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## HEADING 2

Table 1

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## ****BRIEF INSTRUCTIONS****

(For detailed instructions see: <https://communications.admin.ox.ac.uk/digital-communications/accessibility/documents>)

### ****Replace content****

**Replace the content with your own content, but keep the styling as is. Use the headings and body text styles from the home ribbon.**

### ****Ensure any images have alt text****

For any images you add, right click on them and add alt text. This has already been done for the logo.

### ****Ensure any tables are marked up correctly****

For any tables you add, ensure the Header row is checked in Table design, and a title and description in alt text in table properties.

### ****Title****

Change the document title in File, Properties (and author if it has not automatically updated). (**Delete these instructions if you have not already done so).**

### ****Saving****

**Do not print to PDF**. This method of creating a PDF does not preserve the document’s accessibility features. The correct method of exporting to PDF depends on which version of Microsoft Office you’re using.

#### Word (Windows)

* Go to File > “Save As…” and select PDF from the choices provided. By default, this produces a PDF that preserves the document’s accessibility features.
* When saving, select Options and be sure that “Document structure tags for accessibility” is checked. This is checked by default but could become unchecked under certain circumstances.
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