

Content design resource - selected GOV.UK design system components and example pages in Microsoft Word

ABOUT THIS RESOURCE

Hello, I'm Jeremy, one of four content designers working on a new service for the Valuation Office Agency.

I've been using Word to come up with content ideas and drafts for screens - sometimes for guidance, but mostly for in the service. The aim is to make them look a bit like what the user will eventually see.

This draft resource contains many of the [GDS components](#) that you can use to put screens together. It also has a few example pages.

I'm putting it out there to see if anyone else is interested in using it, and if so how we can improve it.

It could help you draft, iterate and collaborate better or in a different way. It's not intended to replace Heroku or working together with an interaction designer.

The aim is to make it available as a community design resource from this page

<https://design-system.service.gov.uk/community/resources-and-tools/>

Upsides are:

- pages look neat and there's enough fidelity for anyone to 'read' them and understand what's going on
- they're really quick to put together (most of the time), so you can throw away and try something else fast
- you can take screen shots and string a journey together in Mural for your team to review
- the content team can 2i in Word
- when content is given the nod, interaction designers can copy and paste into Heroku
- use of shapes is minimal which is good – shapes are a real pain in Word

Downsides are:

- you have to take screen shots and put them in Mural to string a journey together
- some GOV.UK design system elements are omitted or simplified (which may not be a bad thing...)
- it uses tables a lot to help things line up and look neat, which can go wrong, and are less accessible
- it uses a limited set of text styles, which may need some manual tweaking here and there

Applications this resource works with

This resource was put together in Microsoft Word. It works fine in LibreOffice. It does not work in OpenOffice. In Word, you need to use the desktop app – the browser version does not display tables very well.

Accessibility

Many of the components use tables. This makes the document less accessible. To help with this, I have added table alt text titles and descriptions to the components (so far, just to the accordion through to date input, and not to the example pages). If this is useful, I can add more in. I am not sure that adding table row headers will help, as most of the tables are not used in a conventional table way. I'm keen to learn what I can do to make this resource more accessible, within the constraint of it relying a lot on tables.

What do you think?

Please let me know what you think - I'd love to hear your feedback.

Thanks for looking

Jeremy

Example pages

Question and response pages



< [Back](#)

The Corner Shop, 5 Brixham Marina, Berry Head Road, Brixham, Devon, TQ5 9BW

What is your connection to the property?

- ☐ Owner
You own the property
- ☐ Occupier
Your business operates from the property
- ☐ Owner and occupier
You own the property and operate your business from the property

[Save and continue](#) [Save and return to account home](#)



< [Back](#)

The Corner Shop, 5 Brixham Marina, Berry Head Road, Brixham, Devon, TQ5 9BW

When did you become the current ratepayer?

- ☐ Before 1 April 2026
- ☒ On or after 1 April 2026

Enter the date you became the current ratepayer

Day	Month	Year

[Save and continue](#) [Save and return to account home](#)

Upload page



< [Back](#)

The Corner Shop, 5 Brixham Marina, Berry Head Road, Brixham, Devon, TQ5 9BW

Upload the current business rates bill

The file must be a Word document, Excel spreadsheet, PDF or image (PNG or JPG) and be less than 10MB.

Choose file

No file chosen

Save and continue

[Save and return to account home](#)

Check your answers page



< [Back](#)

Check and confirm your details

Property to add to account	The Corner Shop, 5 Brixham Marina, Berry Head Road, Brixham, Devon, TQ5 9BW	Change
What is your connection to the property?	Occupier	Change
When did you become the current ratepayer?	5 May 2026	Change
Business rates bill	BR_bill_latest_26.pdf	Change

Save and continue

[Save and return to account home](#)

Declaration page



< [Back](#)

Declaration

By submitting this request to add a property, you declare that:

- to the best of your knowledge, the information you have given is correct and complete
- you understand that if you have made false statements, you may be liable to a penalty

Accept and send

Confirmation page



Property added to your account

Your reference is
AP123456789

[Print or save this page](#)

Address	The Corner Shop, 5 Brixham Marina, Berry Head Road, Brixham, Devon, TQ5 9BW
Council property reference	337480467245

We have sent a confirmation email to olivia@wicklesmore-architects.co.uk and a message in your account.

