

# How to...

Links lead to relevant Google Help pages for Docs or Slides.

## Add heading styles

- highlight the text and choose the relevant style from the box to the left of the font name
- Google Help: [Add heading styles](#) (also shows how to include a Table of Contents)

## Add descriptive link text

- highlight descriptive text and click Ctrl & K. Enter your link in the box.
- Google Docs, click Insert → Link → enter text and link in boxes
- Google Help: [Add descriptive link text](#)

## Change the background colour

- Google Docs
  - click File → Page setup → Page colour
  - Google Help: [change the background colour in Docs](#)
- Google Slides
  - click Slide → Change background
  - Google Help: [change the background in Slides](#)

## Change all capitals to lowercase

- highlight the relevant text → click Format → Text → Capitalization → select Lowercase
- Google Help: [Change text case](#)

## Add alt text to images

- add alt text for images that convey meaning. Briefly describe the important information.
- for decorative images, add "" only. This means a screenreader will ignore the image.
- Google Help: [Add alt text to images](#) (page also gives other accessible design advice)