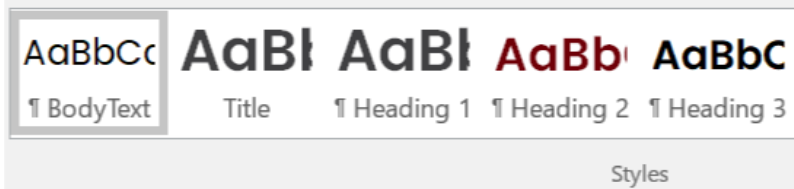


Accessible Content Core Skill 2: Headings

Headings are the most effective way to create structure and order to web content, including documents, web pages and even emails. Accessible headings allow visual and non-visual users (such as people who use screen reader software) to scan and navigate content much more easily.

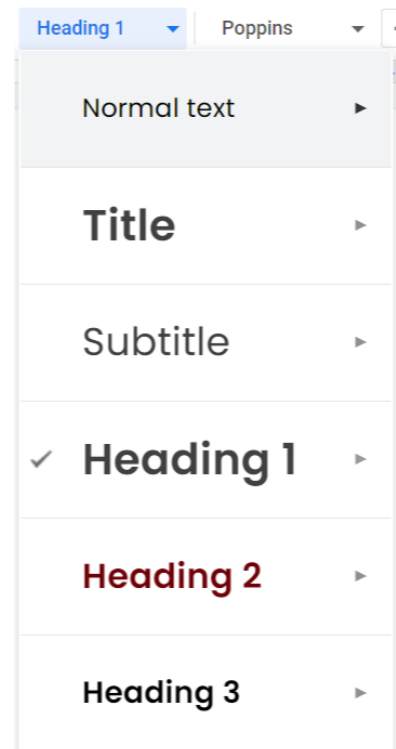
Learn to use Styles

Headings should always be formatted using the **Styles** tool (pictured below). These are known as accessible headings because they can be read by screen reader software.



Styles also allow you to format and change the font size, colour and spacing of your headings and body text all at once. Headings created manually and without using the Styles tool are not accessible to people who use screen readers. It also takes more time and effort to format each heading manually.

In Microsoft Word, the Styles tool is located under the “Home” tab. In Google Docs, the Styles tool can be found beside the font option.



Did you know? Formatting headings using the Styles tool also allows you to create a full tables of content, hyperlinks and navigations automatically. Refer to the Accessible Word Styles Guide to learn more about these features.

Do...

- Take the time to learn how to use the Styles tool
- Use the Styles tool to add headings and format your content for accessibility.
- Keep heading levels in order (e.g., Heading 1, Heading 2, Heading 3, etc.).
- Use Styles to create a hyperlinked table of contents automatically.
- Use Styles to navigate and reorganize sections of your document with ease.

Do Not...

- **Don't** create headings manually by individually reformatting the font size and style of text - these will not read as headings to screen reader software.