

## Simple Editor Basics: Edit Text, Add Answer, Add/Delete Part, Add New Answer Type

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You can create or edit content with the Simple Editor.

You can edit your own content, such as items you import, create new content, or copy and edit Mastering items. Your work is yours. It doesn't affect published items.

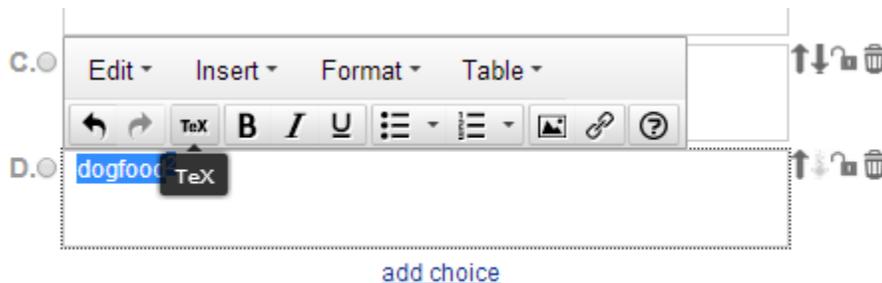
You can:

- Add, correct, and format text including scientific and mathematical expressions
- Add or delete parts
- Create or revise most answer types
- Edit tolerance and set significant figures for numeric and symbolic answers

To begin, open an item from the Item Library.

Choose **Copy and Edit Item** from the menu. The Simple Editor opens in a new window.

To edit text, select any textbox. The editor is an industry standard, TinyMCE.



Give your item a distinctive new name.

**Save and Preview** to see your changes in a new window.

The default answer type is multiple choice. To add a new multiple choice answer, click **Add choice...** below the current answers.

Enter an answer with a mathematical or scientific expression by creating subscripts and superscripts, inserting a Special Character, or using TeX.

Make your new answer the correct answer.

To move an answer up or down, use the arrow keys.

To fix its position, use the lock.

To add a new part, select the Part icon from the ribbon, duplicate a previous part, or choose **Add Part** at the bottom of the item. The new part always appears at the bottom of the item.

To move the Part, use the arrow keys. You can use the same set of controls to add transitions, delete parts, and perform other actions.



Select a new answer type by choosing it.

This time, choose numeric value or expression. Enter a numeric value, such as 100, or an expression, such as  $mc^2$ .

Select the range of values accepted as correct by changing the tolerance.

Select how many significant figures to display.

Acceptable variation or rounding error:

Default tolerance is 2%. [Learn more.](#)

Answer format (display of significant figures):

Default display is 3 significant figures. [Learn more.](#)

You can require multiple terms in the answer by checking **Correct answer set has N terms.**

If you have questions about these features, select **Learn more.**

Click **Save and Preview** to see your item.

Your work appears in the special chapter "No Chapter Specified," or in the chapter where the original appeared.

For more Simple Editor features, see the next video.