

Use of Headings to Ease Navigation

[Microsoft Word 2016](#)

[Microsoft Word 2013](#)

[Microsoft Word 2010](#)

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

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 style click on Drop down Arrow [1] and choose the desired heading.



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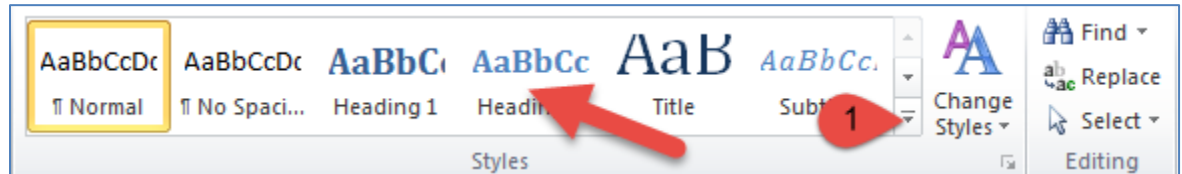


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