# One page guide to Committee Templates

Being able to read documents on a variety of devices is now even more important than ever. By following the steps outlined, your committee papers will be more easily viewable and navigable on mobile devices and those using screen readers. Accessibility is easier than you think, we’ve included some tools to help you get started immediately.

View the full guide here: P:\Shared\Templates\Committees\for committees\full templates guide.docx

We have four committee templates you can use to produce committee documents. These support the agenda, the papers, the minutes, and any separated minutes that may arise.

**The committee templates are located here: P:\Shared\Templates\Committees\for committees**

**For help with the templates please contact Penny Elliott,** **pennye@quaker.org.uk****.**

| Quick start guide* To open a template, double-click on the document type.
* Add content (either typing, or pasting ‘as plain text’ to remove formatting).
* Find and delete all unnecessary spaces and paragraph breaks. Use the Show/Hide tool. a black symbol indicating a character space
* Add headings or subheadings in the document by highlighting the text and choosing the correct ‘style’ from the Styles box. (Home tab > Styles).
* Set ‘alt text’ for any images or tables. Right-click on the object, then choose ‘Format’ from the menu. Choose the ‘layout’ icon (see image A below). Add alt text.
* Run the accessibility checker. Follow any fixes and make any corrections. (See image B below)
* View the document map, to see how your document will open on a tablet device, or a PDF reader.
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Image A: Locate alt text

Image B: Locate the Accessibility checker