

# **Insert title here**

## Subheading 1 font

### Subheading 2 - used under subheading 1

Body text font

## Further information

### Styles

Font either Arial or Lato

Title headings – size 24

Subheadings – size 18

Secondary subheadings – size 14

Body text – size 12

Text colour – black

### Creating headings

The headings above can be copied and pasted in the document and should appear on your navigation pane. If you need to insert subheadings refer to the guide

### Creating tables

If you are using a table in your document the below table has been set up in an accessible format, you can add columns and rows as required. You will need to label your table correctly using alt text – refer to the guide how to do this.

| Column title | Column title | Column title |
| --- | --- | --- |
|  |  |  |

### Inserting pictures

Any pictures you insert into your document need to include alt text – refer to the guide how to do this. The logo already has alt text.