What happens next

You have the option to [review the information](#) we have about your property and:

- add missing information
- update incorrect information

[Go to your account home](#)

Components

Accordion – all sections hidden

[v Show all sections](#)

Writing well for the web

[v Show](#)

Writing well for specialists

[v Show](#)

Know your audience

[v Show](#)

Accordion - all section shown

[v Hide all sections](#)

Writing well for the web

[^ Hide](#)

This is the content for Writing well for the web

Writing well for specialists

[^ Hide](#)

This is the content for Writing well for specialists

Know your audience

[^ Hide](#)

This is the content for Know your audience

Back link

[< Back](#)

Breadcrumbs

[Home](#) > [Business and self-employed](#) > [Business premises and business rates](#)

Button – service start

Start now >

Button – continue

Continue

Button – save and continue and save and return to account home

Save and continue [Save and return to account home](#)

Checkboxes with hints

What is your nationality?

If you have dual nationality, select all options that are relevant to you.

- ☐ British
Including English, Scottish, Welsh and Northern Irish
- ☐ Irish
- ☐ Citizen of another country

Checkboxes with an option for ‘none’

Will you be travelling to any of these countries?

Select all countries that apply.

- ☐ France
- ☐ Portugal
- ☐ Spain

or

☐ No, I will not be travelling to any of these countries

Date input

When was your passport issued?

For example, 27 3 2024

Day	Month	Year

Details

> [Help with nationality](#)

v [Help with nationality](#)

We need to know your nationality so we can work out which elections you’re entitled to vote in. If you cannot provide your nationality, you’ll have to send copies of identity documents through the post.

Fieldset

What is your address?

Address line 1

Address line 2

Town or city

Postcode

File upload

Upload a file

Choose file

No file chosen

Header



Inset text

It can take up to 8 weeks to register a lasting power of attorney if there are no mistakes in the application.

Notification banner

Important

You have 7 days left to send your application. [View application.](#)

Pagination

[1](#) [2](#) [3](#) [Next](#) ->

<- [Previous](#) [1](#) [2](#) [3](#) [Next](#) ->

<- [Previous](#) [1](#) [2](#) [3](#)

<- [Previous](#)
Applying for a provisional lorry or bus licence

[Next](#)
-> Driver CPC part 1 test: theory

Panel

Application complete

Your reference number
HDJ2123F

Radios

Where do you live?

- ☐ England
- ☐ Scotland
- ☐ Wales
- ☐ Northern Ireland

Radios - inline

Have you changed your name?

This includes changing your last name or spelling your name differently.

- ☐ Yes
- ☐ No

Radio items with hints

How do you want to sign in?

You'll need an account to prove your identity and complete your Self Assessment.

- Sign in with Government Gateway

☐ You'll have a user ID if you've registered for Self Assessment or filed a tax return online before.
- Sign in with GOV.UK One Login

☐ If you don't have a GOV.UK One Login, you can create one.

Radio items with a text divider

Where do you live?

- ☐ England
- ☐ Scotland
- ☐ Wales
- ☐ Northern Ireland

or

- ☐ I am a British Citizen living abroad

Radios conditionally revealing a related question

How do you prefer to be contacted?

- ☒ Email

Email address

- ☐ Phone
- ☐ Text message

Select

Sort by

Recently updated

v

Choose location

This can be different to where you went before

Choose location

v

Summary list

Name	Sarah Phillips	Change
Date of birth	5 January 1978	
Address	72 Guild Street London SE23 6FH	Change
Contact details	07700 900457 sarah.phillips@example.com	Add Change

Table

Dates and amounts

Date	Amount
First 6 weeks	£109.80 per week
Next 33 weeks	£109.80 per week
Total estimated pay	£4,282.20

Tabs

Past day	<u>Past week</u>	<u>Past month</u>	
Past day If you want to put a table in here, copy the table component, right click in this cell and choose ‘Nest Table’.			

