

# Creating an accessible template in Word 2013

## Introduction

This Step-by-step guide is designed for people using a stand-alone computer. If your computer is part of an organisational network, please talk to your technical team about modifying the default template to meet accessibility guidelines.

## Setting Default Font and Paragraph Spacing

Open a blank Word document

In the 'Design' Tab

- Click on 'Themes'
- Choose 'Office'

To set font theme as Arial

- Select Font Icon 'A'
- Select Arial
- Click on 'Set as Default'.
- Click on 'Yes' to change template
- Setting the paragraph spacing theme
- Select 'Paragraph Spacing'
- Choose 'Open'

## Modifying 'Normal' style

In the 'Home' Tab/Styles section

- Right click on 'Normal' and select 'Modify'
- Use drop down font menu to choose Arial (Body), 2nd from the top then, select size 14.
- Now click on 'Format' then select 'Paragraph'.
- Use drop down menu to change Alignment to 'Left' and click OK.
- For paragraph spacing choose '6' before and '12' after.

- The recommended line spacing is more than single line spacing but a maximum of 1.5.
- Click 'New Documents based on this Template' – Click OK.

## **Modifying specific styles**

The previous changes should have set the default for 'Normal' Style, which is the text in the body of your document. The changes below will make changes to the headings.

The suggestions given are not set in stone but will produce a good all-round accessible document if styles are applied.

### **Step 1:**

In the 'Home' tab

- Right Click **Heading 1** and choose 'Modify'.
- Change Size to 18 and Click on 'B' for Bold

### **Step 2**

- Click on Format (bottom left of dialogue box) /Paragraph.
- For Paragraph Spacing choose '6' before and '12' after

### **Step 3**

- When all your choices are made Click on "New Documents based on this Template" Click OK.

Follow same procedure for:

- **Heading 2:** Bold, Size 16, 3 points before/12 after
- **Heading 3:** Bold, Size 14, 3 points before/12 after
- **List Bullet:** In Paragraph choose: Indentation 0, Hanging 0.5; In Numbering click on "Bullets" and choose a Bullet from the Bullet Library.
- **List Number:** In Paragraph choose: Indentation 0, Hanging 0.8; In Numbering choose: Number Style

Always apply Headings logically, for example, Heading 1 – Main topic heading, Heading 2 – sub heading and Heading 3 – additional sub heading.

### **Other Styles you may choose to modify**

- Title
- Sub-Title
- Header and Footer: Size 12 regular

There are hundreds of Styles in Word. The most important ones from the point of view of accessibility are listed above. These are the ones screen-reading software uses to navigate through a document.

### **Saving your template**

- Click on 'File' then 'Save as'
- Select where you want to store the template
- Save as type: 'Word Template'
- Choose a name for your template, for example, 'finance report template' or 'management report template'.

When you open the template you have saved within your files. The document will open with the styles previously chosen ready for typing a new document.