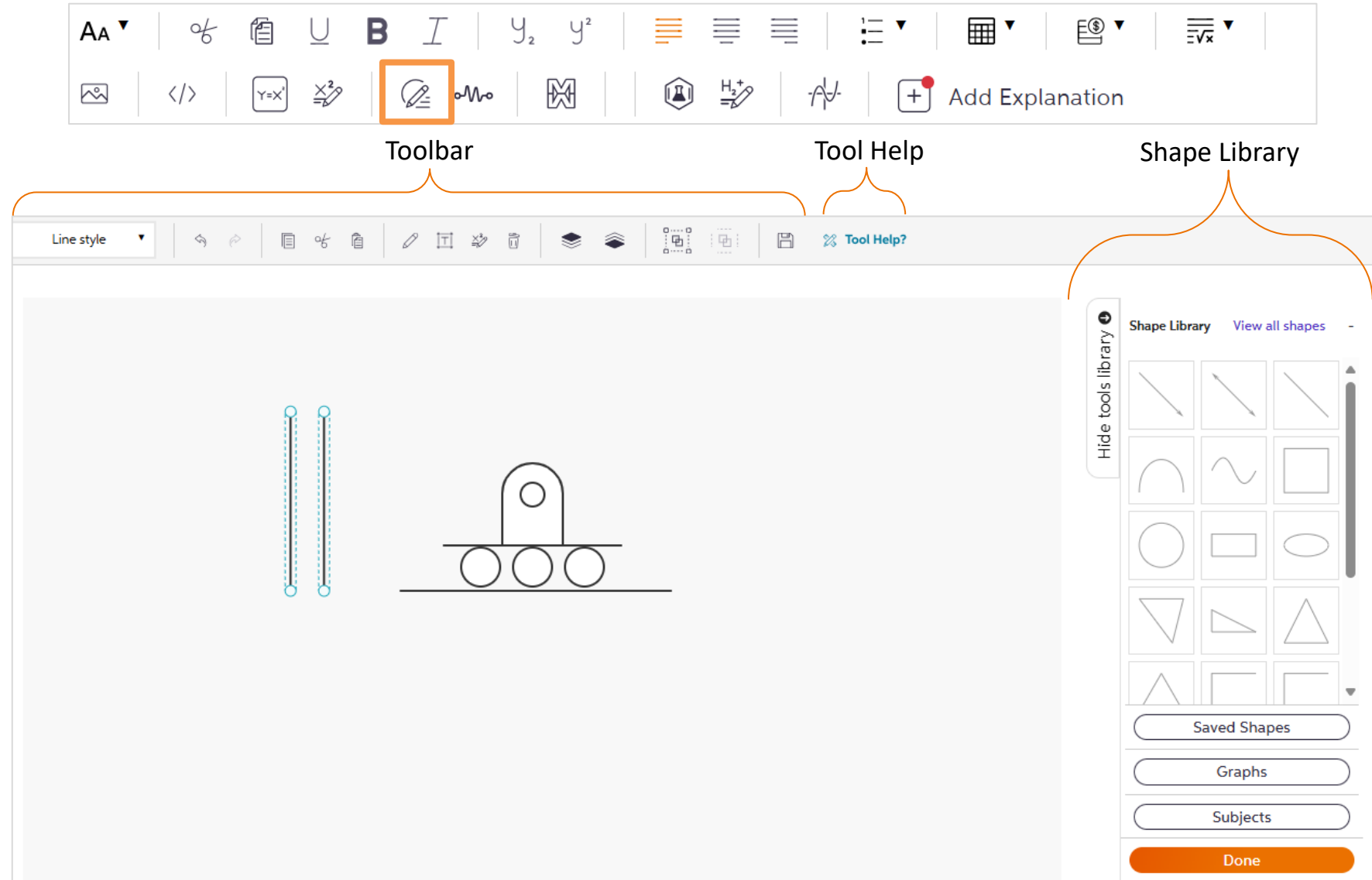*Example: 3-Line Math in Text Calculation*

Decimal places ▼   2

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

Example: Calculations with decimal values.

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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](#).

Toolbar

Tool Help

Shape Library

Line style

Tool Help?

