### Building an Allele Case in Word

### Introduction

Allele cases can be easily created in the Allele Editor. However, if you are more comfortable in Word, you can use Word to enter most of your content in Word and import to Allele.

This case shows you how to edit a Word document for importation. You will learn how to:

* Insert phase breaks
* Create multiple-choice questions and checklists
* Include other content like images and equations
* Add interactive phase component images as placeholders

Which text editors do you think can be used to prepare initial content for Allele cases?

Textfield-widget

Let’s get started. Submit to move on.

### Answer

|  |
| --- |
| Your answer:  Carry-forward |
| You can use any text editor to type your text but it must be inserted in Word before importing. You will need Word, Google Docs or Libre Office to edit the document to add special content items and components. |

### Phase Breaks

Allele cases are divided into **phases**, like pages in a book. However, the phases can include numerous interactive components which make learning more effective and enjoyable. Unlike Word, phases can be any length so ignore the typical page boundaries and insert a page break at the end of each phase.

Put your cursor at the end of the phase and choose the menu option below:

Graphical user interface, application

Description automatically generated

How does the length of phase and a Word page compare?

Textfield-widget

### Answer

|  |
| --- |
| carry-forward |
| Phases can be any length but pages are of fixed length. |

### Multiple-Choice Questions and Checklists

* Item 1
* Item 2
* Item 3
* Item 4
* Item 1
* Item 2
* Item 3
* Item 4

Create a bulleted list and select all the items in the list. Then select a list style below.

Graphical user interface, application, Word

Description automatically generated

How might you create a single checkbox?

Textarea-widget

### Answer

|  |
| --- |
| carry-forward |
| Create a single bulleted item and style it with a Checklist. |

## Additional Content

You can also insert a variety of content shown below:

**Images**

A body of water with a city in the background

Description automatically generated with medium confidence

Place your cursor at the desired location and choose the menu options indicated.

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Hint: Insert static images now and you won’t have to upload them to Allele later!

### Equations (Math and Chemistry)

To insert equations follow the steps below:

Graphical user interface, application, Word

Description automatically generated

Diagram

Description automatically generated

Faculty often make images of equations and insert them. Why is that a bad idea?

Textarea-widget

**Tables**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Diagram

Description automatically generated

How might your table look in Allele after importation?

Textarea-widget

### Answers

|  |
| --- |
| carry-forward |
| Images can’t be read by a screen reader and so aren’t accessible. Equations inserted into Allele are based on the MathML standard and are accessible. |
| carry-forward |
| We can only convert the basic table characteristics. You can use the table editor in Allele to enhance your tables. |

### Phase Components

Phase components provide phase interactivity to Allele. In Word you use a component placeholder which consists of the name of the component styled with the Component style. Component names include

textfield

textarea

select

carry-forward

Just type the name and give it the Component style.

## Final Steps

### Allele Editing

The Allele editor can be used to create, modify, and enhance your content. You can also insert and modify additional components by changing the component settings to match your instructional needs.

### Testing

The Allele editor lets you move seamlessly between editing as a designer and using as a student. Answers can be entered and viewed in subsequent phases using carry-forward and components can be manipulated to produce the component output as a student.

### Publishing

When editing is complete, your case can be published to Allele and is ready to be used by you and other instructors.