Task list

Company Directors	Completed
Registered company details	Incomplete
Financial history	Incomplete
Includes 5 years' of the company's relevant financial information	
Business plan	Incomplete
References	Incomplete

Text input

What is the name of the event?

This is the name you will use on promotional material.

Email address

What is the weight, in kilograms?

	kg
----------------------	----

What is the cost in pounds?

£	
---	----------------------

What is the cost per item, in pounds?

£		per item
---	----------------------	----------

Text area

Can you provide more detail?

Do not include personal or financial information, like your National Insurance number or credit card details

Text styles

Heading 1

Summary copy that goes under the page heading to give you more info about what the page is about

Body copy you can use this service to renew your tax credits after you’ve received your renewal pack in the post.

Heading H2

Heading H3

Caption above a Heading 1

Bulleted list:

- you can use this service to renew your tax credits
- you only need to do this if your renewal pack says ‘reply now’
- you can use this service to renew your tax credits

Numbered list:

1. you can use this service to renew your tax credits
2. you only need to do this if your renewal pack says ‘reply now’
3. you can use this service to renew your tax credits

Linked text in body copy you can use this service to [renew your tax credits](#).

[More about renewing your tax credits](#).

Warning text

 You may get a penalty if you do not report a change

How to use this resource

Creating the first screen with the components

This is the first time I’ve got a library of components together. Up to now I’ve just copy and pasted bits from existing screens.

My approach to using this resource would be to:

- save a copy of this document
- split the screen, keeping the library say in the lower part of the document
- give the screen I’m working on an ‘admin’ H1 all in caps
- copy and paste components into where I’m working

If I was doing a journey with a series of questions, I’d then copy and paste that whole screen to form a new one, deleting and adding components as needed.

Navigating the document

I’d create a table of contents. That all caps H1 help you see what screens you’ve got, and to distinguish it from actual screen content.

SINGLE MULTI TRIAGE – ITERATED – 010524 - ptypeupdated	4
How do you want to add a property to your account?	4
TASK LIST – END TO END – ITERATED - 010524	5
Steps to submit your request to add properties	5
START PAGE – ITERATED – OPTION 2 - 010524	6
Add properties.....	6
START PAGE SUPPLEMENT – NEW - 010524	7
Information we ask for in the add properties spreadsheet.....	7
CHOOSE FILE TYPE TO DOWNLOAD – THIS SCREEN NOT NEEDED	8
What type of file do you want the ‘add properties’ template in?	8
DOWNLOAD FILE – ITERATED - 010524	9
Download an ‘add properties’ Microsoft Excel spreadsheet (XLSX).....	9

Reusing whole documents

I’ve been working on different journeys that have common elements like a start page, task list, check answers and confirmation page.

With a document for one journey set up, you can save a copy of the document and reuse the screens to create content for the next journey.

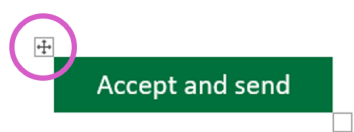
I watermark each document with the journey name, so I work on the right document.

Copying and pasting single cell tables

This Accept and send button is a single cell table.



To copy, mouse over the button and right click in the top left corner and choose ‘Copy’ from the pop-up menu.



To paste it, place your cursor where you want it to go, right click and choose ‘Entire cell’ from the Paste options in the pop-up menu.



Copying and pasting multi-cell tables

This date entry component is a multi-cell table.

Day	Month	Year

To copy, mouse over the button and right click in the top left corner and choose 'Copy' from the pop-up menu.

Day	Month	Year

To paste it, place your cursor where you want it to go, right click and choose 'Keep Source Formatting' from the Paste options in the pop-up menu.

Day	Month	Year

Pasting a table near an existing table

You need to make sure the table you are pasting does not butt up to an existing table.

Make sure there is a carriage return between them, like this:

Day	Month	Year

¶

Accept and send

If you do not, the tables will join together, which is a faff. You can unjoin them using 'Split Table' in the Layout menu.

Applying a grey highlight

Here's how to get the highlight behind text in a task list:

Company Directors	Completed
Registered company details	Incomplete

From the 'Home' menu, choose 'Text Highlight Colour' to give text a grey background.

