



Create a File and Insert Stuff

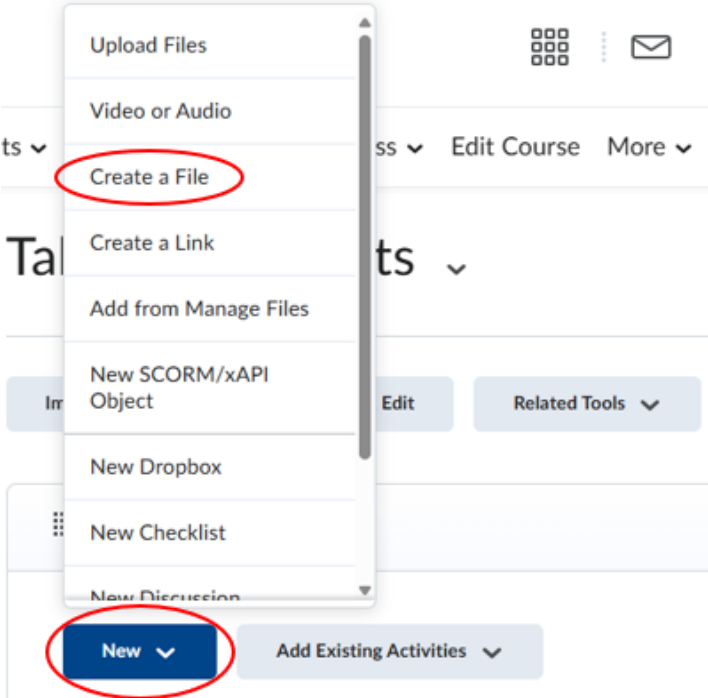
Why Do I Need This Workflow?

Some course material may require multiple elements, for example, a video accompanied by text. This workflow will provide as an example of that.

Workflow Steps:

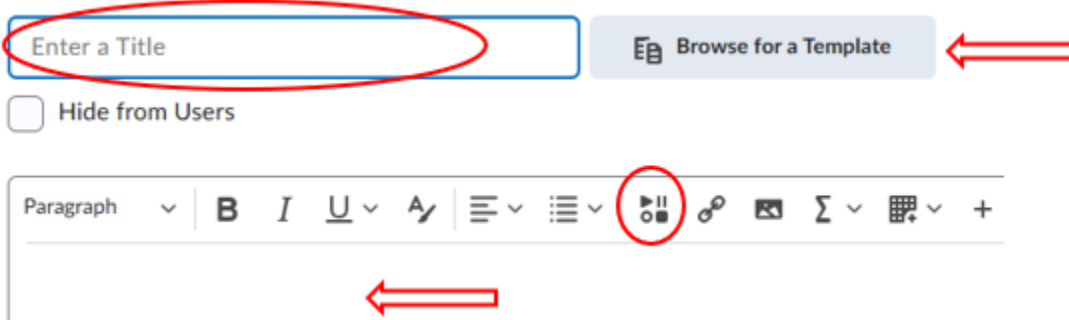
Step one:

Navigate to the module you want to Create a File in. Click **New**, then select **Create a File**.



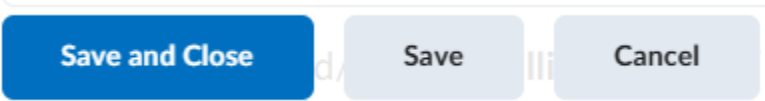
Step two:

Add a Title in the **Enter a Title** bar, insert descriptive text in the HTML Editor, and Insert Stuff. If you are interested in using HTML templates, you will select Browse for a Template to insert one.



Step four:

When you are finished creating, select **Save and close**.



HTML Templates:

HTML Templates:

Selecting **Create a File** opens the HTML editor (a simple text box with formatting options). This tool includes an accessibility checker and access to compliant templates used in this training module.

To Access HTML Templates:

- A. Select **New**, then **Create a File**.
- B. Enter a file name and click **Browse for a Template**.
- C. Select **Shared Files** → **Daylight HTML Templates** → **Template Pages**.
- D. Preview available templates, select one, and click **Add**.
- E. Each template includes instructions for replacing content.
 1. Templates include a banner image at the top of the page.
 2. Avoid using color alone to convey meaning. If you change template colors, use the accessibility checker to ensure compliance.
 3. The Check Accessibility tool is located at the bottom right of the HTML editor and appears as an eye with a checkmark.

Additional HTML training:

Contact d2lhelp@msutexas.edu.

