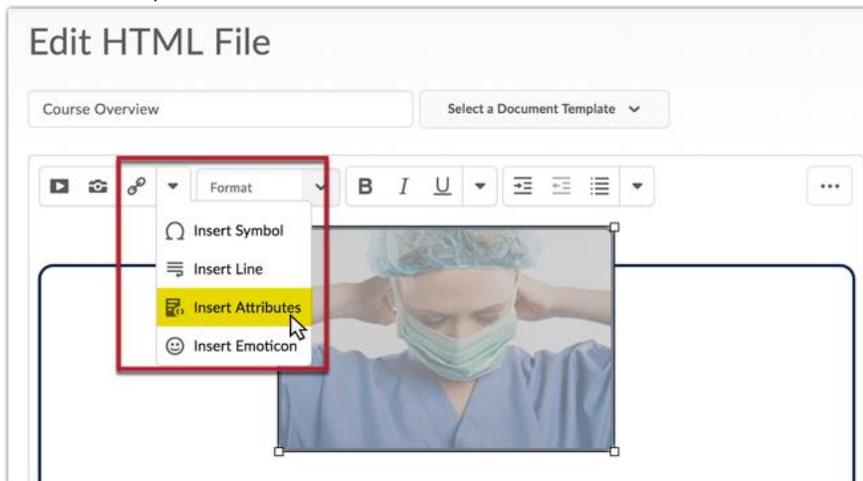


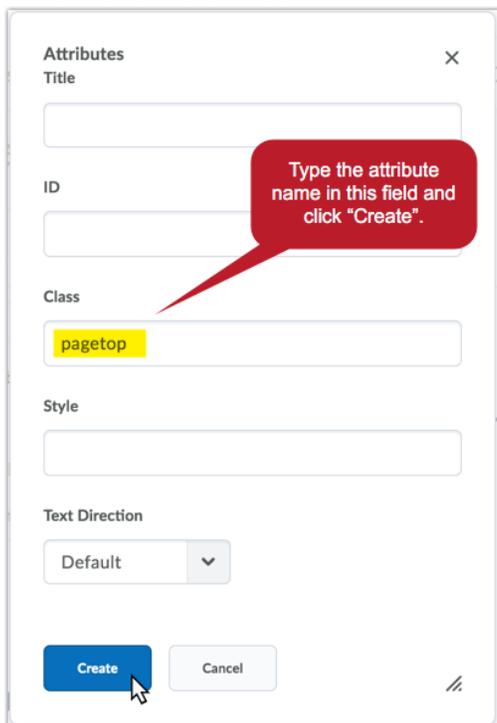
## Quick Reference Guide for D2L Nursing Templates

Follow these steps to customize your template-based content pages.

1. Choose **Edit HTML** from the dropdown menu on the page you are editing.
2. Select the page element to which you want to apply a style. This will either be:
  - a. An image, (in which case, click the image to select it), or
  - b. Text (in which case, highlight the text to select it).
3. At the top of the D2L Editor, select the dropdown arrow to the right of the **Insert Quicklink** icon, and choose **Insert Attributes**



4. In the **Class** field, type the attribute name you want to apply. Note: Attribute name must be typed correctly (case-sensitive). Do not change the remaining fields.
5. Choose **Create**.



Attributes

Title

ID

Class

Style

Text Direction

Default

Create Cancel

Type the attribute name in this field and click "Create".

## Default Styles

### Images

Images, by default, will float to the right. Use the classes listed below under “Image Styles” to change this behavior.

