# Docx to Learn usage instructions

This document is a template you can use to craft a new [Microsoft Learn](https://docs.microsoft.com/learn) module. By following these guidelines, you can create a module that is conformant to the style and recommended shape for Microsoft Learn content.

Once you have your document created, you can upload it to <https://convertlearntodocweb.azurewebsites.net/> to convert it into something that can be added to the Learn catalog.

## Guidelines

* Use the **Heading1** style to indicate a new unit. H2-H4 will turn into content within that unit.
* Most Word elements will convert as expected. Some inline formatting is not supported in Markdown and will be ignored – for example, underline, strikethrough, most fonts, and colors. Keep your text simple and it should render as expected.
* Tables are supported, including column-spanning (it will turn into a row-extension). Alignment is not currently supported, however if you use a table formatting for the header or first column, it will ensure those elements are bold in the Markdown output.
* Numbered and bulleted lists are fully supported.

## Metadata

Set the document metadata to populate YAML information:

* **Title** will be used as the title.
* **Author** will be used as the **ms.author**
* **Save Date** will be used as the **ms.date** (This is automatic, if not present, Created Date will be used).
* **Categories** (if present) will be used as the module **uid**.   
  **Important**: you **must** set this value if you are creating a **new** module from an existing one downloaded as a document. If this value doesn’t match the original, then none of the original metadata will be used.

## Quotes and Note/Tip/Error blocks

Add note/tip/warning/error blocks using **the Intense Quote style** with the first word being the type.

Note  
This will turn into a Note block.

Other quote styles will convert to a standard Markdown quote. A special provision is made for notes if the first word of the sentence is “Note:” – this will turn into a note block. Additionally, if the first characters are “(\*)”, this will turn into a tip block. This is to align to some original formatting used by WWL.

## Zone pivots

Indicate zone pivots with the markers **{zonePivot: “pivot,pivot”}** and **{end-zonePivot: “pivot,pivot”}**.For example:

**{zonePivot: "linux"}**

*Linux specific content goes here.*

**{end-zonePivot: "linux"}**  
  
Inclusion blocks

Add inclusion blocks with the marker **{include “file”}** – the file should be relative to where your markdown will reside – this will be copied untouched into the final markdown. For example:

**{include "../../../includes/azure-sandbox-regions-note.md" }**

## Images and Videos

Images and videos are fully supported – including SVG. Make sure to add alt-text to the image through Word – this will become the alt-text on the tag. In addition, if you add a caption, it will become the image description. For example:

![alt-text](image-url “description”)

If you add a border onto the image through Word, this will translate to a standard border added in Markdown – div with css class, or border directive if you use the **:::image:::** tag as shown below. Note that image alignment is not currently supported.

### Triple-colon images

By default, the tool will emit a standard Markdown image tag as shown above. You can add a comment on the image to change this behavior and control the output. The following text is supported – separate with a single space.

|  |  |
| --- | --- |
| Key | Purpose |
| useExtension | Indicates to always use **:::image:::** to render this image. |
| loc-scope:{scope} | Adds a localization scope with the **:::image:::** tag – this always forces that render style. |
| link:”{url}” | Uses **:::image:::** and adds a link. |
| lightbox:”{url}” | Uses **:::image:::** and adds a lightbox URL. |

For example, the comment: useExtension loc-scope:other would cause the following tag to show up in markdown:

:::image type=”content” loc-scope=”other” border=”false” alt-text=”{alt-text}” source=”{source-link}”:::

## Exercises

You can optionally add a comment to the exercise title (the Heading1) to indicate sandbox usage. This adds the proper tags into the unit YAML returned by the conversion tool. The following text is permitted, separated by spaces. Case is ignored for the key.

|  |  |
| --- | --- |
| Key | Purpose |
| Sandbox | Marks the unit as a sandbox unit (D365, Azure or Jupyter). |
| interactivity:{type} | Adds an interactivity key for the specified type such as “bash”, “powershell”, etc. |
| labId:{id} | Adds a Skillable VM or CloudSlice environment to the unit. Replace id with proper numeric identifier. |

For example, the comment sandbox interactivity:bash would add those tags into the unit metadata for the generated module.

Here are some other tips for instruction text:

1. Inline code can be marked with any Monospaced font – This will be code
2. Can use BOLD to denote instructions such as - **Y** or **A** and use small caps for keyboard interactions such as press **Enter**.
3. Use **{rgn [sandbox resource group name]}** to represent the resource group name if using an Azure sandbox.

