

# Headings in Documents

## Why Headings Matter

- Screen reader users will be able to hear which blocks of text are headings and what level each heading occupies in the hierarchy of the page.
- Screen reader users will be able to skim the page by jumping from heading to heading.

## How to Use Headings in Word

When formatting your document, make sure you are using appropriate headings. You can edit the way the headings look after clicking on the Home ribbon and picking which heading is appropriate.

You can set up the format for headings by right-clicking the heading in the ribbon and clicking Modify. You can select the font, size, alignment as well as other styles.

There is a keyboard shortcut to open the Windows Styles pane: **Alt+Ctrl+Shift+S**.

## Where to put Headings in Document

The top of the page is usually where the topic heading is and we would consider that as Heading 1. Heading 2 would be used for headings of sections. Headings within a level 2 section will use Heading 3. It should be done in order from Heading 1 to Heading 2 to Heading 3, etc.