Shape Library   View all shapes

Hide tools library

Saved Shapes

Graphs

Subjects

Done

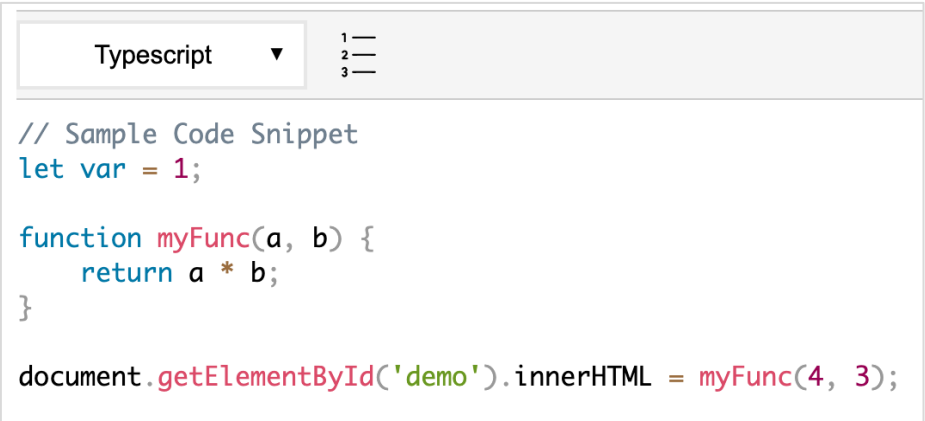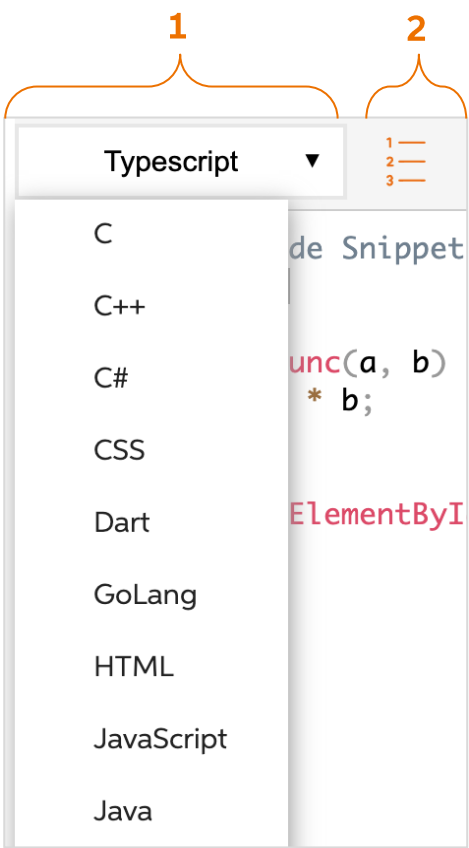**Chegg**

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

```typescript
// Sample Code Snippet
let var = 1;

function myFunc(a, b) {
    return a * b;
}

document.getElementById('demo').innerHTML = myFunc(4, 3);
```



```typescript
1   // Sample Code Snippet
2   let var = 1;
3
4   function myFunc(a, b) {
5       return a * b;
6   }
7
8   document.getElementById('demo').innerHTML = myFunc(4, 3);
```

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.

Toolbar   Tool Help   Shape Library

Line style

Edit   Connect   Grid Snap

Shape Library   View all shapes

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Chemistry Drawing Tool

Toolbar

Tool Help

Shape Library

Bond Style

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.
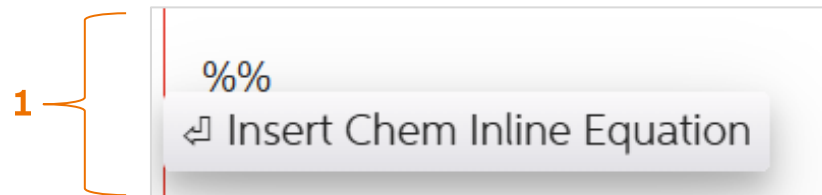
Chemistry Equation Tool

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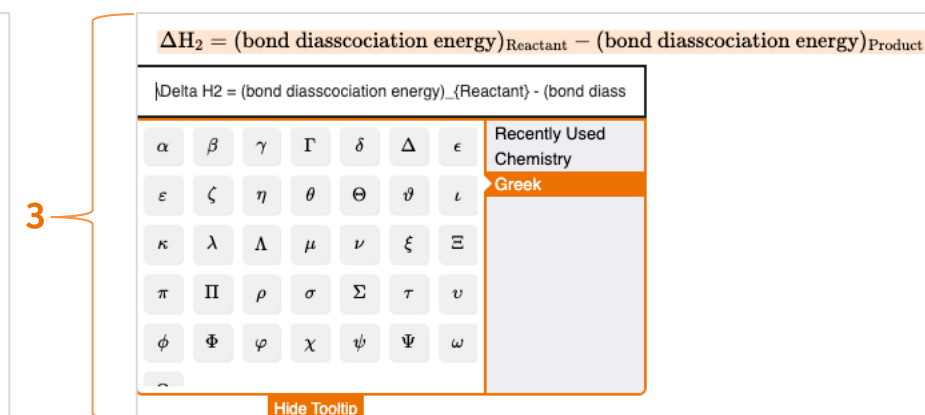
To learn more with examples, click [here](#).