The included **Code Block** style can be used for blocks of code, or you can use a monospaced font on the entire paragraph – either will turn into a code block. Add a **code footer** **style** under the block to signify a language type – for example:

az vm create \  
 --resource-group CrmTestingResourceGroup \  
 --name CrmUnitTests \  
 --image UbuntuLTS  
 ...

azurecli

## Knowledge checks

Knowledge checks can be added in two ways. You can create a specific unit for a knowledge check by setting the Heading1 title to “Knowledge Check” and then adding your questions in the following format. The question text must be a Heading3 style, the answer choices should be in a bulleted list with either the check box or empty box followed by the answer text and a sub-bullet for the explanation.

For example:

### <question text>

* ⬜ Incorrect answer
  + Explanation of incorrect answer
* ⬜ Incorrect answer
  + Explanation of incorrect answer
* ❎Correct answer
  + Explanation of correct answer

You can also add a KC to the *end* of a unit through a **Heading2** at the end of the section with the words “Knowledge check” or “Check your knowledge”. Then follow the above pattern to add the quiz text. In both cases, this will be pulled out of the document structure and moved to the generated YAML during conversion. The remainder of the document is a template to fill in. **Delete all the above before submitting to the conversion tool.**

<Module title>

# Introduction

For information about crafting Introduction units, see [Introduction guidance](https://review.docs.microsoft.com/learn-docs/docs/id-guidance-introductions?branch=main#rule-use-the-standard-module-introduction-format).

To do: Add a topic sentence to orient the learner to the area covered in this module.

Example: "Azure Logic Apps let you automate your business processes and run them in the cloud."

Recommended: Add a visual such as an image, table, list, etc. that supports the topic sentence.

## Example scenario

For information about crafting scenarios, see [Scenario guidance](https://review.docs.microsoft.com/en-us/help/learn/id-guidance-scenarios?branch=main).

To do: Describe the real-world scenario this module will use to illustrate the concepts.

**Example**: "Suppose you work at an athletic shoe company on the marketing team. You're launching a new basketball shoe created by a celebrity athlete. Previous launches resulted in a social media frenzy as people shared stories and photos of themselves wearing their new shoes. The marketing team wants to monitor hundreds of social media sites, blogs, and websites to determine consumer reaction. There will be more data than you can process manually. You would like a cloud-hosted system that automates the monitoring, text analytics, database storage, and email notifications."

**Recommended**: Add an image that visualizes the scenario.

**Optional**: Add a "scenario video" that visualizes the scenario.

## Learning objectives

Upon completion of this module, you'll be able to:

* List the specific activities the learner will do in this module.
* Activity 2
* Activity 3

# <Learning unit title (repeat for each unit)>

For information about crafting learning units, see [Learning unit guidance](https://review.docs.microsoft.com/learn-docs/docs/id-guidance-introductions?branch=main#rule-use-the-standard-learning-unit-introduction-format).

To do: Add a topic sentence to summarize the key skill this unit will teach.

**Example**: "Organizations often have multiple storage accounts to let them implement different sets of requirements."

To do: Describe the part of the scenario that will be solved by the content in this unit. Combine this with the topic sentence into a single paragraph

**Example**: "In the shoe-company scenario, we will use a Twitter trigger to launch our app when tweets containing our product name are available."

To do: State concisely what's covered in this unit. Add this to the same paragraph with the topic sentence and scenario description.

**Example**: "Here, you will learn the policy factors that are controlled by a storage account so you can decide how many accounts you need."

Recommended: Add a visual element, like an image, table, list, code sample, or blockquote. Ideally, you'll provide an image that illustrates the customer problem the unit will solve.

## <Content chunks>

For information about structuring content chunks, see [Learning unit structure](https://review.docs.microsoft.com/learn-docs/docs/id-guidance-structure-learning-content?branch=main).

To do: Provide all the information the learner needs to perform this sub-task. Break the content into "chunks" where each chunk has three things:

1. An H2 or H3 heading describing the goal of the chunk.
2. 1-3 paragraphs of text.
3. Visual like an image, table, list, code sample, or blockquote.

# <Exercise title (repeat for each exercise)>

For information about crafting exercise units, see [Exercise unit guidance](https://review.docs.microsoft.com/learn-docs/docs/id-guidance-introductions?branch=master%23rule-use-the-standard-exercise-unit-introduction-format).

