# Using D2L's Accessible Templates

D2L's accessible templates are collections of HTML files and Cascading Style Sheets (CSS) that make it relatively easy for you to dramatically change the look of your course documents, while making the content more accessible to your students. In this tutorial we'll learn how to create our own content using these templates.

Download the files
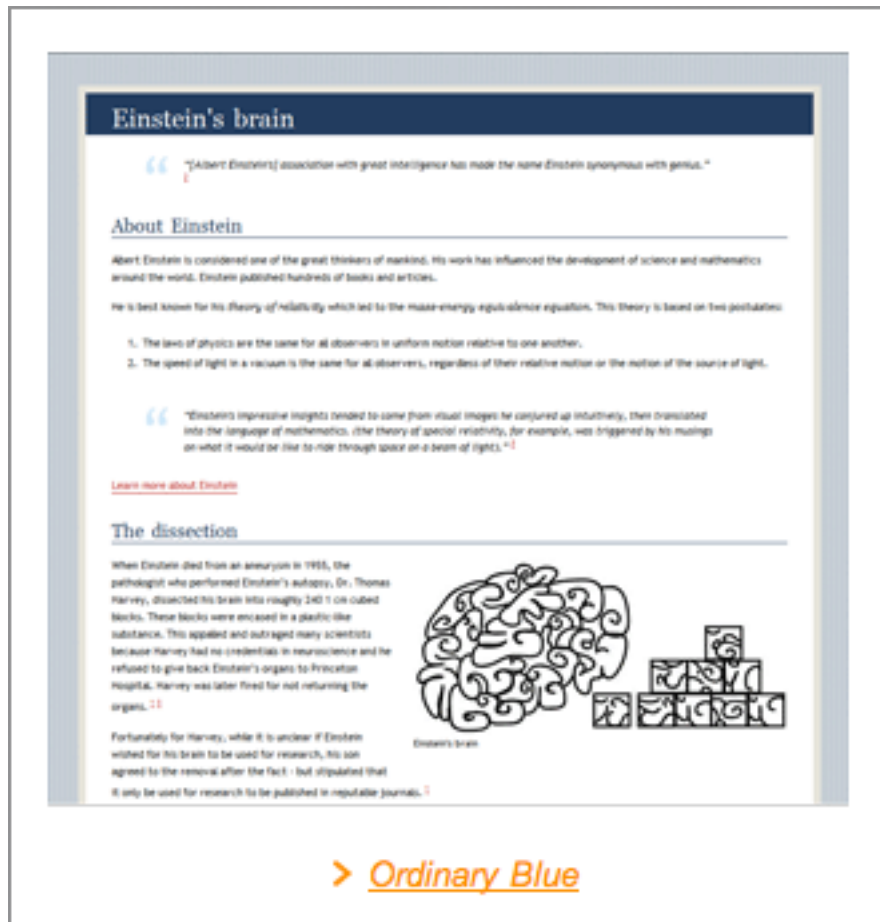
> Ordinary Blue

D2L currently offers 5 different templates free for download at http://www.desire2learn.com/access/ instructor_resources/HTML_templates/

Go ahead and choose the template that you would like to use. I am going to use the Ordinary Blue template in this tutorial. You can easily change this later on, so don't feel like you're stuck with your initial choice. One of the great

