



- Text is set as standard characters and symbols are typed in directly from the keyboard
- Font colour set to default or auto
- Conventional punctuation is used
- Default language is correct
- Formatting complies with RNIB clear print guidelines
- Heading levels are assigned using the "style" function in a structured and logical manner
- Styles are applied only to the content intended for that style
- Contents list (or for a short document a summary) is included at the start of the document
- Tables have a uniform structure with no merged cells
- Table row and column titles are concise
- Non-standard abbreviations used in a table are explained prior to the table
- Contents of each cell within a table should be concise
- Multiple tables are indexed through a contents list
- Large tables are preceded by a summary highlighting notable trends and important information
- Images or graphics conveying information not covered in the main text have a text description
- Full text only alternative is provided for any maps or plans