# Using the Accessible Word template

1. Download the [Accessible Word template](https://studio.smu.ca/accessibility-resources-for-faculty-and-staff) and save it under **Documents** > **Custom Office Templates**.
2. Open Word
3. Select **New**, then select the personal tab.
4. Select the **SMU Accessible Word Template**.

A screenshot of a computer

Description automatically generated

1. Make sure to save your file and give it a meaningful name.
2. Continue working on the document as normal.