Notes on Using the Clear Print Template for Word 2010

# Purpose of the Template

This template will help you to create a plain document in clear print applying Heading Styles which will enable you (and the reader) to search and move around in your document using the Navigation Pane. You may prefer to create your own Style and save as a Word Template but please refer to the **Clear Print Guidelines** <http://www.bangor.ac.uk/studentservices/disability/access_resources.php.en> to ensure you use the principles of Clear Print.

# Instructions for Using the Clear Print Template:

Download the template from: <http://www.bangor.ac.uk/studentservices/disability/access_resources.php.en>

From the **Home** tab, click on the ‘**Title**’ or ‘**Heading 1**’ style.

Key in your title or heading and press <enter>.

Word will automatically revert to ‘Normal’ Style. Key in text as usual.

Continue to insert headings using the different Heading Levels as necessary.

To save your document, use the ‘save as’ facility and save to a new name.

You can create your own Style by right-clicking on the relevant Styles button and click on Modify. Make your format changes and save.

To save your new Style as a template, use the ‘Save as’ facility, enter a new name and save as Word Template (\*.dotx) type.