Creating and editing a structured document

Graham Smith - 2020-06-05 - Structured Documents

You can create a structured document anywhere in your workspace.

- Create a structured document.
- Editing and building your document.
- Export your document.

Creating a structured document

1. Go to the folder where you want your structured document to appear.
2. Under the **Actions Menu**, click **Create a new item**.
3. Choose a **Structured Document.**
4. Add a name and optional description.
5. In the **Permissions** section, decide who can view and modify the document. You can also control who is allowed to use **comments** to give feedback and who can then view those comments.
6. You can either start with a blank document and write it online or import a Word document (see later)
7. Click **Save**.

If you start with an empty document, you'll be able to type straight away and build up new sections and parts as you go along.

If you import a Word document, you can upload an existing Word formatted document. Kahootz will extract all the text and most of the formatting (bold, italics, underlining, tables, suitable pictures, paragraph breaks; but not colours and font formatting or Word Art diagrams). If you have used the Word 'Heading 1, Heading 2' type styles, they will appear as sections and subsections in your new document.

If you don't import a document right at the start, you can always do so later - either as a whole document or to fill in a section - see **Import a Word Document into this section** in the **Actions menu**.

Editing and building your document

After typing in your document text, or importing from Word, the **Structured document management** page will appear. That shows you a small tree-style view of your document's structure on the left - showing any sections, subsections (etc.) and all the parts that hold the text. On the right, you'll see a set of tabs dependant on which part of the document tree is shown, for giving an overview of the document (at the document level) or viewing and changing the parts and sections (at a part level).

You can add new sections to the document in several ways:

- Using the **add new parts or rearrange the document** option in the Action menu, which will allow you to add multiple sections, and move sections around the document.
- Using the **add new section/part after this** link at the bottom of the right-hand panel, when looking at the appropriate section/heading.
- By turning existing text or new typing into a section heading in the editor - just highlight it and click on the **Make selected text a section heading** button in the editor button bar.

Exporting your document

At any point you can export your document to Microsoft Word; from the **Manage Structured Document** page, click on the document title in the tree view, then use the **Export this document to Microsoft Word** action in the Actions menu. You can also export each document section.

Related Content

- Maximum file size you can Upload or Download
- Getting started with structured documents