# Corporate plain template – Heading 1

## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

##### Emphasis or quote

Body text.

This template should not be used to create content intended to go online because documents do not meet website accessibility requirements. Instead, create web content using the [webpage cover sheet and template (Word 65KB)](https://edi.sa.edu.au/library/document-library/strategic-policy-and-external-relations/communications/online-communications/webpage-cover-sheet-and-template.docx).

Remember to:

* write headings and subheadings in sentence case (capital first letter only)
* follow the bullet point list styles in the [writing style guide (PDF 557KB)](https://edi.sa.edu.au/library/document-library/guideline/operations-and-management/communications/writing-style-guide.pdf)
* align all text to the left
* use the template’s built-in styles to apply heading levels, bullet points and body text
* avoid italics (except for Acts), overusing bold and writing in all capitals
* use plain English and active language.

Table heading

|  |  |
| --- | --- |
| Table text |  |
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