School of Medicine – Accessible Document Template

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This template is designed to meet digital content accessibility requirements and reflects the School’s identity.

## Instructions for use

* Add your document details on page 1.
* Replace the example content on pages 2 and 3.
* Leave the end page untouched as it includes guidance for students on how to report any accessibility problems with digital content.
* Add a date for review in the section 2 footer on page 2. The last updated date will be populated automatically when you save your document.
* Do not add or change other content in the headers or footers, e.g. to include further text such as a team name, name of module, or additional logos. If you require branding support, please contact the Communications Officer in the first instance.
* When you have added all your content, update the table of contents on page 2. Right click on the contents table > Update field > Update entire table.
* Run the Accessibility Checker to check your document and fix any problems. Select File > Check for issues > Check accessibility to open the Accessibility Checker.
* Update you file metadata by giving your file a document title. Go to File > under Properties, add a descriptive title.
* (Optional) Export your file as a PDF. Go to File > Export > Create a PDF/XPS Document. You can also [check the Accessibility of your PDF documents](http://checkers.eiii.eu/en/pdfcheck/) with a tool from the European Internet Inclusion Initiative.

### Formatting guidance

* Use the built in styles to format your text, see [example content on page 3](#_Example_content). These styles follow accessible standards using a sans serif font (Arial) with a minimum size of 12 pt.
* Write headings in sentence case.
* Use bold text for emphasis; do not use coloured or underlined text for emphasis or titles.
* Avoid using all capital letters and excessive italics.
* End all sentences and list items with a full stop or semicolon.

### Hyperlinks

* Only use underlines for hyperlinks.
* Add descriptive hyperlink text rather than ‘click here’ or ‘more info’ e.g. ‘[Visit the School website for more details on how to apply](http://www.liverpool.ac.uk/medicine/).’ If the document will be printed you can also include the link address in square brackets. e.g. [www.liverpool.ac.uk/medicine/].
* Ensure web addresses do not include cookies or URL parameter trackers (long strings of numbers and code at the end of an address) as these are subject to change e.g. [https://www.liverpool.ac.uk/medicine/landing-page?utm\_campaign=Example-Campaign&utm\_content=image&utm\_source=email]

Contact the Communication Officer or TEL team if you need help using the School templates to create accessible digital content.

# Example content

The following styles have been pre-set and can be used to build your document:

# Heading 1

Normal (Body text)

Text with emphasis

## Heading 2

* Bullet list 1
* Bullet list 2
* Bullet list 3
1. Number list 1
2. Number list 2
3. Number list 3

### Heading 3

Example Table (Style: List Table 3 - Accent 5):

| Column 1 | Column 2 |
| --- | --- |
| Example text | Example text |
| Example text | Example text |
| Example text | Example text |

Example Table Caption 1.

Paragraph title

Normal (Body text)

Example indented quote

Contact this document’s author, or the School of Medicine Engagement team [mednews@liverpool.ac.uk] if you find any digital content difficult or impossible to use, either directly or with an assistive technology such as a screen reader.

Contact details for all teams and individual staff can be found on the [School website](http://www.liverpool.ac.uk/medicine/contact-us/email/). [www.liverpool.ac.uk/medicine/contact-us/email/].