FAQs (Frequently Asked Questions) for Using ATSDR's Document Templates

This companion file provides frequently asked questions (FAQs) to help as you use ATSDR's Word templates to develop the following documents: public health assessments (PHAs), health consultations (HCs), exposure investigation-health consultations (EI-HCs), and letter health consultation (LHCs). The FAQS are all included below.

1. Why should I use the 508-compliant template?

The template has special styles that make Word documents more 508-compliant when converted to PDF. The styles have "tags" that help screen readers determine the proper reading order. The template is also designed with high color contrast for low-vision and color-blind users.

2. Which version of the template should I use?

Start all new documents with a fresh blank version of the template to avoid causing PDF conversion errors. Use this instructional version for guidance.

3. How do I know what style to use for my text?

The instructional template has the style that should be used for each type of text. Please also see the tables below.

Heading Styles	Formatting	How Used in Document
1. Heading 2, ATSDR Heading	• Font: Calibri, 20 pt, Bold, Font Color: Dark Blue • Indent Left 0", hanging 0.31" • Line spacing: single • Space Before: 12 pt, Space After: 0 pt • Outline: Level 1	Use for the main headings
1.1. Heading 3, ATSDR Heading	• Font: Calibri, 16 pt, Bold, Font color: Dark Blue • Indent: Left 0.25", hanging 0.5" • Line spacing: single • Space Before: 12 pt, Space After: 0 pt • Outline: Level 2	Use for subheadings under Heading 2

Heading Styles	Formatting	How Used in Document
1.1.1. Heading 4, ATSDR Heading	• Font: Calibri, 14 pt, Bold, Font color: Dark Blue • Indent: Left 0.5", hanging 0.35" • Line spacing: single • Space Before: 2 pt, Space After: 0 pt • Outline: Level 3	Use for subheadings under Heading 3
1.1.1.1. Heading 5, ATSDR Heading	• Font: Calibri Light, 12 pt, Bold, Font color: Dark Blue • Indent: Left 0.75", hanging 0.45" • Line spacing: single • Space Before: 2 pt, Space After: 0 pt • Outline: Level 4	Use for subheadings under Heading 4
ATSDR Appendices Title	• Font: Calibri, 20 pt, Bold, Font color: Custom Color (RGB(0,32,96)), Centered • Line spacing: 1.5 lines • Space Before: 180 pt	Use for the Appendices cover page
ATSDR Appendix Heading	• Font: Calibri, 16 pt, Bold, Font color: Custom Color (RGB(0,32,96)), Left • Line spacing: single • Space Before: 0 pt, Space After: 0 pt	Use for the heading of each appendix
ATSDR Appendix Subheading	• Font: Calibri, 14 pt, Bold, Font color: Dark Blue • Line spacing: single • Space Before: 12 pt, Space After: 0 pt • Outline: Level 3	Use for a sub-heading within an appendix
TOC Heading	• Font: Calibri, 20 pt, Bold, Font Color: Dark Blue • Indent Left 0" • Line spacing: single • Space Before: 12 pt, Space After: 0 pt • Outline: Body text	Use for Table of Content, List of Tables, List of Figures, and Acronyms and Abbreviations headings

| Document Styles	Formatting	How Used in Template
ATSDR_body_text	• Font: Calibri, 12 pt • Line spacing: single	Use as the primary style for a paragraph
• ATSDR_bullet	• Font: Calibri, 12 pt, • Indent: Left: 0.25", hanging: 0.25" • Line spacing: single • Space Before: 6 pt, Space After: 6 pt • Bulleted + Level: 1 + Aligned at: 0.0" + Indent at: 0.25"	Use for bulleted text
o ATSDR_sub-bullet	• Font: Calibri, 12 pt, • Indent: Left: 0.5", hanging: 0.25" • Line spacing: single • Space Before: 6 pt, Space After: 6 pt • Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25"	Use for sub-bulleted text
ATSDR_Callout_Box_Title	• Font: Calibri, 12 pt, Bold, Font color: Custom Color (RGB(5,54,99)), Centered	Use for the titles in callout boxes
Hyperlink	• Underline, Font color: Blue • Based on: Default Paragraph Font	Automatically used for hyperlink text

