# 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, images and equations and some HTML input fields in Word and import the Word document into Allele.

This case will show you how to easily configure a Word document for importation. You will learn how to:

* Insert phase breaks using page breaks
* Create multiple-choice questions and checklists using bullets
* Include images, equations, tables and other content
* Add phase component images as placeholders for single-line text, multiple-line text, selection boxes and checkboxes. These will be created as components in Allele during import.

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



Let’s get started. Answer the question above and click Submit below.

### 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 the phase.

In Word, click on **Layout > Breaks > Page Break** as shown below.

Graphical user interface, application, Word

Description automatically generated

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



### Multiple-Choice Questions and Checklists

You can easily create multiple-choice questions and checklists by creating a bulleted list of choices and selecting them. Then click **Home > Styles > Checklist** or **Multiple-Choice**.

See below:

Graphical user interface, application, Word

Description automatically generated

How might you create a single checkbox?



### Images, Equations, Tables, oh, my!

Word already provides various types of items which can be inserted. The big advantage of using Word is that you don’t have to learn another editor to incorporate them. Better yet, you don’t have to upload images if they are inserted in the text!

Examples:

**Images**

Click where you want to insert the picture and then chose the picture using **Insert > Pictures > This Device** and select your image.

A body of water with a city in the background

Description automatically generated with medium confidence

**Equations**

Click where you want the equation and then choose the equation using **Insert > Symbols > Insert New Equation**

Why is it important to import equations through Word rather than using images of equations?



**Tables**

Use **Insert > Table** to insert and edit the table.

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How might your table look in Allele after importation?



### Phase Components

Phase components provide a variety of interactive capabilities to Allele. These include the basic types like single-line text, multiple-line text, select boxes and carry-forward. Additionally, many more components provide capabilities like markup of images, simulations and discipline-specific components, etc. Word importation will only process only supports the basic types. This is accomplished by pasting an image of the component from a prepared library of images. The images will be converted to real components in Allele.

The component images are shown below.







Place your cursor at the desired location for the component and insert the picture as described earlier. These pictures will be converted to Allele components when imported.

## Final Steps

### Allele Editing

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

### Testing

Now it is time to see how your case looks to a student. 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 component 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.