# Word Documents Template

# Main heading:

Use the Heading 1 style for primary headings so that screen readers can identify them as such.

If not already, manually change your heading 1 style to be:

- sans serif (e.g. Arial, Verdana, Trebuchet or Calibri),

- 16 pt, and

- Bold

Then set this formatting as your default for this style.

Sub Headings:

Use Heading 2 style for sub headings.

If not already, manually change your heading 2 style to be:

- sans serif (e.g. Arial, Verdana, Trebuchet or Calibri),

- 14 pt, and

- Bold

Then set this formatting as your default for this style.

### Sub Sub Headings:

Use Heading 3 for sub sub-headings.

If not already, manually change your heading 2 style to be:

- sans serif (e.g. Arial, Verdana, Trebuchet or Calibri),

- 12 pt, and

- Bold

Then set this formatting as your default for this style.