**An eye-catching heading means a lot**

Adding tables

A document consisting of infinite text lines will definitely make the readers bored. That’s why ~~inserting~~ adding tables can help to provide a better visual grouping of information.

**Adding charts**

Charts really work because they present interesting information concisely and memorably. Adding a chart can be a good idea to improve the readability of a text.

grammar and spelling

Grammar mistakes and incorrect spelling can spoil even the most pleasant-looking and carefully structured document. Most mistakes are made in a hurry, so the built-in spellchecker can help to get rid of them.

**1**ONLYOFFICE - the future of document processing

We were the first to build online document editors using HTML5 Canvas element. That allows us to keep ahead of our competitors providing customers with the most complete and feature-rich online office suite highly compatible with Microsoft Office and OpenDocument file formats, among others.

ONLYOFFICE - the ONLY thing you need to make your business grow

ONLYOFFICE offers a complete productivity suite with document management, project management, CRM, calendar, mail, and corporate network.

Ascensio System SIA - home of the ONLYOFFICE

NLYOFFICE is a project developed by experienced IT experts from Ascensio System SIA, leading IT company with headquarters in Riga, Latvia.

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**3**

***An informative subheading also does***

A perfect document always starts with a perfect heading. Although nothing on earth is perfect, any document is expected to be as close to perfection as possible. Choosing an ideal heading is the first step when trying to draw up a well-structured and pleasant-looking document. What else is important?

**Your table**

|  |  |
| --- | --- |
|  | Text description |
| **Text description** | |  |  |  | | --- | --- | --- | | Parameter 1 | 45 | 5 | | Parameter 2 | 70 | 10 | | Parameter 3 | 15 | 5 | | Parameter 4 | 35 | 5- | |

**Importance of text content**

In addition to all the formatting tips, it is necessary to highlight that the content of a document should always be in the spotlight. That’s why it is vitally important to make some effort when working on the content of a document. All the visual tools (charts, tables, symbols, and images) are aimed to help to convey the ideas. Of course, the visual document layout is undeniably important, but the document content should be given more priority. Ideally, a good document is both well-designed and easy to read and understand.