

Creating a Document Template

MISA AODA Web Accessibility Toolkit



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Creating a Document Template

Make it as easy as possible for new documents to be created. Templates promote consistency across your organization. Different departments may require different templates.

Step 1: Design your headings

Update the quick style ribbon with appropriate heading styles. See the MISA AODA Web Accessibility Toolkit document “Setting Up Quick Styles” across your organization.

Step 2: Update logo

Many organizations include their logo somewhere in the document. Create a logo and add alternative text to the image.

Step 3: Update Footer

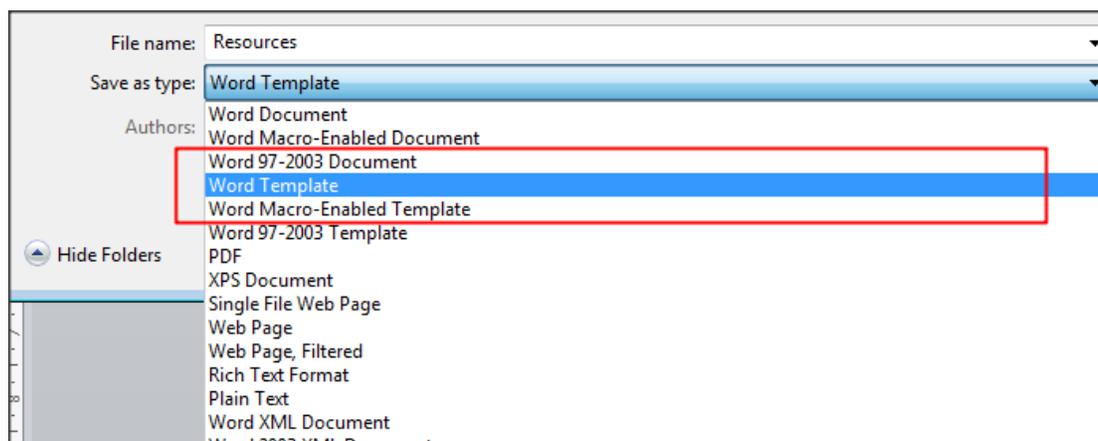
Should each of your documents contain page titles or page numbers? Lay out the document exactly how you want each document inside your organization to look.

Step 4: Include text and other elements as required

Is there text that you want to include in every document? Do you have an image or table that the template you are creating must include? Add it to the document in an accessible format. Every time someone opens the new document, these elements will appear on the page.

Step 5: Save the document (.dotx)

Once you are happy with your document, save it as a “Word Template”.



Distributing the template

The template can be e-mailed to the department or placed on your organizations network for quick access. Individuals can create a shortcut to the document on their desktops.

In newer versions of Windows, pin the template that individuals work on most often to their Start menu for easy access.