Chemistry Equation can be inserted using the shortcut %%
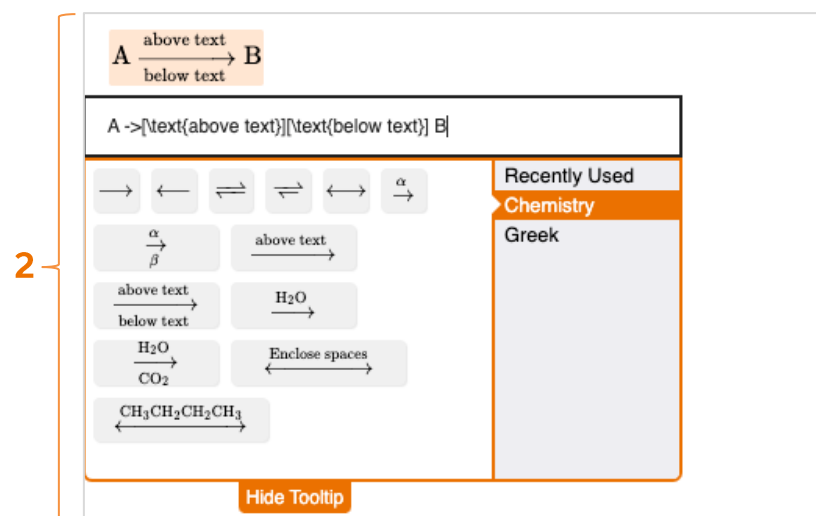
Reaction arrows can be added by text or by using the tooltips

Greek letters can be entered like this

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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**.

Toolbar

Add functions option

Mathway Tool

Mathway Tool automatically solves math expressions and provides step-by-step solutions. It accepts various types of math equations and generates detailed, line-by-line solutions that can be directly inserted into your solutions.

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.
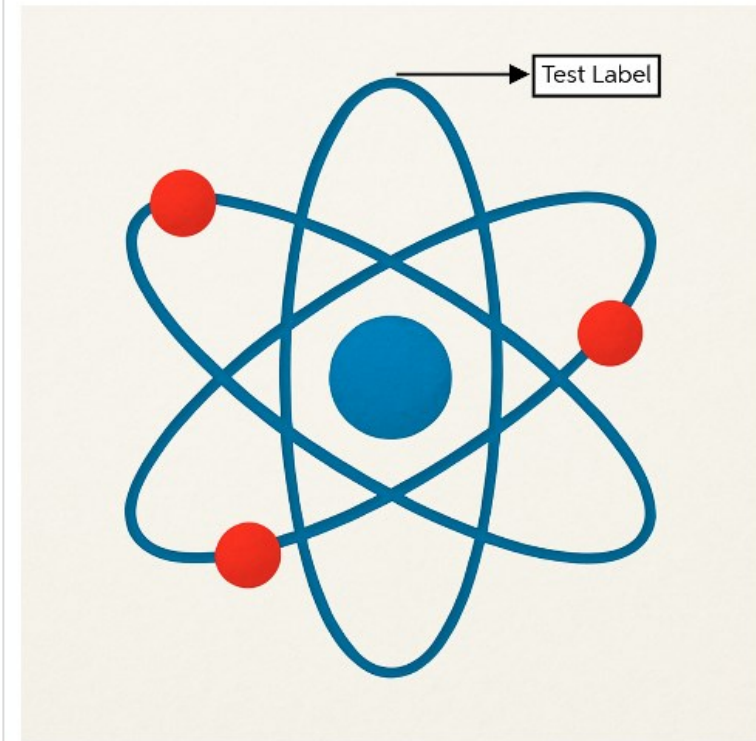$x = -1, -4$

Cancel   **Insert**

Image Upload and Labelling

To support your solution, upload images only when necessary, using the **Image Upload and Labelling Tool**.

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

Note:
- 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.

Test Label

Alt text for the uploaded image.

Test

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