Table and Figure Styles	Formatting	How Used in Template
Caption	• Font: Calibri, 12 pt, Bold • Line spacing: single • Space After: 6 pt	Use for table and figure titles (automatically applied when you use the Insert Caption feature)
ATSDR Table Column Header	• Font: Calibri, 11 pt, Bold, Centered • Line spacing: single • Space After: 2 pt	Use for table column headers
ATSDR Table Body Text	• Font: Calibri, 11 pt, • Centered • Line spacing: single • Space After: 0 pt	Use for the text in the body of tables
ATSDR_source_note	• Font: Calibri, 9 pt • Space After: 12 pt	Use for sources and notes under tables and figures

The following are additional built-in template styles that are automatically used on the cover, in the automatic table of contents, and in the header and footer. Authors will not necessarily use these styles.

- ATSDR Cover 1
- ATSDR Cover 2
- ATSDR Cover 3
- ATSDR Cover 4
- ATSDR Cover 5
- ATSDR Cover 6
- ATSDR_footer
- ATSDR_header
- Table of Figures
- TOC 1
- TOC 2
- TOC 3

4. How can I view the styles pane?

To display the styles pane, click on the arrow icon in the lower right corner of the styles group.
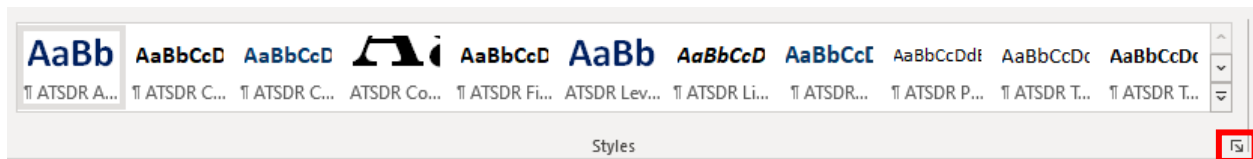
If the styles pane is located in an inconvenient spot when opened or only displays a few styles, click and hold on the gray header and drag it to the right to pin it to the right side of the screen.

## 5. What style pane options make the list more manageable?

After clicking the "Options" button, perform the following:

- Select styles to show: In use
- Select how list is sorted: Alphabetical
- Do not check any boxes under "Select formatting to show as styles" and "Select how built-in styles names are shown"
- Check "Only in this document"
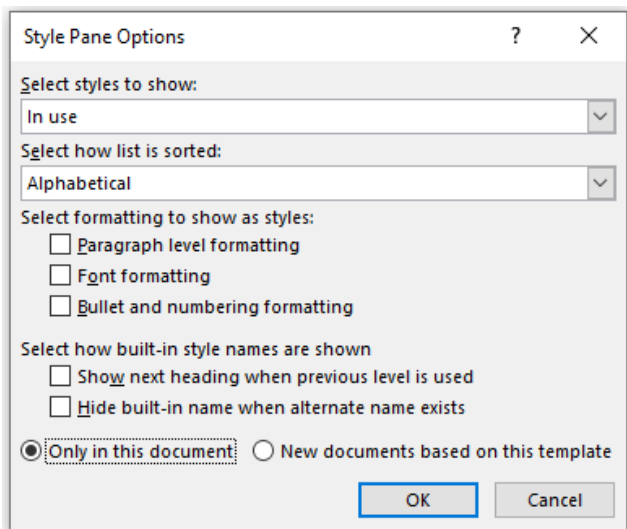
Follow these additional steps if styles that are not part of the template are appearing in your styles pane.

