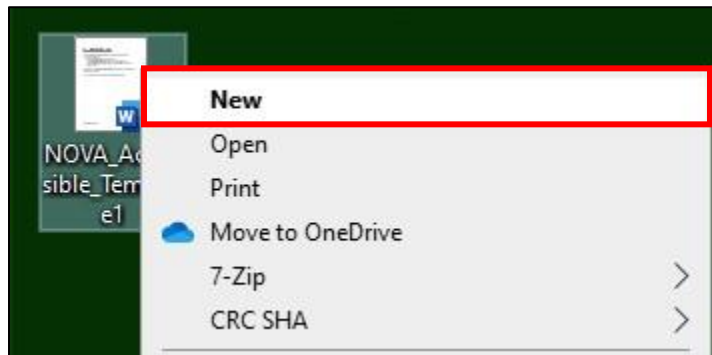


## How-to use the Accessible Word Template

### 1. Create a new document

1. Click on the icon of the template to open a **"New"** file to create a new accessible document using the NOVA Accessible Template.



2. **Delete the sample text** to start your own document.
3. Do not forget **to save it** on your disk for keeping track of your modifications!

### 2. Accessibility Tips

To make your new document fully accessible,

- Use the **Styles Pane** (Heading 1, Heading 2, etc.).
- Create **meaningful hyperlinks** (**Title of the link**, instead of **http://...**).
- Use **alternative text** for images (Right click image, then select "Edit Alt Text...").
- Keep it simple!

Once finished, click on **Review / Check Accessibility**, and follow instructions to correct any reported errors. Thank you!

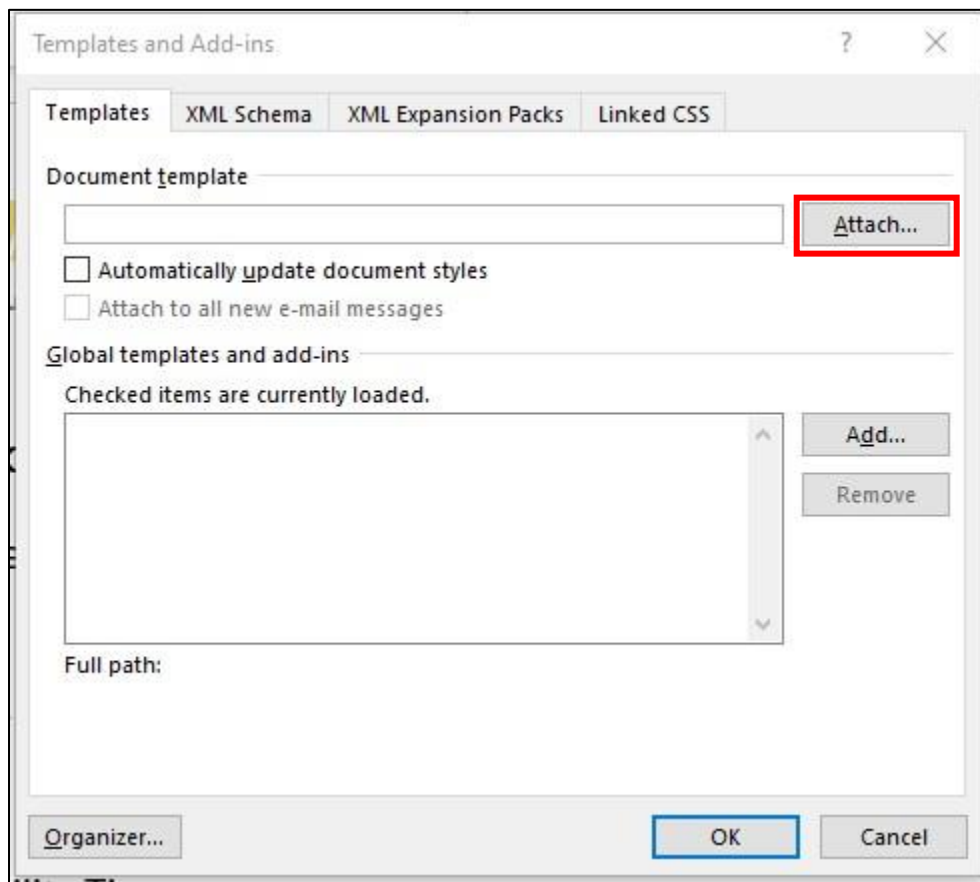
To learn more, you can visit: [Create more accessible Word documents.](#)

