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AEC corporate templates

A range of corporate templates in the AEC brand are available in Microsoft Word to help you create documents that meet AEC branding and accessibility requirements.

These templates present the AEC as a professional and cohesive organisation, as well as encourage best practices in record management and use of metadata, accessibility and online publishing. You should use the templates when creating both internal and external documents.

The AEC templates require you to have a basic understanding of how to use Microsoft Office.

Microsoft Support also provides online support and training through its [Office Training Centre](#). This includes guidance on popular [Microsoft Word keyboard shortcuts](#).

On this page...

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Where to find the templates

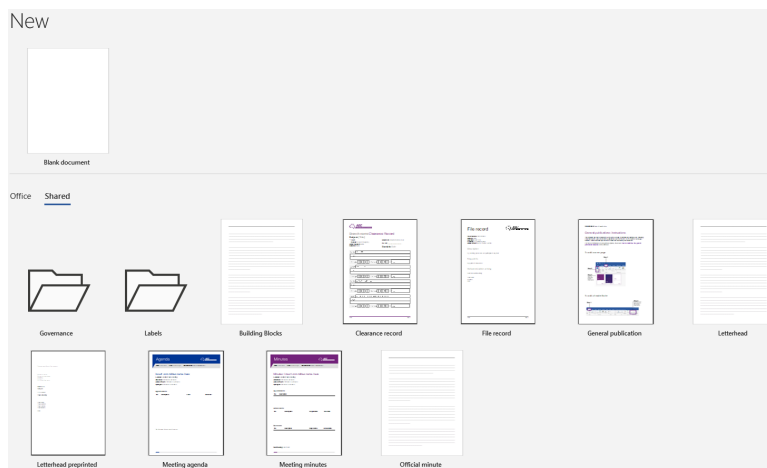
To access AEC corporate templates:

- open a new Word document
- click on the File tab
- click New
- click the Shared category
- select the appropriate template for your task

The following corporate templates are available:

- general publication template (for fact sheets, publications, reports etc.)
- letterhead
- meeting agenda
- meeting minutes
- official minute
- clearance record





Which template to use

General document

The general publication template has been designed to work across a range of internal and external uses, including corporate reports, policy documents, publications and fact sheets. Elements such as a cover, headers and footers can be inserted as required.

Letterhead

The AEC letterhead can be updated for each state and territory by selecting the relevant address block from the Building Blocks Organiser. There is also a letterhead template available when over printing onto existing AEC stationery.

Writing an official minute

The official minute and clearance record has been created with Quick Parts to aid in structuring your minute but can also be customised to suit.

Meeting preparation and reporting

The meeting agenda and meeting minute template have Quick Parts and content areas that can be customised to suit your particular meeting type. The table is provided as helper content and may be adapted or replaced with a format that best suits your meeting.

Additional templates

Governance templates

A suite of governance templates have also been provided for committee meetings. These can be accessed via the "Governance templates" sub-folder when you create a new document in Word.

AEC workstation name plate

[An AEC name plate \(PDF !\[\]\(f60b7a900783ac3fd531bfd9c111be6d_img.jpg\) and word version\) !\[\]\(fe5cf1978663f480c504f8fc2019fe62_img.jpg\)](#) template is available for all staff across the AEC to use and display at their workstations.

The AEC-branded name plate PDF includes editable fields to add your name, title, section or business section and print out the name plate in A4 size.

Meeting accessibility requirements

Under the *Disability Discrimination Act 1992*, Australian Government agencies are required to ensure information and services are provided in a non-discriminatory accessible manner.

All AEC staff must take all reasonable measures to ensure that internal and external documents can be read and used by people in all circumstances.

Taking the time to set your document up with accessibility in mind helps others access your material. For example, to enable visually impaired people to access your document the file needs to be well-constructed and tagged so that assistive technology such as screen readers can 'read' the document. This provides a logical and informed user experience.

These handy tips will help you maximise the accessibility of your documents:

- Keep documents simple – use clear, straight-forward and linear layouts.
- Do not use the position and text wrap tools – using these tools on elements such as pictures, shapes, charts, tables, etc. breaks the readability in many assistive technologies.
- Avoid using tables as a layout tool – assistive technologies treat content in tables differently to content in the body of a document. Tables are best used to compare related data and information.
- [Use styles](#) instead of formatting tools – formatting tools such as bold, italic, colour, etc. don't translate to assistive technologies. Using styles to apply formatting also applies meaning to content that can be used by assistive technologies and other tools.
- [Add alternative text to pictures, shapes, charts and tables](#) – adding alternative text to visual elements provides a description of that element for use with assistive technologies and other tools.

