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# This is a Heading 1

This is the ‘Intro paragraph’ style.

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## This is a Heading 2

This is Normal text.

Essi te commy nostrud modit alit ipit praesto commodit praestrud min veros del ipit ut loborem ex ea acipis nonsequamet, vel diam dunt velit, si essi.

### This is a Heading 3

This is Normal text. Venit lam num iure modigna facil ut nim velenis nonse magna feugue dip estin ea alit vullum vel utet nonullutat[[1]](#footnote-2).

#### This is a Heading 4

This is Normal text. Venit lam num iure modigna facil ut nim velenis nonse magna feugue dip estin ea alit vullum vel utet nonullutat.

#### Example paragraph numbering:

1. Essi te commy nostrud modit alit ipit praesto commodit praestrud min veros del ipit ut loborem ex ea acipis nonsequamet, vel diam dunt velit, si essi.
2. Venit lam num iure modigna facil ut nim velenis nonse magna feugue dip estin.
3. Atio doloreetum quipis nibh et la faccum aliquam, se dolore magnim zzrillan eu facipisi exer sum velenim ilit alisseq uiscilis et incin ver sum illa feum dio eugue dipit vel ercilissi.

#### Example bullet points:

* Sequipisi tat dolore consed dolobor erosting exeriur eetueratem del ut ipisi.
* Atio doloreetum quipis nibh et la faccum aliquam, se dolore magnim zzrillan eu facipisi exer sum velenim ilit alisseq uiscilis et incin ver sum illa feum.

## Table styles

Use tables with column headings to display data. Don’t use tables to make cosmetic changes to the layout of the document (see [highlighting text](#_Highlighting_text)).

Where possible avoid merging or splitting cells.

Use repeat header rows when tables flow over page breaks.

Use captions to title the tables. These should appear above the table.

Table 1: Title

|  |  |
| --- | --- |
| Column 1 | Column 2 |
| Row 1 Heading | Essi te commy nostrud modit alit ipit praesto commodit praestrud min veros del ipit ut loborem. |
| Row 2 Heading | Essi te commy nostrud modit alit ipit praesto commodit praestrud min veros del ipit ut loborem. |

Table 2: Title

|  |  |  |
| --- | --- | --- |
| Column 1 | Column 2 | Column 3 |
| Row 1 Heading | * Essi te commy nostrud. | * Essi te commy nostrud. |
| Row 2 Heading | * Essi te commy nostrud. | * Essi te commy nostrud. |

Table 3: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | |
| Essi te commy. | Essi te commy. | Do not split or merge cells. | |
| Essi te commy. | Essi te commy. | Essi te commy. | Essi te commy. |

Table 4: Title

| Column 1 | Column 2 |
| --- | --- |
| Row 1 Heading | Essi te commy nostrud modit alit ipit praesto commodit praestrud. |
| Row 2 Heading | Essi te commy nostrud modit alit ipit praesto commodit praestrud. |

## Highlighting text

Instead of using tables or text boxes to highlight text, use the ‘Text box’ or ‘Tint box’ styles:

**‘Text box’ style**

Essi te commy nostrud modit alit ipit praesto commodit praestrud min veros del ipit ut loborem ex ea acipis nonsequamet, vel diam dunt velit, si essi.

**‘Tint box’ style**

Essi te commy nostrud modit alit ipit praesto commodit praestrud min veros del ipit ut loborem ex ea acipis nonsequamet, vel diam dunt velit, si essi.

Sequipisi tat dolore consed dolobor erosting exeriur eetueratem del ut ipisi.

## Pictures, figures and charts

Add text descriptions to all pictures, figures and charts in the document. Make sure the text description includes all the information/data contained within, or conveyed by, the image.



Right click the image and select ‘Format Picture’, then ‘Alt Text’ to add a description.

### Figures and charts

Use captions to title the figures/charts. These should appear below the figure/chart.

If it’s not possible to convey all the important data in the ‘Alt text’ refer to where this information can be found in the text.

Bar chart showing that Name 3 was the stand out winner, name 5 was a distant second.

Figure 1: Chart example 1 (Image)

Right click the image and select ‘Format Picture’, then ‘Alt Text’ to add a description.

Source: Use the ‘Notes’ style for source or background information.

Figure 2: Chart example 2 (Word chart)

Double click the chart to open up the background datasheet to input source data. Right click on the background and select ‘Format Chart Area’, then ‘Alt Text’ to add a description.

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1. Footnote text. [↑](#footnote-ref-2)