# What Are We Going to Do Today?

## Prepare

To be prepared, ensure that you have three handouts:

* Convert Word to HTML
* Improve Accessibility of Word 2013
* What Are We Going to Do Today?

Logon to the computer and launch a browser. Go to <http://ww2.nscc.edu/lyle_l> and click on Accessibility on the menu.

## Microsoft Word

We will use this tool to assign accessibility features to a Word file. See the handout, “Improve Accessibility of Word 2013.”

1. Open a Word file.
   1. Scroll down the page (about 1/3 of the screen) and look for “Practice Files.” Open “Word – Untagged Syllabus with no image alt text, headings, enumerated lists, table header.
   2. Click on View and select Edit Document.
2. Locate the features in Word for assigning accessibility features.
   1. Image (even though it will not transfer in the conversion process).
   2. Headings
   3. Enumerated Lists
   4. Table
   5. Link
3. Locate the Accessibility Checker in Word. This works with docx files. If the file is doc, it has to be saved as docx.
4. Copy all text in the Word Document: Ctrl + A to select all; Ctrl + V to copy

## HTML-Cleaner

We will use this online tool to strip the Word-specific code out of a Word file. See page 2 of the handout, “Convert Word to HTML.”

1. Go to <http://ww2.nscc.edu/lyle_l> and click on Accessibility. Click the third item under “Online Conversion Tools.” Be patient, it takes a while to load.
2. Paste the text that you copied from Word into the left window (the source window).
3. Click the Clean HTML button at the lower right side and immediately below the HTML window.
4. Select all of the text in the HTML window: Ctrl + A to select all; Ctrl + V to copy

## Desire2Learn

We will use “any course to which you have access” in D2L to create a new file using a template and paste the cleaned HTML code into the source code view.

1. Logon to D2L. Go into any of your old courses. The file created here can be deleted.
2. Click on Content.
3. Click the New button and choose Create a File.
4. Click on “Enter a title” and type a name.
5. Click on “Select a Document Template” and click on “Browse for a Template.” Choose “Shared Files” at the left then click on the “Styles” folder at the right. Choose the “D2LSimple” folder. Click the radio button to the left of the second file, “D2LCimpleTemplateEmbeddedStylesGeneral.html.”
6. Click on Add. You will see a blank screen.
7. Click on the HTML Editor Source icon  at the lower right of the editing window.
8. Scroll to the bottom of the HTML Source Editor and paste the text that was copied between the <body> and </body> tags. Click on Save.
9. Further tags will need to be assigned to the table.
   1. Assign headers and scope.
10. Click on Publish.

NOTE: If time permits, demonstrate how to remove the paragraph tags that cause the table to appear double spaced. See pages 2 and 3 of the “Word to HTML” handout.

1. In D2L, click on Edit HTML.
2. Select the table.
3. Go to the HTML-Cleaner tool and paste the table into the Source Window. If necessary, clear the data by clicking the “page” icon to the left of the Clean HTML button.
4. In the “Find and Replace” window, enter <p>. Click the plus sign to add another place to enter </p>. Click on the Clean HTML button.
5. From the Source Window, copy the table.
6. Go back to D2L. Delete the existing table, and paste the table copied from the HTML-Cleaner.
7. Publish. The new table should display single-spaced.