things about CSS is that it makes it easy to change the entire look and feel of your document without having to rewrite any of it!
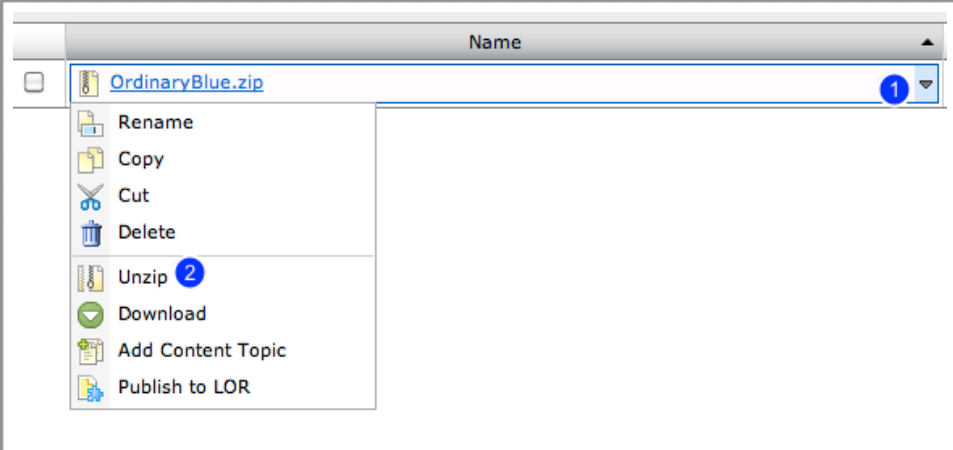
Click on either the template name or image to download the necessary files. Pay attention to where the .zip file is saved - we'll need to locate it shortly.

Access D2L

Now that we have downloaded the template, we'll need to access D2L and navigate to the course where you want to create your new content. Head over to https://elearn.pstcc.edu and login. Navigate to one of your courses (a sandbox course would probably be best for now) and access the File Manager by clicking **Edit Course** from the bottom right navigation bar and then clicking on the **Manage Files** link.

Upload and unzip the template files

Click on the Upload icon at the top of your files list and choose the .zip archive you downloaded earlier. Once the upload is complete, you'll see it added to your file list. Hover over the title until the contextual menu appears (1), then click on the **unzip** icon (2). Once the file has been

unzipped, select the original .zip folder and delete it - we no longer need that file.

Create a copy of HowToUseThisTemplate.html

Watch it - http://goo.gl/PlJ9k
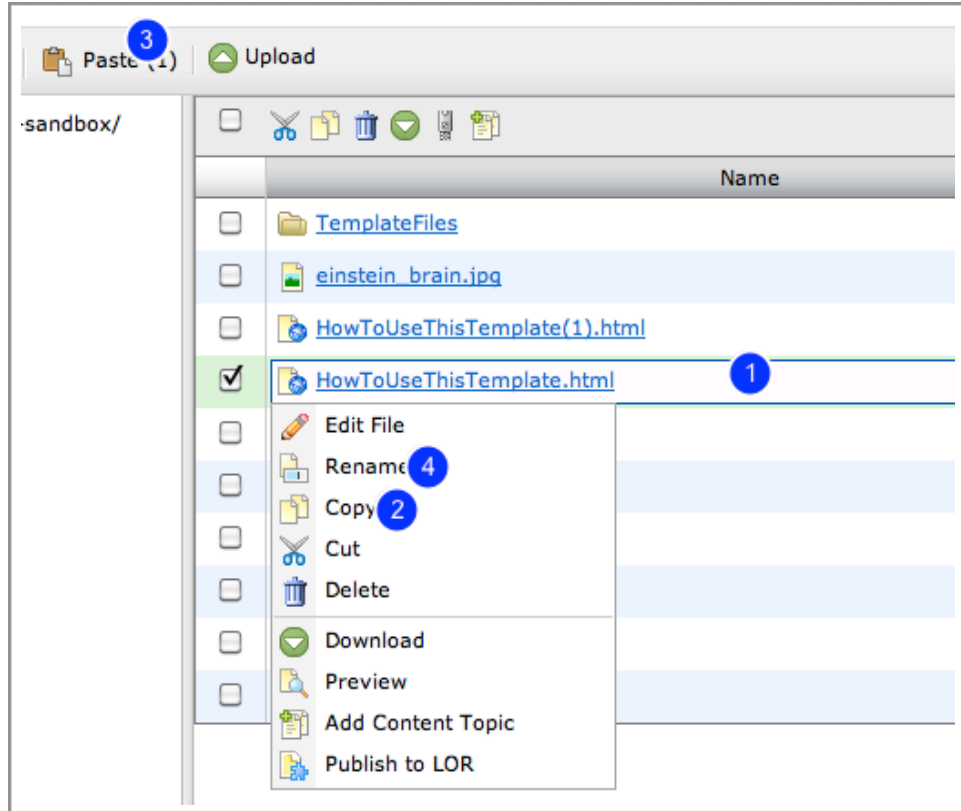
Let's make a copy of **HowToUseThisTemplate.html** so that we have a starting point for our own document.
1. Hover over **HowToUseThisTemplate.html** until the contextual menu appears.
2. Choose the **Copy** option.
3. Click on the **Paste** button in the header to paste our copy back into the file list.
4. Now activate the contextual menu again and choose the **Rename** option.
5. Create a new name for the file and click **Save**.

