Use of Headings to Ease Navigation

Microsoft Word 2016

Headings help students to determine the overall outline of the document and to navigate to specific information that may need more of the reader's attention.

Blind users on a screen reader are not able to see these visual changes, so increasing the font size is not an answer. Rather, the headings must be semantically "tagged" so that a screen reader can both identify headings and provide a list as a page or document table of contents.

Microsoft Word 2016 and 2011

Be sure to use the headings provided in the Styles pane to maintain a consistent layout.

To do this, follow these steps:

1. Go to the **"Home"** tab. The Styles pane is on the right-hand side.
2. Highlight the text to emphasize, and select the desired heading.

3. To look for more styles, hover your mouse over the headings, click on the **"Drop down Arrow"** [1] that shows up and choose the desired heading.