

Heading 1: Title goes here. 1 column format.

Style: H1 Subhead. Optional. Read below for pointers on how to use this Template

[Heading 2] Using Styles in Word

On the Home tab, click the Styles Dialog Box Launcher, and then click Options (or use shortcut Alt+Ctrl+Shift+S). Under Select styles to show, click styles “In current document”. All styles are displayed in the Styles task pane. To style your document, select your text and click on the style you want to use. **Don’t alter or add new styles to ensure the best results saving and accessible pdf document.**

About Paragraphs

P1 style: Use this paragraph style paragraph for text after any headline style.

[Heading 3] Column Formatting

Use a 2-column format or wide margins to keep your line lengths easy to read.

Lists

Below is an example of the list provided in this template. When creating accessible documents, always use an automatic list style for your bullet list.

[List bullet multi-level]

- ◆ List item
 - List item L2
 - List item L3

[1. List number]

1. List item
2. List item

[P1 +4 above] Use this text format after a list or when you need more space above your paragraph.

Headers in this template

Heading 1

Heading 2

H2: References

Heading 3

Heading 4

Heading 5

Styles

Sidebar box: Grab your reader’s attention with a quote pulled from your article.”

Heading 2 sidebar

[P1 sidebar]

[Heading 2 references] References

[Small body text] (Example of reference) Drake, D. J., ed. 2003. Intermountain irrigated pastures and mountain meadows. University of California Cooperative Extension Intermountain Workgroup Publication 01. UCCE Web site, <http://cesiskiyou.ucanr.edu/files/122933.pdf>. (remember to add links where needed)

Tables

[Table header bold] Table style [UC ANR gold]

Salesperson	Product	Price	Month

[Table note] Table note

[Table header bold] Table style [UC ANR blue]

Salesperson	Product	Price	Month

[Table note] Table note

Table header bold] Table style [UC ANR left column header gold] Harvest Time

	Apples	Pears	Oranges
September			
October			

Table style [UC ANR left column header blue] Garden Supplies

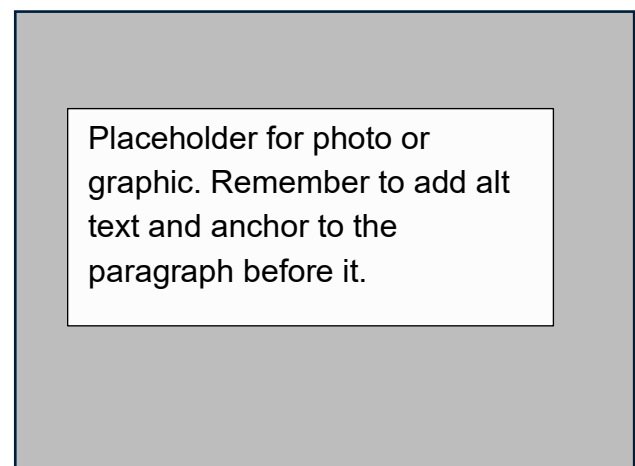
	Low price	Average price	High price
Crushed rock			
Soil			

Use one of these 4 table styles in your document. Remember to select the table header setting you will be using. Find the table header settings under the Table Design tab. Select “Header row” for a single top header or “Header row” and “First column”

when you have a header row that relates to the first column.

To create an accessible pdf document, only use tables for tabular data. Using tables for layout purposes will not yield an accessible document that is tagged correctly and can be read on a screen reader.

Photos and graphics



[Caption]