# Word Documents Template

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 | Times New | Roman |
| Row 2 | Furthermore | Emphasis | Heading Text | Story Line |
| Row 3 | Creation | Print | DataFrame | Spacing |

## 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**”.