Use “Styles” to provide structure

Numbered and Bulleted list are formatted as such.
• To check formatting issues - Shift + F1

Tables should not be used as placeholders.
• Set “Repeat Header Row”
• Check to make sure tables don’t contain merged or split cells
• Use Alt Text

Images inserted into a document should also have Alt text and be “In Line with Text”
• If image is decorative, you can simply say that in the ‘Title’ area.

Hyperlink text should descriptive and unique.
• The written out URL should also be provided
Avoid using repeated blank spaces and multiple returns/tabs for formatting.

- Set Tabs
- Use Spacing - “After” instead of extra returns

To show spacing code: CTRL + SHIFT + *