- Choose File > Options > Advanced.
- Go to the list of Editing options.
- Make sure that "Keep track of formatting" is checked.
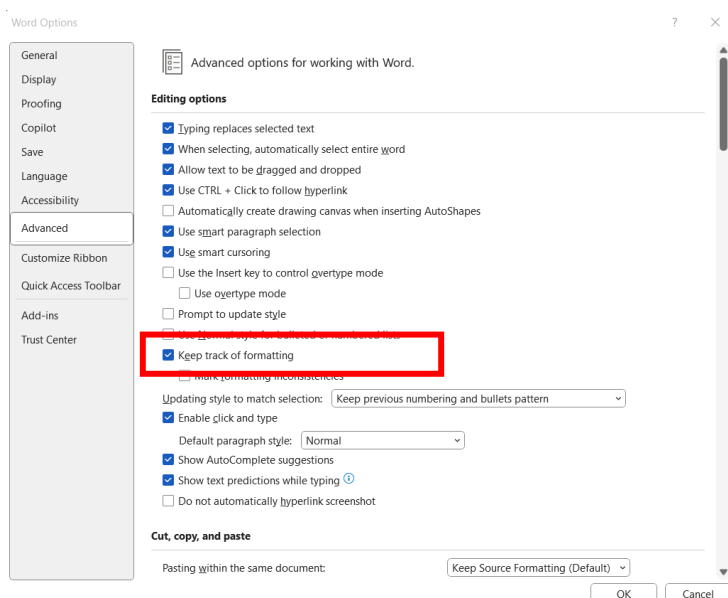
6. How can I see which styles are being used?

Both the styles gallery in the ribbon and the styles pane show a box around the style where your cursor is.

You can also switch your view to Draft to display the styles down the left side of the document. To switch your view to Draft, go to the View tab and select Draft in the Views group. If you do not see the styles down the left side of the screen, widen the style area pane. To do this, go to File > Options > Advanced, and under Display, set the style area pane width to 2 inches.

7. Can I have text wrap around my text boxes?

Yes. Although Word's accessibility checker will note text boxes that are not inline as an error, because the document will ultimately be a PDF, it is OK to wrap text around text boxes. It is suggested to place the text boxes to one side of the document to avoid text wrapping around both the left and right sides of the text box.

8. How do I insert table and figure captions so that they automatically number?

Place your cursor in the document where you want the table or figure name to go. Go to the References tab and click "Insert Caption" in the Captions group. Select the appropriate label (table or figure) and click OK.
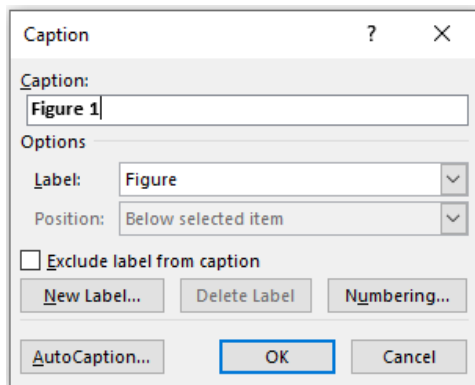
9. How do I cross-reference my tables and figures in the text?

Go to the References tab and click "Cross-reference" in the Captions group. Select the appropriate Reference type (table or figure) and choose "Only label and number" from the "Insert reference to" dropdown. Uncheck the "Insert as hyperlink" box. Select the appropriate table or figure under "For which caption" and click Insert.
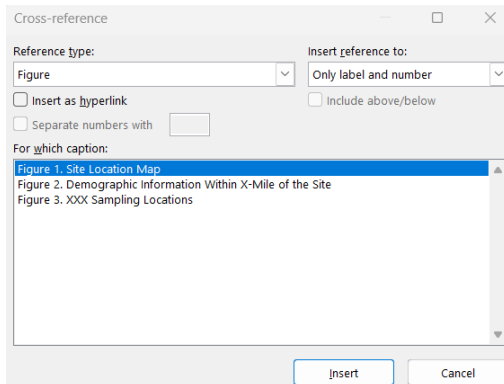
10. How do I update the TOC, List of Tables, and List of Figures?

