

Table Usage

Construct tables to read logically from left to right, top to bottom order.

Tables with column headings in the top row must have the top row formatted as a header row. To set a table header row:

- Highlight the top row of the table
- Right click to display editing options
- Select “**Table Properties**” from the list.

The Table Properties window will be displayed; click on the “**Row**” tab

Check the option “**Repeat as header at the top of each page**”

	Col 1	Col 2	Col 3	Col 4
Row 1	Hello, world	It is very interesting content	I really like it.	Don't worry! I care about it.
Row 2	Cell 21	Cell 22	Cell 23	Cell 24

Images

Alternative or Alt text is required for all images in a document (excluding purely decorative images without meaningful content).

- **Right-click** on the image;
- Select **Format Picture**.
- The **Format Picture** dialog box will appear. Select the **Web** tab.
- In the **Alternative text** box, type in the description of the image.
- Click “**OK**”.

Rationale for following Clear Print Guidelines

Example A:

Example A is Times New Roman, size ten, with single spacing. Example B is Arial, size twelve with 1.5 spacing. As you can see, smaller font sizes, single spacing and serif fonts are harder to read. Additionally, it is easier to keep one's place on a page with left aligned text, as in example B, as left alignment gives the body of the text a specific shape and gives uniformity between words. Example A, which is justified, has no natural shape. Furthermore, bold print stands out, and does *not distort the shape of text as italics and underlining do*. FINALLY, BLOCK CAPITALS CAN BE DIFFICULT TO FOLLOW AS BLOCK CAPITALS REMOVE THE NATURAL SHAPE OF WORDS, TURNING THEM INTO BLOCKS. Clear layout allows one to focus on the content of visual materials rather than the format.

Example B:

Example A is Times New Roman, size ten, with single spacing. Example B is Arial, size twelve with 1.5 spacing. As you can see, smaller font sizes, single spacing and serif fonts are harder to read. Additionally, it is easier to keep one's place on a page with left aligned text, as in example B, as left alignment gives the body of the text a specific shape and gives uniformity between words. Example A, which is justified, has no natural shape. Furthermore, **bold print stands out**, and does not distort the shape of text as italics and underlining do. Finally, block capitals can be difficult to follow as block capitals remove the natural shape of words, turning them into blocks. Clear layout allows one to focus on the content of visual materials rather than the format.

Furthermore

If you use headings it makes the creation and upkeep of tables of contents easier (For automatic creation and updating go to: Insert – Reference – Index and Tables – Table of contents).