Content Interface Template

# Purpose

This template document for [the Content Interface](https://djplaner.github.io/Content-Interface-Tweak/) is provides an up-to-date version and explanation of the common Word styles that can be used.

**These aren’t the only styles**

The common Word styles explained here are those already existing in the Content Interface. New styles for different purposes can be added.

This document includes links to [the Content Interface documentation site](https://djplaner.github.io/Content-Interface-Tweak/) for more information.

### Using this document

There are at least two ways you can use this document

1. Read through it to see examples of different styles.  
   *A work in progress.*
2. Delete all the content in this document and use it as the base for your Content Interface documents.

# Creating content in Word using styles

The first step is to create some content in a Word document. The Word document should use both normal Word styles (e.g. *Heading 1*, *Heading 2*, *Quotations* etc.) and some content interface specific styles (e.g. *Embed*, *Activity*, *Reading*, etc.) to structure the content of a Word document. (The following paragraph has been styled with the *Activity* style)

**Learn more about styles in Word documents**

The Content Interface is built around styles in Word documents. Understanding Word styles is essential to getting the most out of the Content Interface.

If you’re not familiar with using Word styles, then working [through this tutorial on Word styles](http://www.addbalance.com/usersguide/styles.htm) (or similar) is recommended.

**Be careful when copying and pasting between Word documents**

Since the Content Interface has some specific styles, and different Word documents can have different styles copying and pasting from another Word document to this one may not always work seamlessly.

Pay attention to [how you get what you want](https://support.microsoft.com/en-us/office/control-the-formatting-when-you-paste-text-20156a41-520e-48a6-8680-fb9ce15bf3d6#bkmk_get_the_look).

## TIP: Think of objects, not text

When using the Content Interface and Word styles, it might be helpful to stop thinking of what you add to a Word document as text or as content. Instead, think about your Word document consisting of a collection of objects. Objects you semantically identify using Word styles. Objects that when displayed on the web are transformed from how they look and act the corresponding Word document.

For example,

* The *Note* style identifies a note object that looks a certain way.
* The *Heading 1* style identifies a section of text (until the next *Heading 1* object or the end of the document) that will be placed within a top-level accordion.
* Similarly, the *Heading 2* style identifies a sub-section of text that sits within a *Heading 1* section, but will have its own second-level accordion.
* The *University Date* style identifies a date (e.g. *Monday, Week 1*) as an object that can has a very specific date based on the University academic calendar that should be added to the object.

# A taxonomy of Content Interface styles

What follows is a list of all the current Content Interface styles broken up into the same four categories used in the [Content Interface documentation site](https://djplaner.github.io/Content-Interface-Tweak/), including:

* [Textual content](https://djplaner.github.io/Content-Interface-Tweak/creating/textualContent) – normal document content like headings, text, tables, quotes, footnotes etc.
* [Web content](https://djplaner.github.io/Content-Interface-Tweak/creating/webContent) – more web specific content, including: links, images, videos and other embeddable content.
* [University content](https://djplaner.github.io/Content-Interface-Tweak/creating/universityContent) – content specific to Griffith University, including: activities, readings, University dates etc.
* [Blackboard content](https://djplaner.github.io/Content-Interface-Tweak/creating/blackboardContent/) – styles that work with Blackboard specific content, including: links to content items; links to menu items; adaptive release; review status; and, the Card Interface.

The styles are listed in tables that offer a brief description and a link to the relevant documentation.

## Textual Content

|  |  |
| --- | --- |
| **Style** | **Description** |
| [*Normal* or any unrecognised style](https://djplaner.github.io/Content-Interface-Tweak/creating/textualContent/#normal-and-the-default-text-style) | Displays as normal text including the use of *italics*, **bold** etc. |
| [*Heading 1* and *Heading 2*](https://djplaner.github.io/Content-Interface-Tweak/creating/textualContent/#headings-and-the-accordion-heading-1-style) | Will form the two levels of accordions to break up sections of text |
| Other heading styles | Will be displayed as headings. |
| [Tables](https://djplaner.github.io/Content-Interface-Tweak/creating/textualContent/#tables) (not a Word style) | Tables created in Word will be formatted in a specific way |
| [*Quote*](https://djplaner.github.io/Content-Interface-Tweak/creating/textualContent/#quotes) | An indented academic block quote |
| [*Bibliography*](https://djplaner.github.io/Content-Interface-Tweak/creating/textualContent/#bibliographyreference-lists) | An APA styled bibliography |
| [Footnotes](https://djplaner.github.io/Content-Interface-Tweak/creating/textualContent/#footnotes) (not a Word style) | Insert a normal Word footnote and it will be displayed in a web specific way |

