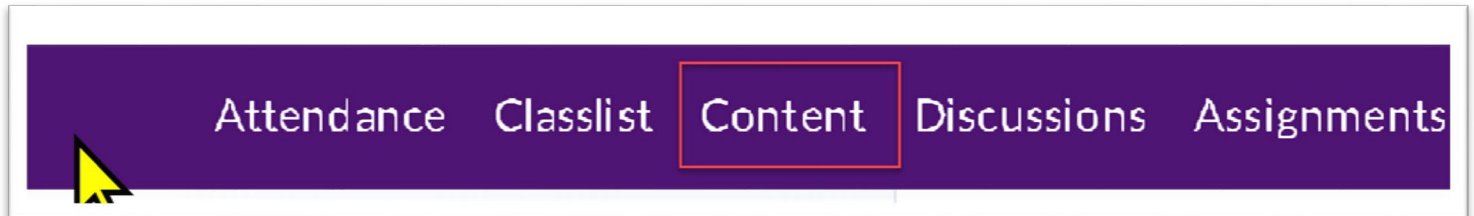


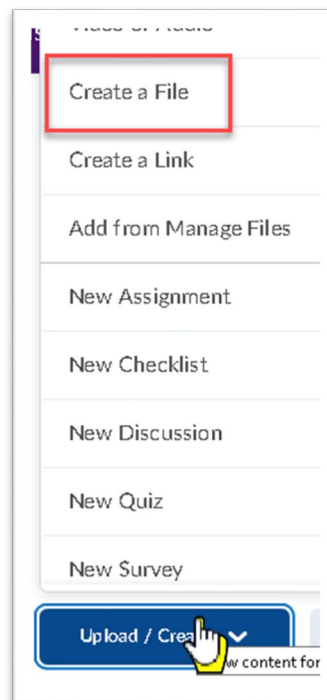


Using the Accessible D2L HTML Templates

1. Log into D2L and navigate to a course shell created in Fall 2020, or later.
2. On the purple navigation bar, click on the “Content” link.



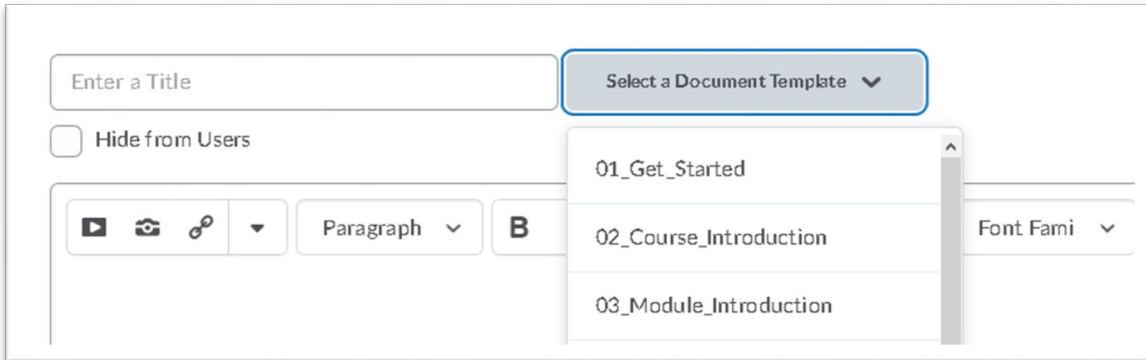
3. Click on the blue dropdown menu labeled “Upload/Create”, and the option “Create a File”.



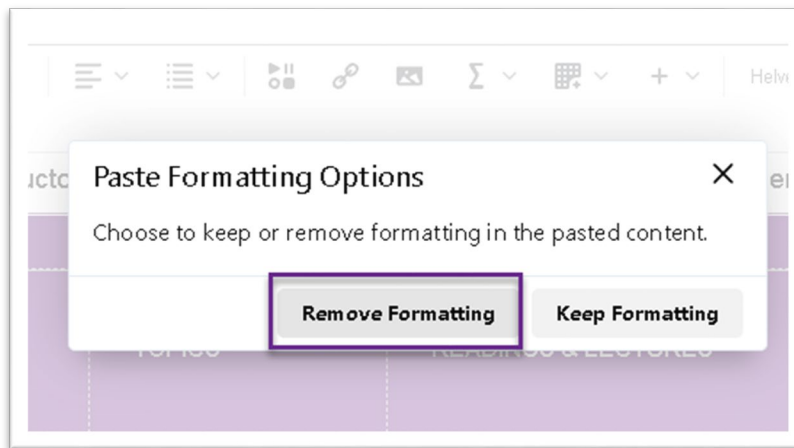
4. Give your new page an appropriate title.

Using the Accessible D2L HTML Templates

5. Within the “Select a Document Template” menu, select your desired type of content (Note: you can find instructions within each page).



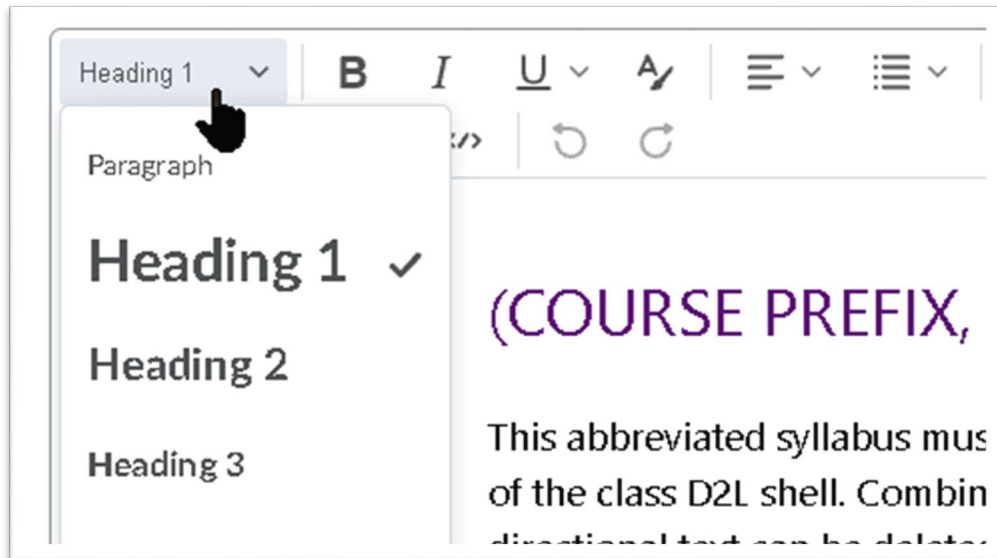
6. When you copy in your own content, please be aware of the following:
 - a. If pasting from an Office app like Word, you will be prompted to remove or keep the formatting. For best results, click the **Remove Formatting** button.



- b. If you are pasting material from another source, like a web browser, it is best to first paste into Notepad. This will remove any conflicting formatting, as D2L may not always display a prompt.

Using the Accessible D2L HTML Templates

7. If any content is still not properly styled, highlight the text, and then format it using the styles on the left of the toolbar. **Avoid styling the text by using the in-line font tools on the right.**



For additional help or one-on-one training in the use of these templates, please contact: Jennifer Maxwell at Jennifer.maxwell@ccd.edu.