Insert title over   
maximum of 2 lines

Insert subtitle

Month 20XX

[Insert classification – delete if not required]

INSERT DIVISION / BRANCH NAME OVER A MAXIMUM OF 2 LINES. DELETE THE SECOND LINE IF NOT REQUIRED.

Contents

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**Template instructions - DELETE AFTER READING**

**Inserting classification**

There are rules and guidelines that will help you identify what you need to do. For more information, go to [Security markings](https://88043133p.sharepoint.com/sites/Intranet/SitePages/section/information-security.aspx)**.**

**Updating the Contents**

To update the table of contents:

1. Use heading styles in this document.
2. Right click on the above table of contents.
3. Select ‘Update Field > Update Entire Table’.

**Using styles**

From the Home tab, select a style to change heading levels and paragraph styles.

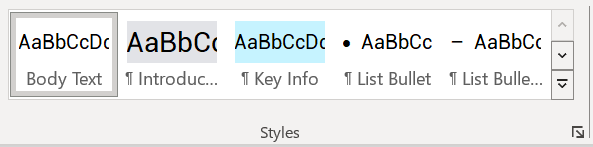


Image description: A screenshot of the Styles panel in the Home menu

**Important actions prior to publishing**

1. You must **Check for Issues.** To do this, run the **Inspect Document** and **Check for Accessibility** tools.
2. Once you have performed the accessibility check and rectified any issues, select **Making documents accessible** from the Accessibility window to learn more. For further instructions on how to do these checks, go to [Check accessibility](https://88043133p.sharepoint.com/sites/Intranet/SitePages/section/adding-metadata-word-file.aspx#check-accessibility).
3. Update the document properties, including document title, job code (if relevant) and Services Australia as author. For more information, go to [Use metadata to help people access the right information](https://88043133p.sharepoint.com/sites/Intranet/SitePages/section/adding-metadata-word-file.aspx#use-metadata-to-help-people-access-the-right-information)**.**

**END INSTRUCTIONS.**

# Heading 1

Use this template for long documents that require a cover.

Use the ‘Introductory’ style for the introduction content. Keep content to a maximum of 3 lines.

Use the ‘Key info’ style to highlight key information or to include a quote. Include content, such as ‘key information’ or ‘quote by…’ to provide context to people using screen readers.

## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

Body text

* List Bullet
* Bullet 2

1. List Number
2. List Number 2

##### Table example

To reproduce this table in your document: Insert > Table > Quick Tables > Services Australia

|  |  |
| --- | --- |
| Column 1 heading | Column 2 heading |
| Table data | Table data |
|  |  |

**Important:** Tables aren’t accessible for most assistive technology users. Instead, use lists or paragraphs to present your content. Tables must have no empty, split or merged cells, and tables must not be nested inside other tables.

For more information about using tables, go to [When to use tables: Ensuring accessibility for all](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.digital.nsw.gov.au%2Farticle%2Fwhen-to-use-tables-ensuring-accessibility-for-all&data=05%7C02%7CBRAND%40servicesaustralia.gov.au%7Cefc71cb205fd42155f6a08dd303afad2%7C627250e63e294861a084aad68ccfcccc%7C0%7C0%7C638719752051400601%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=aO%2BAzHfTwzYBSp5ltF8aBeOw1GC4188wPWM9zT%2Fgf7s%3D&reserved=0)**.**