To do: Add a topic sentence to remind the learner of the core idea(s) from the preceding learning-content unit (without mentioning the details of the exercise or the scenario).

**Example**: "A storage account represents a collection of settings that implement a business policy."

To do: Describe the part of the scenario covered in this exercise. A separate heading is optional; you can combine this with the topic sentence into a single paragraph.

**Example**: "Recall that in the chocolate-manufacturer example, there would be a separate storage account for private business data. There were two key requirements for this account: geographically redundant storage because the data is business-critical and at least one location close to the main factory."

**Recommended**: Add an image that summarizes the entire scenario with a highlight of the area implemented in this exercise

To do: State concisely what this exercise will accomplish. A separate heading is optional; you can combine this with the sub-task into a single paragraph.

**Example**: "Here, you will create a storage account with settings appropriate to hold this mission-critical business data."

**Optional**: Add a video that shows the end-state.

## <Content chunks>

To do: List the steps they'll do to complete the exercise. Break the steps into "chunks" where each chunk has three things:

1. A heading describing the goal of the chunk.
2. An introductory paragraph describing the goal of the chunk at a high level.
3. Numbered steps (ideally 7 steps or fewer in each chunk).

## Check your work

To do: Provide one or more chunk to help the learner evaluate if they completed the exercise correctly. Each chunk should have:

1. A heading of "Check your work".

2. An introductory paragraph describing how they'll validate their work at a high level.

3. Numbered steps (when the learner needs to perform multiple steps to verify if they were successful).

4. Video of an expert performing the exact steps of the exercise (optional).

# Knowledge check

Choose the best response for each question. Then select **Check your answers**.

To do: Add 2-5 multiple choice questions to check the learner's understanding of the module content. Mark the correct answer with an X in a green box. Follow these guidelines:

* Questions are complete sentences ending with a question mark.
* No true/false questions.
* 3 answers per question.
* All answers are about the same length.
* Numeric answers listed in sorted order.
* No "All of the above" and/or "None of the above" as answer choices.
* No "Not" or "Except" in questions.
* No second person ("you") in the questions or answers.
* Provide a meaningful explanation for both correct and incorrect answers.

For more information about crafting knowledge check questions, see [Knowledge check guidance](https://review.docs.microsoft.com/en-us/help/learn/id-guidance-knowledge-check?branch=main).

### <question text>

* ⬜ Incorrect answer
  + Explanation of incorrect answer
* ⬜ Incorrect answer
  + Explanation of incorrect answer
* ❎Correct answer
  + Explanation of correct answer

# Summary

For information about crafting module summaries, see [Summary guidance](https://review.docs.microsoft.com/learn-docs/docs/id-guidance-module-summary-unit?branch=main).

To do: Summarize the challenge(s) posed in the introduction scenario; be brief (1-2 sentences).

**Example**: "You are writing the instruction manual for a new model fire extinguisher. The instructions must be quickly read and understood by a wide variety of people."

To do: Describe how you used the product to solve the problem(s) posed in the introduction scenario. Depending on length, you can put this in a separate paragraph or combine this with the previous section into a single paragraph.

**Recommended**: Format this as lead-in sentence(s) followed by a list.

To do: Describe what would be required to solve the problem without using the product; be brief (1-2 sentences). Typically this will be a new paragraph.

**Example**: "Fire extinguishers are critical safety equipment for both homes and businesses. Despite their importance, many customers don't read the instructions ahead of time. Confusing instructions could mean customers don't use the extinguisher correctly when they're needed. This can result in loss of property or life."

To do: Explain the business impact of using the product to solve the problem. Depending on length, you can put this in a separate paragraph or combine this with the previous section into a single paragraph.

**Example**: "The test for effective instructions is whether customers can use your extinguishers correctly during an emergency. Users that fail might blame the instructions or the product. In either case, it's not good for business. On the other hand, successful customers are likely to share their stories and become advocates for your product."

## References

To do: Provide a few recommendations for further study via a bulleted list of links. This is optional and intended to be used sparingly. Follow these guidelines:

* Use the target page title as the text for your link.
* Prefer other first-party sites like Docs reference pages, and link to third-party sites only when they are trusted and authoritative.
* Don't link to other Learn content ("next steps" recommendations are generated automatically).
* Avoid linking to opinion sites such as blog posts.