



Check Installed Versions of Word Templates and Tools

Before creating an accessible Word document, you must have the latest tools and templates installed. Templates provide the foundation for well-structured, accessible, and properly branded documents. And contain the styles, fonts and structural building blocks needed to create an accessible document. Check the file names and dates with the list below to confirm your versions.

- The following templates were updated on 6/1/2023:
 - ▶ reports-template
 - ▶ Three general-design templates
 - ▶ newsletter-template
- Tools:
 - ▶ Office Document Themes is a collection of agency-branded fonts and colors. It was last updated on 3/18/2024.
 - ▶ HHS Word Reports Tab is a collection of commonly used buttons when writing documents. It was last updated 9/16/2021.

Check Template Versions

1. Open a new document based on the templates you have installed.
 - A. Open **Word**.
 - B. Go to the **HHS Reports** tab **File Tools** group and click on the **New Doc.** button.
 - C. A **New** window opens. Click on the **file name of template** you want to check.
 - D. Click on the **OK** button.
2. In the new document that opens, go to the **HHS Reports** tab **File Tools** group.

3. Click on the **Properties** button.
4. A **Properties** window opens. Review the **Comments** text fields to see the template update date.
5. Repeat steps 1 – 4 for other templates you want to check.

You still have out-of-date templates unless you have manually deleted them. We recommend you no longer use out-of-date templates. They are:

- HHS Templates for Reports
- HHS Template for Reports-Full Instructions
- HHS Template for Reports-No Instructions

If you need help deleting the out-of-date templates fill out the [EIR Accessibility Service Request](#).

Check Office Document Themes Version

If your templates are out-of-date, then your Office Document Themes are also out of date. You can update Office Document Themes through the [Software Center](#).

Check HHS Reports Tab Version

1. Open any Word document.
2. Does the HHS Reports tab have:
 - A. In the Structure group, the footnote button?
 - B. In the Tables group, the Quick Tables drop-down menu?
 - a. **Yes.** You have the latest HHS Reports tab.
 - b. **No.** You can update your version. Follow the [Downloading and Installing the HHS Reports Tab for Word](#) instructions to install the latest version.