Project Name

Location of Project

STUDY
by UDOT



TITLE HERE

Project Name

Month Year

Utah Department of Transportation
UDOT Project No. XXX |PIN XXX

UDOT
Keeping Utah Moving

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Table 1. For Table Titles Use the Caption Style 3

Heading 1

UDOT approved heading styles can be found in “Styles” pane of this template. Always use headings in hierarchical order and do not skip headings. If numbered headings are desired, e.g. 1. Heading 1.1 Subheading, the numbering must be built into the heading style. Do not manually number headings.

Heading 2

Body text should maintain a minimum of 12 pt font size for digital content to ensure legibility across all devices and vision levels. Use approved fonts (Arial, Oswald, Georgia and Arial Black) and left-aligned text to improve readability.
Footnotes should follow the Footnote Style[1].

Heading 3

When copy and pasting information from one document to another, always paste with the option “keep text only.”
If you would like text to be bold, the style to choose from is **Strong**.

Heading 4

When having bullet lists, you must use the built-in list formatting tools.

- This is the style of the bullet list. It is in the Bullet List style in the style pane.
- Do not manually format bullets by using symbols or dashes to create lists.
- If possible, avoid nesting bullets. It is best to keep bullets at one level to avoid potential errors.
    - If necessary, ensure that the nested bullet is in the Second Level Bullet style.

If you’d like to use a numbered list, select the Numbered List style. Similarly to bullet lists, it is best to keep bullets at one level.

1. This is the numbered list style.
    a. This is the second level of numbered list.

Figures

Figures should be wrapped “in-line” with text, but can be placed center, left, or right aligned. All figures, including images, graphs, and charts, should have alternate text assigned to them as well as a caption.

[1] Footnotes should be in 10 pt font.

Figure 1. For Figure Titles Use the Caption Style



Tables

When creating accessible tables, best practice is to use simple tables. Do not merge cells or leave cells empty.
For tables with a lot of information and thus requiring more than one header row, multiple tables is the more accessible option.
Like figures, tables should always have captions associated with them.

Table 1. For Table Titles Use the Caption Style

Table Header	Table Header	Table Header	Table Header
Data Cell	Data Cell	Data Cell	Data Cell
Data Cell	Data Cell	Data Cell	Data Cell
Data Cell	Data Cell	Data Cell	Data Cell
Data Cell	Data Cell	Data Cell	Data Cell