### 3. Apply the template on an existing document

1. You can also apply the NOVA Accessible Template on an existing document. To do so, in Word, type "template" in the **Search bar**, and click on "**Add-ins.**"

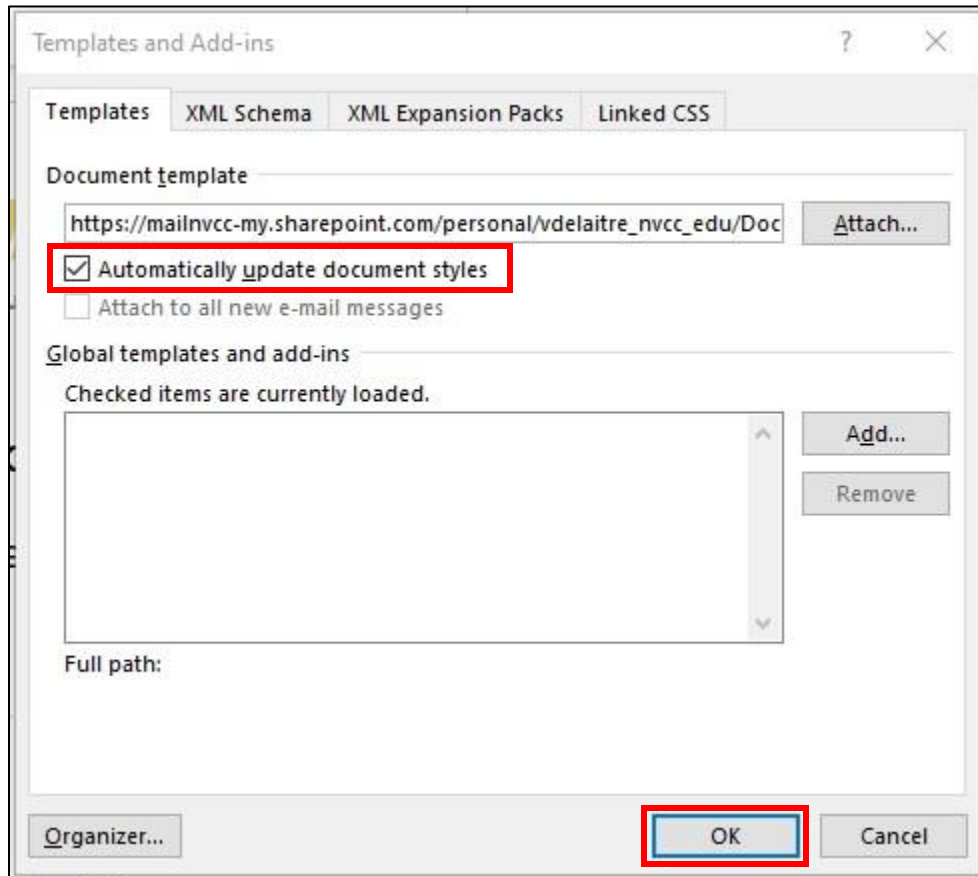


2. In the "Templates and Add-ins" window, click on "**Attach...**", then find the template file on your disk, and select it. **It is best to keep the template file in a fixed location, and avoid to move or delete it once attached to documents.**