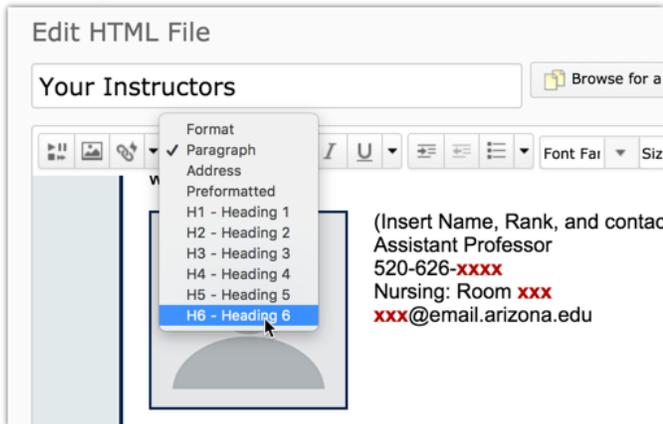
*Example:*

Should an emergency situation arise, the student should make every effort to follow the Line of Communication policies, available in the DNP Program Handbook on page 9.



In addition to this policy, students are encouraged to contact their faculty advisor/committee chair via email as soon as possible, ideally within 24 hours. If coursework or degree progression will be impacted, early notification is important. Students are also encouraged to inform course instructors and/or classmates as soon as possible.

### Heading 6



The default Heading 6 option located in the Format dropdown menu, can be used as a photo caption. The caption text will be centered and italicized by default. Heading 6 can also be used as a table caption located below a table.

*Example of Heading 6 as photo caption:*



## Paragraph Styles

### edit

#### Add Required/Assigned Reading

- *Makes text bold and red.*
- *Use “edit” to draw a fellow course editor’s attention to something that should be changed before the course is published.*
- *Tip: Remove all “edit” attributes before publishing your course so students don’t see your internal notes.*

### border

As a reminder, there is no paper due with this assignment - only a PowerPoint presentation.

- *Adds a colored border around outer edge of text.*
- *Use “border” to draw the student’s attention to something especially important that they should not overlook.*

### blockquote

// I never had a policy; I have just tried to do my very best each and every day.  
~Abraham Lincoln

- *Styles text in the theme font and sets it apart from surrounding text with quotation marks.*
- *Use “blockquote” for quotations only.*

## Image Styles

### pagetop



- *Centers image and adds rounded border.*
- *Use “pagetop” for only one main image at the top of a page. It should be at least 325 pixels wide.*

## left



Should an emergency situation arise, the student should make every effort to follow the Line of Communication policies, available in the DNP Program Handbook on page 9.

In addition to this policy, students are encouraged to contact their faculty advisor/committee chair via email as soon as possible, ideally within 24 hours. If coursework or degree progression will be impacted, early notification is important. Students are also encouraged to inform course instructors and/or classmates as soon as possible.

- *Floats image on the left side of the page.*
- *Use “left” for images located in the body of the page content so that text wraps around the right of the image.*

## center



Should an emergency situation arise, the student should make every effort to follow the Line of Communication policies, available in the DNP Program Handbook on page 9.

- *Centers image on the page.*
- *Use “center” for images located in the body of the page. (Aesthetically, centered images will look best if they have a width of at least 500 pixels.)*

## noborder

noborder

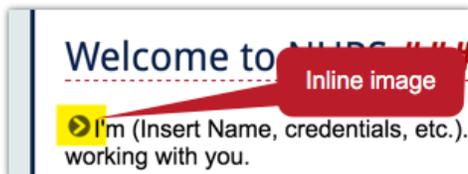


default



- *Removes the default image border.*
- *Use “noborder” to remove an image border when it does not look right.*

## inline



- *Aligns images with baseline of surrounding text.*
- *Use “inline” on very small images (i.e. icons) that add a visual reference to the surrounding text.*

## Heading Styles

### red

Example:

**Week 1: (Add Topic Here)**

- *Changes heading color to red*

### blue

Example:

**Week 1: (Add Topic Here)**

- *Changes heading color to blue*

### mesa

Example:

**Week 1: (Add Topic Here)**

- *Changes heading color to “mesa” brown*

### charcoal

Example:

**Week 1: (Add Topic Here)**

- *Changes heading color to “charcoal” gray*

### river

Example:

**Week 1: (Add Topic Here)**

- *Changes heading color to “river” teal*