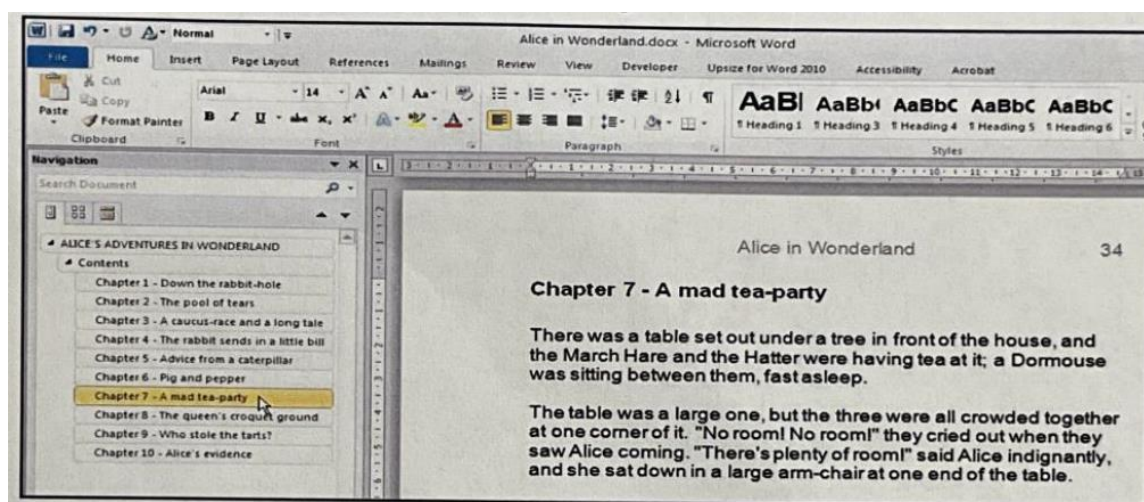


## Quick tips for creating structured documents

- Use a **clear document structure** with familiar **fonts** to enable your readers to really focus on the content - avoid **small font** sizes (less than 12 point), **italics** and text set all in **capitals**.
- Create **headings and subheadings** using **built-in heading level styles** to aid navigation - you can change the styles to anything you want whilst still retaining the heading level structure.



- Heading level styles can assist the creation of **hyperlinked tables of contents** to further improve navigation - tables of contents can be created automatically from heading levels in Microsoft Word for example.
- Keep images in line with text rather than floating behind or in front - don't forget **alternative (Alt) text descriptions** for images which are designed to convey meaning.
- Maintain a **uniform structure** for tables and don't merge any cells - provide meaningful and concise row and column headings as appropriate.

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