

# Using the EDU PDF template

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When you open the template, you will be prompted to save the document with a new name. There are instructions in the template, to remind you how it works - delete these when you are ready to start adding content.

An initial table of contents is included – don't delete this (unless it is not required). When you add your content to the template, using the inbuilt heading styles, these will be picked up in the table of contents when refreshed (right click and update).

### Built in styles

There are two heading styles – for section headings and sub-section headings – these will appear in the table of contents when refreshed. There is also a sub-title heading style which is for headings within the content which do not need to appear in the table of contents. Normal text is set to Calibri size 12 with 1.5 line spacing.



Figure 1: Built in styles

### Built in 'Quick Parts'

Icons and panels can be inserted into your document:

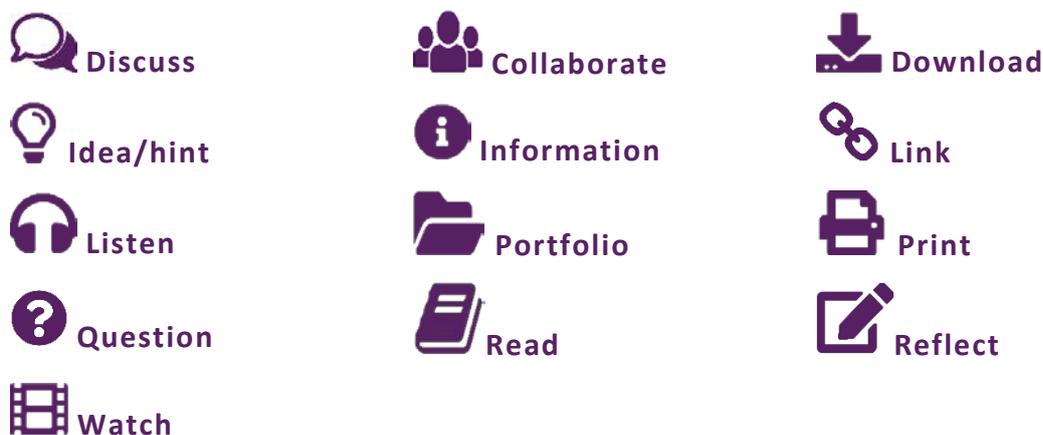


Figure 2: Quick Parts

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These can be added by clicking on the Quick Parts icon in the text panel of the insert tab and clicking on the required icon.

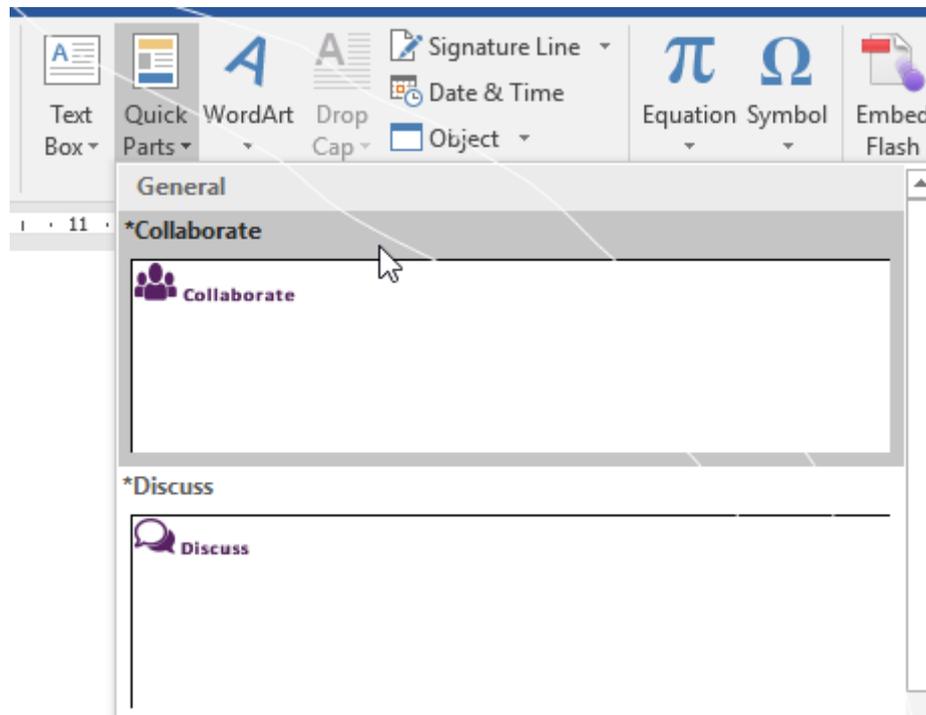


Figure 3: Insert Quick Parks from the Insert tab

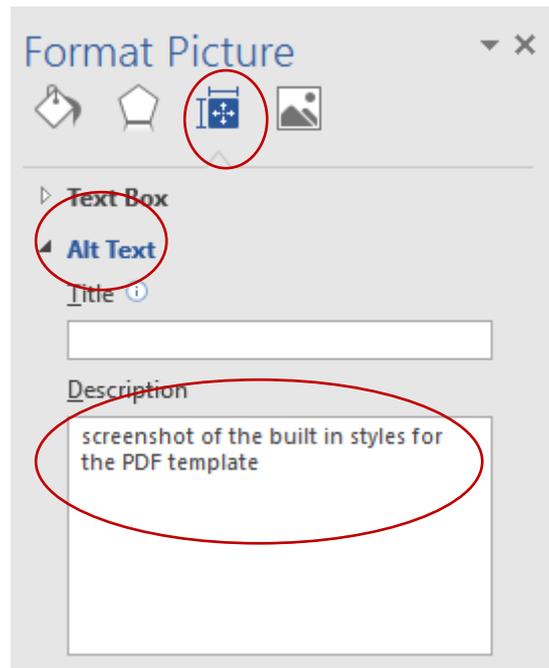
### A word about images

Images should have a meaningful description where they are part of the learning content - this will be read out to a student using screen reading software.

To access the image properties to add **alternative text**:

1. right click on the image and select 'Format Picture' – a panel will open to the right of your document;
2. click on the 'Layout & Properties' icon;
3. click on 'Alt Text' and add a short description of the image in the 'Description' box.

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**Figure 4:** Add Alt Text

**Note:** Where images are merely decorative, in the case of icons simply to provide a visual clue, the alternative text property should be left blank. If the image has a detailed caption, the same would apply – there is no need to provide the same description within the alt property of the image. See [WebAim's guide to writing alternative text](#).

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