Create a new topic from your file
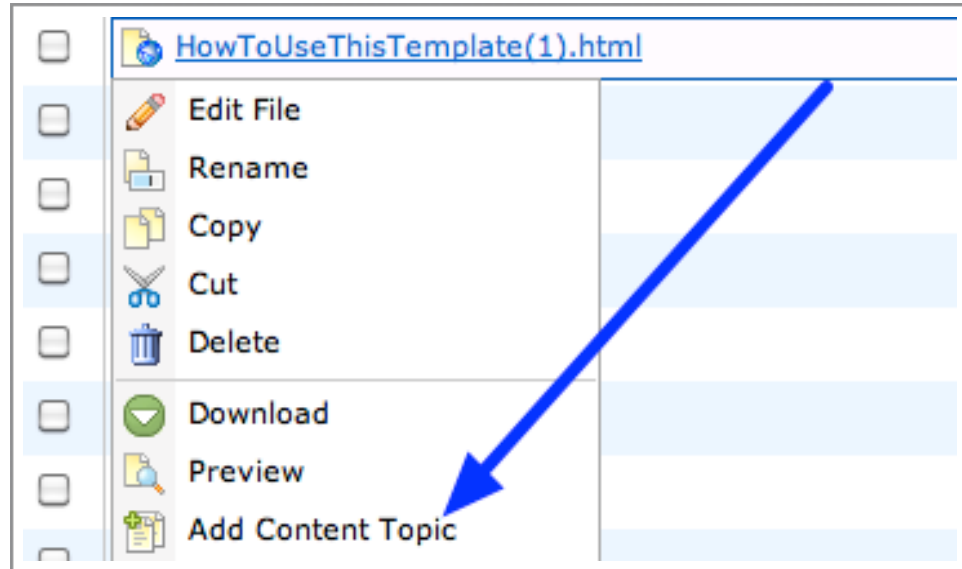
Watch it - http://goo.gl/vXH8T

Now let's attach our new file to a topic in Course Content. In the contextual menu for the file you just created, choose the **Add Content Topic** option. Then, simply choose a Module, Title, and click **Save**.

You can now view and edit the topic from Course Content (and so can your students). Navigate to **Course Content** and click on the title of the new topic to preview the document. Take a few moments to read the instructions as well. The document contains all the information you need to use the accessible templates correctly.
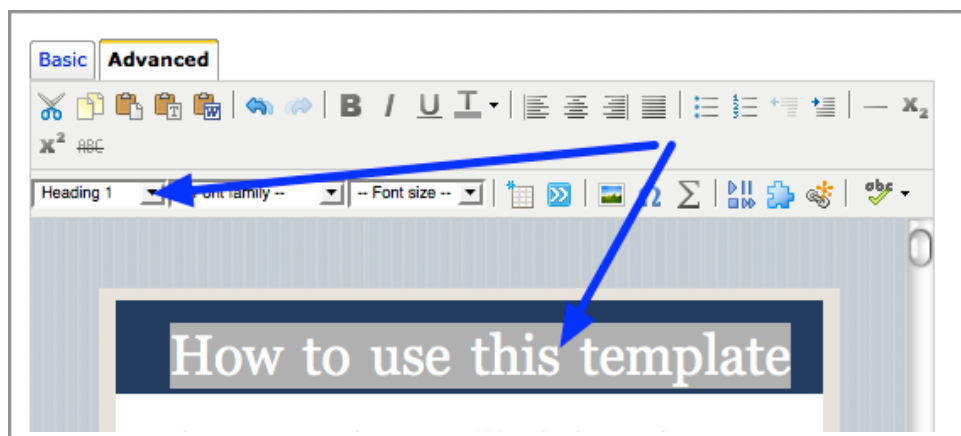
Once you've read the instructions, you're ready to begin editing!

