# Document Title (Heading 1)

Introduction or short document description

To ensure your document’s title is accessible, start by selecting *File > Properties > Summary tab,* and entering the **title, subject and author of the document.** Please contact your [Accessibility Liaison](https://staff.it.osu.edu/accessibility#liaisons) with questions or suggestions regarding this template as well as to submit your file for a review if you plan to distribute the file electronically or to an audience outside of your direct reports or supervisor.

## Using Headings and Styles (Heading 2)

Create you document structure by using headings. Select them from the **Styles** pane within the **Home** tab. It is best to type all of your information out without formatting and then add the formatting at the end using the styles pane to ensure document outline or structure is correct.

### Hyperlinking Text (Heading 3)

Heading 3 must be nested within a Heading 2. Do not skip headings or use different headings for design purposes.

To hyperlink text, first ensure that the text you are hyperlinking is descriptive of the linked content. Then highlight the text, right click and select **Hyperlink**. Hyperlinked text should appear red and underlined and this styling should automatically be applied when you choose to hyperlink text. An example that is fully accessible even when printed would be, “[The Ohio State University](http://osu.edu/) (osu.edu) strives to provide accessible content.”

#### Heading 4 with a Numbered List

1. First, remember that a Heading 4 must be nested within a Heading 3.
2. Then, use a numbered list for items that need to be in order, such as directions.
3. Finally, never use lists for just one item.

#### Heading 4 with a Bullet List

* Use bullet lists for items that don’t need to be in any particular order.
* Never use lists for just one item.

This is a Section Title

## Using Tables, Charts and SmartArt

Table 1 - This is a table caption above the preferred table style. Tables are for data, not for presentation.

|  |  |  |
| --- | --- | --- |
| Table Heading 1 | Table Heading 2 | Table Heading 3 |
| Cell 1 | Cell 2 | Cell 3 |
| Cell 1 | Cell 2 | Cell 3 |
| Cell 1 | Cell 2 | Cell 3 |
| Table Footer 1 | Table Footer 1 | Table Footer 1 |

Table 2 – Alternative table style. Ensure all tables contain data and are not used for layout or presentation purposes.

|  |  |  |
| --- | --- | --- |
| Table Heading 1 | Table Heading 2 | Table Heading 3 |
| Cell 1 | Cell 2 | Cell 3 |
| Cell 1 | Cell 2 | Cell 3 |

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1 - This is a caption above Basic Process SmartArt. Don’t forget to provide descriptive alt text.

\*This is fine print. Do not overuse or make any smaller than 9pt as it becomes unreadable to many people.