More information on [making Word documents accessible](#) can be found on the Microsoft Support website.

Inputting document metadata

Information and records require specific document information to assist with providing context and purpose, and so they can be found quickly and easily. This descriptive data is called [metadata](#). Examples include the title, subject, author, date, key words, etc. Including metadata in your document enables better organisation and search ability.

All documents that are stored digitally, for example on a website, local server or SharePoint, must [include metadata](#).

Metadata can be used to help find your document when stored on the intranet or SharePoint or give more meaning to your document for search engines. To add metadata to your document:

- click the File tab
- click the Properties drop down (right hand side) select Show Document Panel
- type the relevant information into the appropriate fields (noting that the author should always be the Australian Electoral Commission for external documents and the Branch/State or Territory office for internal documents)

Using Quick Parts

The templates utilise tools such as Quick Parts for maximum efficiency and to keep information consistent and simple to update. Quick Parts include:

- **AutoText:** reusable content that is stored so it can be accessed again and again.
- **Document Properties:** choose from a list of properties to create metadata that travels with the document.
- **Field Codes:** use field codes for content that might change in a document such as the time, title, page numbers, and so on.
- **Building Blocks Organiser:** reusable pieces of content, such as corporate address block information, that is stored so it can be accessed again and again.

How to use the templates

How to customise the general publication template

The general template uses Quick Parts for maximum efficiency and to keep information consistent and simple to update. To learn more about using Quick Parts to customise the general publication template to suit your needs refer to the following Microsoft Support pages:

- [adding a cover](#)
- [adding a footer](#)
- [how to create a table of contents](#)
- [adding a header on the first page](#)
- [Inserting a table in your document](#)

Use the AEC covers, headers and footers only and disregard the built-in Microsoft design elements.

To update the title and subtitle of a document, click on the content control (such as [Title]) and start typing. The content controls are flexible and will flow to suit your text. When you change the content in a content control it will also automatically update the document title metadata and the title in the footer on subsequent pages.

How to use styles

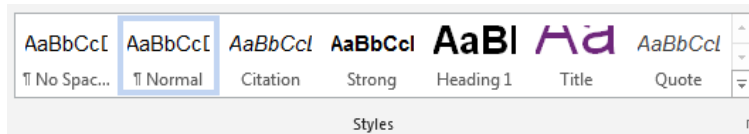
Styles are used to format your document but most importantly provide meaning and structure to your content. It is critical to use style so other applications or tools such as assistive technologies can 'read' the document.

Styles provide your document with information hierarchy and meaning. Ensure your headings follow a logical and ordered sequence. Do not jump from Heading 1 to Heading 3 without a Heading 2 in between.

Use styles instead of manually applying font formatting tools such as bold, italic, colour, size, etc. For example to emphasise text apply an emphasis style instead of applying the bold or italic formatting tools. Use citation style for italic text and the strong style for bold text.

To apply a style:

- select the text you want to style, either by placing the cursor on the paragraph or highlighting the text
- click on the Home tab
- from the Styles group select the style that best describes the type of information (such as a heading level, list, normal text etc.).
- to access the full range of styles click on the more arrow in the bottom right hand corner.



How to update the AEC address block in the letterhead template

You can easily customise the letterhead for any AEC office by selecting the appropriate address block for your office.

1. choose Insert, and then choose Footer, and then Edit Footer
2. click anywhere on the address block, this will activate the Quick Parts icon at the top of the address block
3. click on the down arrow on the Address Block quick parts icon and choose the appropriate address block from the menu



- on completion, close the Header and Footer window.

How to check if your document is ready for online publishing

Before circulating your final document or providing it to the web team for publishing use the Check for Issues tool to:

- inspect the document – to check for hidden properties or any personal information
- check accessibility – to ensure the content is readable on assistive technologies
- check compatibility – to check if document features are usable in older versions of Word.

The Check for Issues tool can be found by:

- Clicking the File tab
- Select the Check for Issues button
- Go through the Inspect document, Check Accessibility and Check Compatibility tools and review and fix the document as required.

Acknowledgement of Country

The AEC acknowledges the Traditional Owners of country throughout Australia and recognises their continuing connection to land, waters, culture and community.

We pay our respects to Elders past, present and emerging.

My Links

Organisational structure
Corporate directory
Coronavirus info
Dates to remember
AEC Teams sites
Our people profiles

My Apps

AEC Service Centre
Aurion ESS
ObjectiveIM
Media monitoring