## Web content

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| --- | --- |
| **Style** | **Description** |
| [*Picture* and *PictureRight*](https://djplaner.github.io/Content-Interface-Tweak/creating/webContent/#images) | Applied to images will modify how images are display. Both will surround the image with a rounded border and a grey background. *Picture Right* will cause the image to float to the right and other content to displayed to the left of the image. |
| [Links](https://djplaner.github.io/Content-Interface-Tweak/creating/webContent/#links) (not a Word style) | Using Word’s ability to insert web links |
| [*Embed*](https://djplaner.github.io/Content-Interface-Tweak/creating/webContent/#embedding-youtube-videos-and-beyond) | Identify some text as a HTML embed (e.g. from a YouTube video) that needs to displayed. |

## University content

|  |  |
| --- | --- |
| **Style** | **Description** |
| [*activity*](https://djplaner.github.io/Content-Interface-Tweak/creating/universityContent/#activity) | Describe an activity the reader should undertake |
| [*Aside*](https://djplaner.github.io/Content-Interface-Tweak/creating/universityContent/#aside) | Describe some content only indirectly related to the current topic |
| [*Film Watch Options*](https://djplaner.github.io/Content-Interface-Tweak/creating/universityContent/#film-watch-options) | Automatically translate the name of a film into instructions on how to view the film (requires additional configuration to work) |
| [*Note*](https://djplaner.github.io/Content-Interface-Tweak/creating/universityContent/#note) | Visually distinguish information the reader should take special note of |
| [*Reading*](https://djplaner.github.io/Content-Interface-Tweak/creating/universityContent/#reading) | Visual distinguish a separate reading |
| [*University Date*](https://djplaner.github.io/Content-Interface-Tweak/creating/universityContent/#university-dates) | Enable the automatic insertion of specific dates into generic date descriptions. e.g. the description *Monday, Week 5* becomes *Monday, Week 5 (20 August, 2020)* on the web with the date calculated to be correct as per the University academic calendar |

## Blackboard content

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| **Style** | **Description** |
| [*Blackboard Content Link*](https://djplaner.github.io/Content-Interface-Tweak/creating/blackboardContent/#indirect-link-to-content-item-blackboard-content-link) | Link to (and hide) a Blackboard content item that is on the same page as the Content Interface |
| [*Blackboard Menu Link*](https://djplaner.github.io/Content-Interface-Tweak/creating/blackboardContent/#indirect-link-to-a-menu-item-blackboard-menu-link) | Link to an item in the Blackboard course menu |
| *Blackboard Item Heading* and *Blackboard Item Heading 2* | A way to apply two separate Blackboard services to sections of your document, including:   1. [Review status](https://djplaner.github.io/Content-Interface-Tweak/creating/blackboardContent/#integrating-the-blackboard-review-status-feature) – allow students to track if they have reviewed sections of a document 2. [Adaptive release](https://djplaner.github.io/Content-Interface-Tweak/creating/blackboardContent/#using-the-adaptive-release-function) – hide and reveal a section of the document based on some condition. |
| [*Blackboard Card*](https://djplaner.github.io/Content-Interface-Tweak/creating/addCards/#what-and-why) | Display a collection of links using the Card Interface integrated into the Content Interface |

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FAQ Question

A1 - Make sure you are logging into the Learning@Griffith (Blackboard Site - this site) with your student account (if you have more than 1 account). If you want access via another account (e.g., a staff account) contact the instructor or tutor via the discussion board and we can add an alternative account to the class list.