# File Formats for Syllabi in D2L

The following formats for syllabi in D2L are recommended.

## First Choice—HTML

Advantages:

* Can be viewed in any browser.
* Links are active.
* Can be easily edited within D2L.

Disadvantages:

* Instructors may need help to make the HTML files accessible.
* At present, students have to select the text and choose “print selection” to print. It is anticipated that the Print feature in D2L will be corrected in the near future.
* Page breaks are not as clearly defined as in Word or PDF.
* To convert the HTML file to PDF and use it as a master syllabus posted at the NSCC website will require Adobe Acrobat. The master syllabus is better managed by converting from Word to PDF.

## Second Choice—Microsoft Word

Advantages:

* Most, if not all, faculty can create Word files.
* Files can be viewed as “Text.” If the files are created as accessible, they are JAWS friendly. JAWS reads the headings, links, and table markup code.
* Students do not need Word to view the files; they are displayed in the D2L Viewer.
* Pages breaks are consistent.

Disadvantages:

* Faculty must download (or obtain a copy) of the syllabus to update it. The faculty member uploads or replaces the copy in D2L.
* Faculty may need help or training to make MS Word files accessible.
* Students must download Word files to print.
* Links are not active when viewed in the D2L viewer. Word files are converted to image files. To click on links, the file must be downloaded. A workaround is to link the Word file from an HTML file, which causes the Word file to launch Word.

## Second Choice Alternative—PDF

Advantages:

* Word files can be easily converted from Word to PDF using the File, Save as option. The accessibility tags are retained.
* Students do not need the PDF Reader to view the files; they are displayed in the D2L Viewer.
* Page breaks are consistent.

Disadvantages:

* Faculty must download (or obtain a copy) of the syllabus to update it. The faculty member preferably obtains a copy of the native (Word) file or converts the PDF to Word. The faculty member updates the native file and converts it to PDF, then uploads or replaces the copy in D2L.
* Students must download PDF files to print. They will need the PDF Viewer.
* Faculty may need help or training to make PDF files accessible.
* Links are not active when viewed in the D2L viewer. A workaround is to link the PDF file from an HTML file, which causes D2L to display the file in Adobe Reader.
* Some mobile devices do not support PDF format.