Edit your file
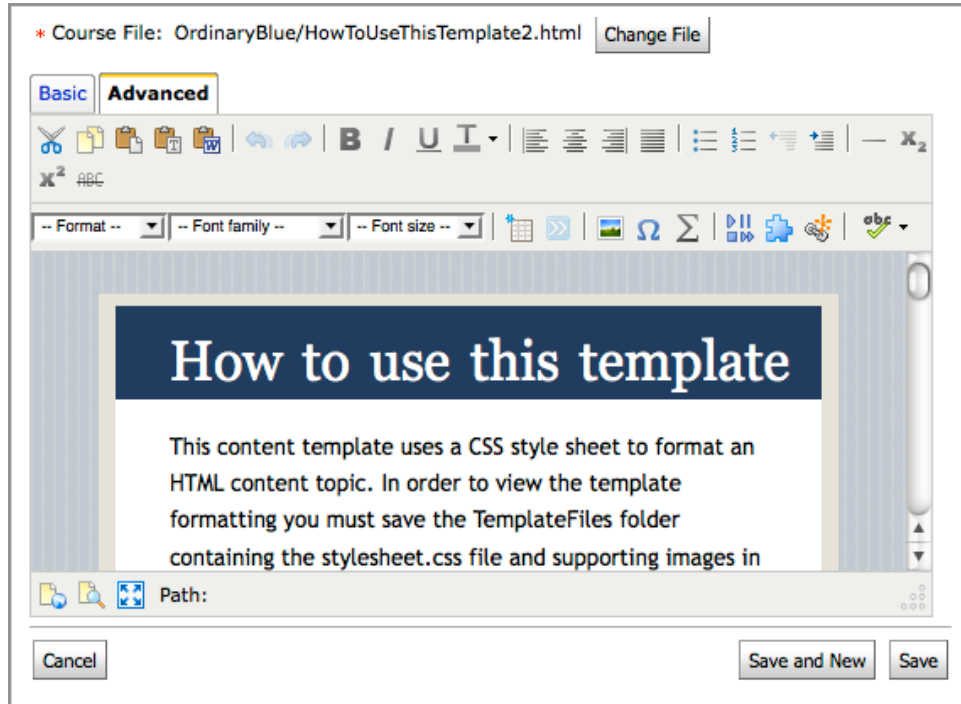
Click on the **edit** (pencil) icon to the right of your new topic to start editing. You should see something similar to the screenshot above. Go ahead and change the **Title** of the topic.

Working with the templates

In order to keep the templates working correctly, you'll need to follow a few guidelines when adding/editing content. Luckily, everything is covered in the template we

are editing, so if you get confused take a few minutes to reread the instructions.

Let's take a look at the header text - "**How to use this template**." If you select the text, you'll notice the styles drop-down list changes to show you that the format of the selected text is a **Heading 1**. When working with the accessible templates, you will use these styles to define your content. It's important to use these styles to create structured, semantic content. Doing so will make your document much more accessible to students using screen readers and maintain a consistent style in your documents. For example, the main heading for your page will be assigned a Heading 1 style, sub-topics will be Heading 2, paragraphs will be the Paragraph style, etc. Take a look at all of the options in the **HowToUseThisDocument.html** file.

