

Use Headings

Good heading structure helps readers to understand how the document is organized. Assistive technology users can move between headings, which makes navigation usable and more efficient than without headings. Headings and subheadings should be identified as such using the built-in heading features of the authoring tool. Headings should form an outline of the page and be used in the table of contents (TOC) for long documents:

Heading 1 for the main heading,

Sub-Heading 2

Sub-Heading 2

Sub-Heading 3

*If you find yourself needing to use more than three levels of headings, you may want to revisit chunking the content for easier readability.

Windows -

To use headings in Microsoft Word, you should use the built-in Heading styles like “Heading 1” and “Heading 2”, available under Styles in the Home tab or the Accessibility tab (if you have it installed) of the Ribbon in Office versions 2010 and higher.



Mac 2011 -

Headings can be created using the Styles toolbar.

- Select the text and click on the appropriate style. (E.g. “Heading 1”)
- Headings 1, 2, or 3 can also be assigned using command + option + 1, 2, or 3, respectively.

