

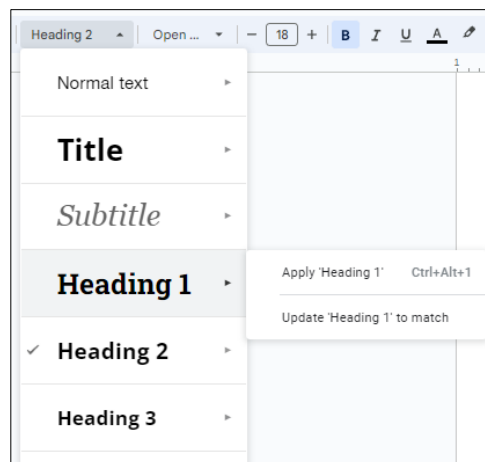


Accessibility Tips Series

Using Document Headings

Document Headings

- Introduce sections of your document.
- Organize your content.
- Make your content more readable.
- Simplify document editing.
- Can become tables of contents.
- Improve accessibility.



Best Practice

- Keep headings short.
- Make headings descriptive.
- Start with a Title or H1.
- Nest headings and don't skip levels.
- Do not use heading styles to format text.

How-To: Word

1. Write your heading and select the text.
2. Go to the "Styles" group on the "Home" tab.
3. Click on the appropriate heading level.

How-To: Docs

1. Write your heading and select the text.
2. Go to the "Normal Text" drop down option in the menu.
3. Click on the appropriate heading level.

Pro-Tips

Customize the look of your headings!

Method 1 – Microsoft Word

1. Select your heading text.
2. Right click on the selected heading style in the Styles menu on the Home tab.
3. Click modify and make the formatting changes.
4. Click OK to apply the changes.

* Changes apply to **every** heading at the level in your document.

Method 2 - Microsoft Word and Google Docs

1. Format your heading text to your liking.
2. Select the heading text.
3. Right click the heading level in the Styles Menu (or Normal Text drop down in Google Docs).
4. Click Update heading to match.

Navigate your document using headings

How-To Word

1. Go to the View menu.
2. Check the Navigation Pane checkbox in the Show group.

Or press CTRL + F and click headings in the side bar.

How-To Google Docs

1. Click the Show Document Outline button in the upper left corner of the document window.



Additional Resources

[Microsoft Support – Add a Heading](#)

Full Link:

<https://support.microsoft.com/en-au/office/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790f2>

[Microsoft Support – Improve heading accessibility](#)

Full Link:

https://support.microsoft.com/en-us/office/video-improve-accessibility-with-heading-styles-68f1eeff-6113-410f-8313-b5d382cc3be1#ID0EBBD=Try_it!