Delete the existing text
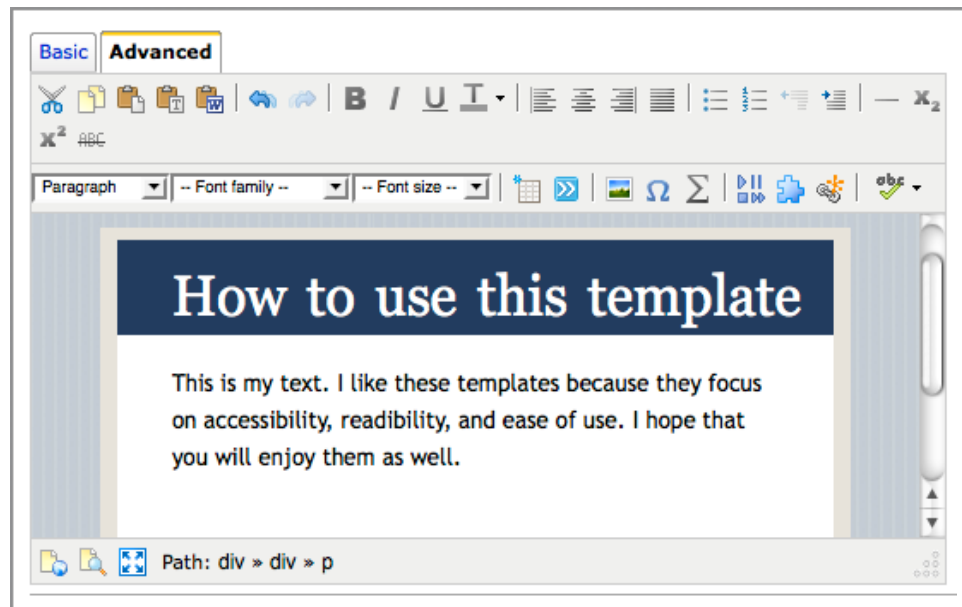
There's a great deal of content below the header that you probably don't want in your course document. Once you have finished reading over the information, go ahead and highlight everything after the Heading and type a sentence or two of text. Make sure to highlight your text once you are finished and assign the **Paragraph** formatting to it.

Add another heading
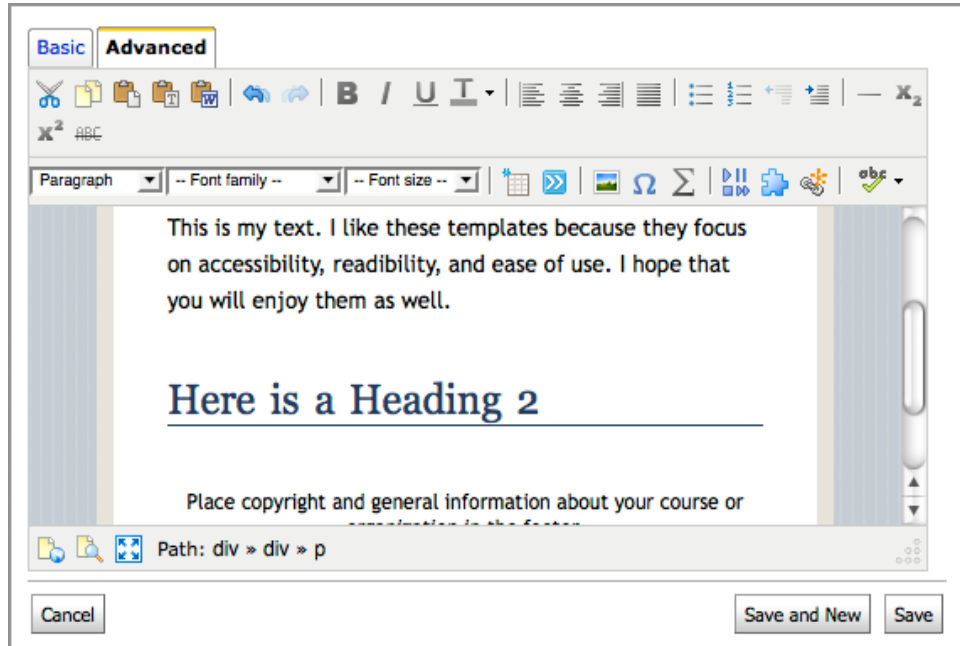
Let's go ahead and add a sub-heading to our document. Press the **Return** or **Enter** key to move the cursor to a new line. Then type the text for your new line. Once finished, go ahead and select the entire line and apply the **Heading 2** formatting to it.

Continue to explore your options

Try experimenting with bullets, numbered lists, hyperlinks, etc. You'll notice that they all match with the rest of the theme because their style has been defined in the template. If you want to learn more about formatting your document using the templates, take another look at the sample files that we added to the Templates module - they have a lot of good information in them.