To update the Table of Contents, select/highlight the TOC table and right click. Select > Update Field > Update Entire Table. If you have applied the styles correctly, the TOC and List of Figures and List of Tables will repopulate with your new heading content. If there are errors in these, go to those locations and check to make that the correct styles are applied. Re-update your TOC. Use the same process for the List of Figures and the List of Tables.
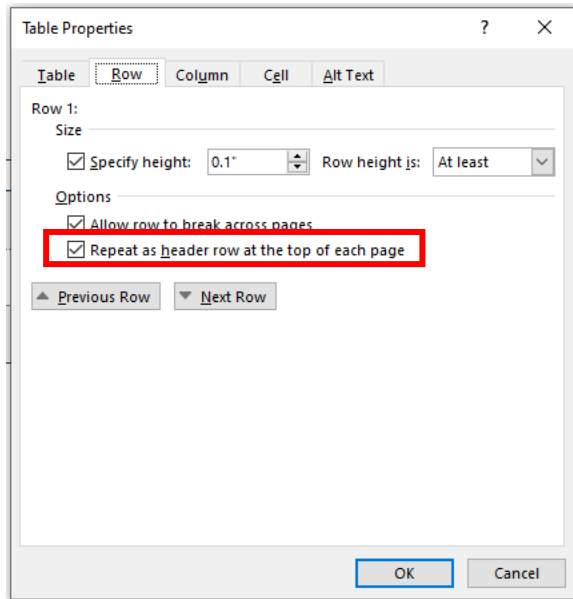
11.   How do I make sure my table header row repeats?

There are a couple of ways to make the header row repeat.

Option 1: Open the Table Properties popup by right clicking on the header row in the table and choosing Table properties. On the Row tab, make sure that "Repeat as header row at the top of each page" is selected.
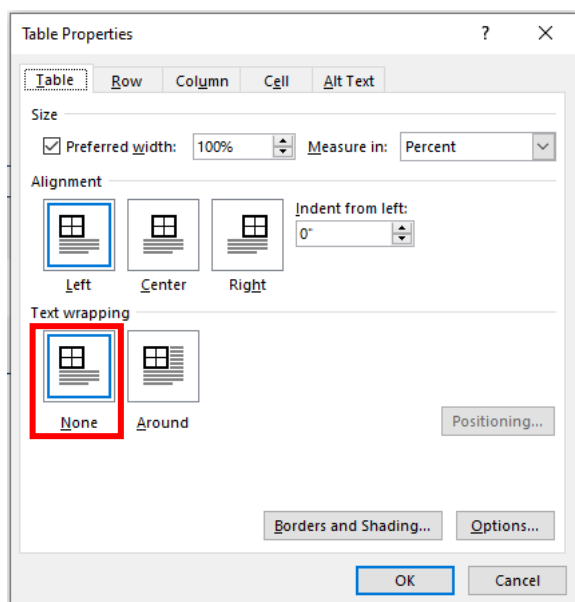

Option 2: With your cursor in the table header row, go to the Layout tab and click "Repeat Header Rows" in the Data group.
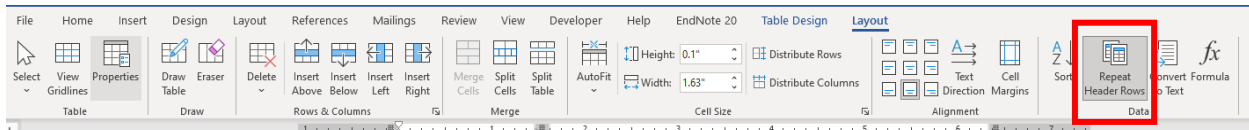
## 12.	How do I make sure text does not wrap around my tables?

Open the Table Properties popup by right-mouse clicking on the table and choosing Table properties. On the Table tab, make sure that Text wrapping is set to None.

## 13.	How do I add alt text to my figures?

There are two ways to add alt text to your figures.

Option 1: Select the figure and go to the Picture Format tab. Click "Alt Text" in the Accessibility group and add a description of the figure. The description should include key points you want the reader to understand about the figure. Click the "x" to close the box (your alt text will save).

Option 2: Right click on the figure and choose "View Alt Text" from the dropdown menu. The Alt Text panel will open, and you can type the description into the box that appears. Click the "x" to close the box (your alt text will save).

Note that ATSDR allows alt text containing 120 or fewer characters (including spaces). If you need a more detailed description, you will need to include that description in an addendum within your document and refer to that addendum in the alt text box attached to the figure.

## 14.	How do I check accessibility in Word?

Go to the Review tab and click "Check Accessibility" to open the Accessibility review pane. Any errors or warnings will display in the Inspection Results. Word will suggest steps to fix the issues.

## 15.	What format should I save my document in?

Save your documents as .docx files to retain Word's accessibility features.