**Disability Support Services**

3. Once selected, check the box "**Automatically update document styles,**" and click "**OK**" to close the window.

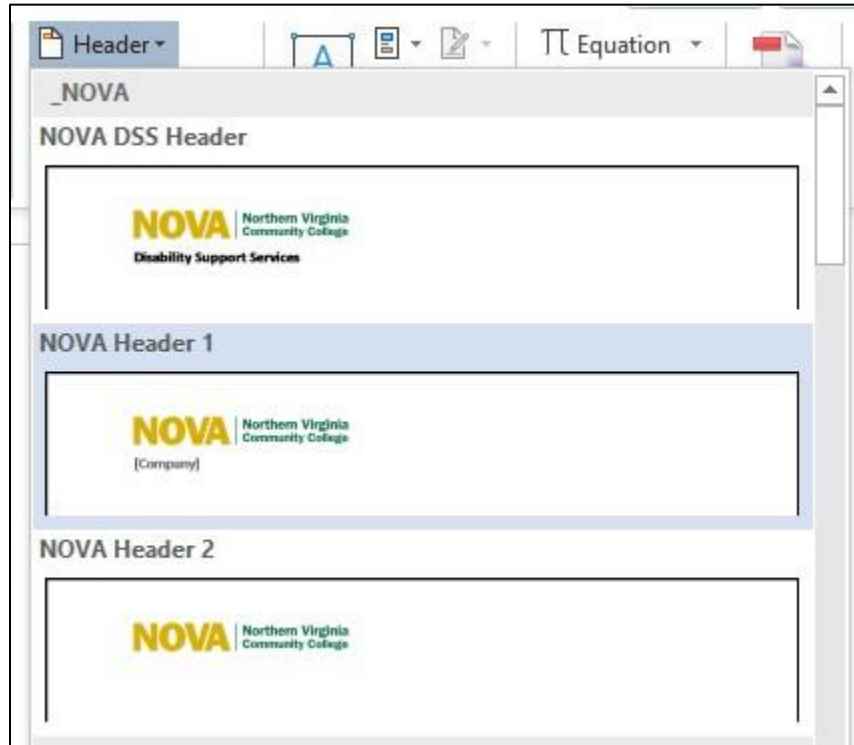


4. The attached template will be automatically applied to your document!! You can now use the custom **NOVA headers and footers** in the "Insert" menu.
  - Using **NOVA Header 1**, click on "[Company]" to insert your own subtitle.

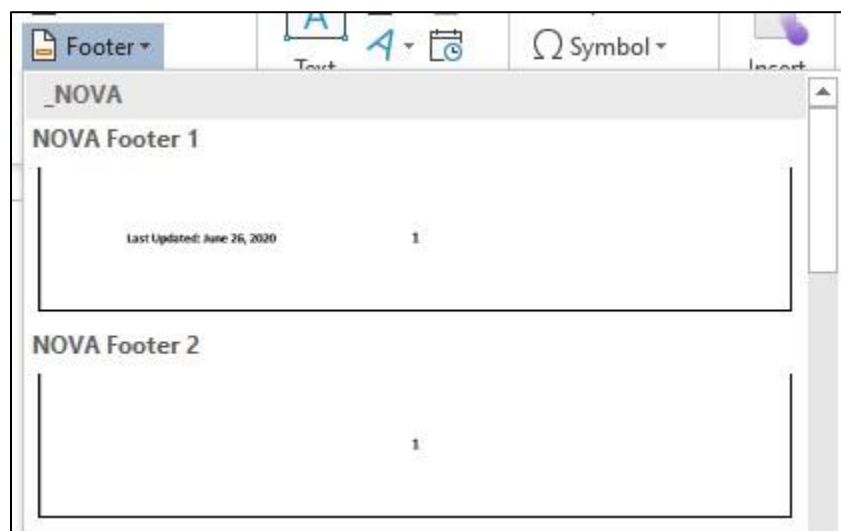


**Disability Support Services**

- **NOVA Header 2** inserts the NOVA logo on each page.

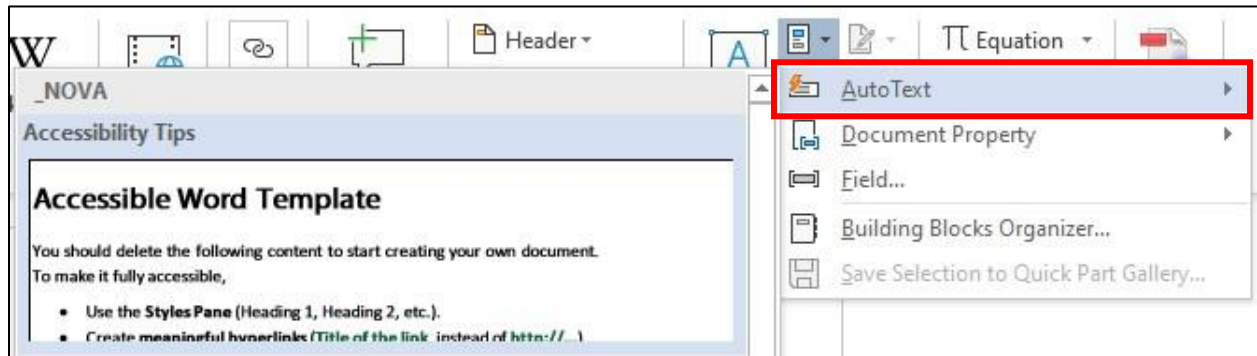


5. In the "Insert" menu, you can also choose between **NOVA Footer 1**, with the updated date, or **NOVA Footer 2**.



## Disability Support Services

6. Finally, do not forget to apply the **Accessibility Tips**! You can always find them in the "Insert" menu. Click on the **Quick parts icon**, then "AutoText."



7. Once finished, click on **Review / Check Accessibility**, and follow instructions to correct any reported errors. Thank you!