This is a heading 1 and is your title

Body content should be Arial 12 point.

It's important that the document has a logical heading structure. You must use the Styles section of the editing ribbon. It doesn't make sense to a screen reader if you order your headings like this:

- Heading 1
- Heading 3
- Heading 2

This is a heading 2 and should appear after a heading 1

Break down your content into smaller paragraphs and use bullet points to show a list of related items. It makes your information easier to read and understand. Content should be written:

- In Plain English
- For a suitable reading age
- With meaningful link text

An example of meaningful link text is [Essex County Council](#) rather than https://www.essex.gov.uk/Pages/Default.aspx or [click here](#)

Images

You should only use images when the information that they provide is important for the reader. These will need to have ALT text to describe their content to a user with visual impairment.

Tables

You should only use tables where you are displaying tabular data. They shouldn't be used for layout. These will need to have ALT text to describe their content to a user with visual impairment.