

Using headings and styles to give your document structure

Overview

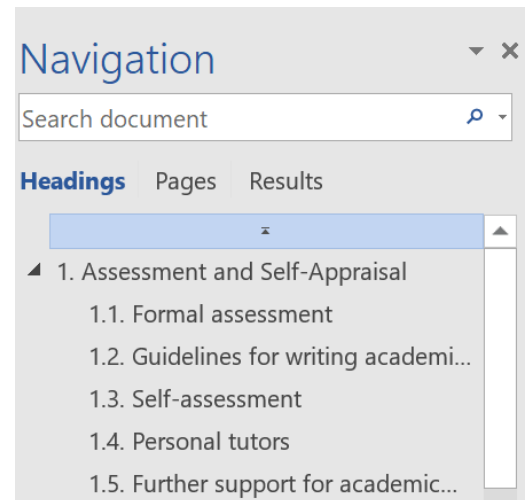
Microsoft Office has built in styles for titles, headings and formatting and using these creates a structured document.

This structure is then used by the Navigation view. This view uses heading styles to create a book-marked table of contents that updates automatically as you make changes.

If your document is then converted to PDF, this structure will then create the bookmarked tabs.

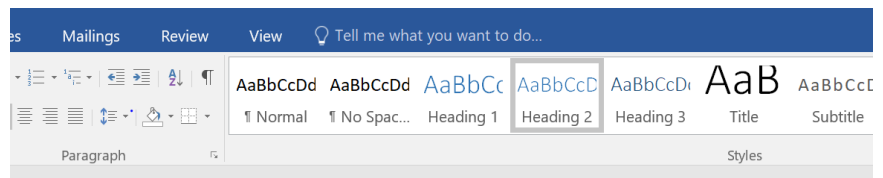
These headings and styles will:

- Enables skim reading of longer documents
- Enable those using a screen readers to skim read the document by reading out the defined headings.
- Create a consistent layout.
- Enable the easy moving of blocks of text.
- Enable users to easily and quickly update the document to suit their individual preferences by reformatting the style.
- Ensure your table of contents is always up to date.



Add a heading or style to a document

1. Select all the text that you will add the style or heading too.
2. Switch to the home tab on the ribbon.
3. In the styles gallery, choose the appropriate heading level for the selected text.
4. If you don't see the heading or style you need, click the bottom arrow in the styles gallery scrollbar to reveal more choices.
5. Click on the heading or style you want to apply.



Heading One

Paragraph text goes here using Normal. Then there may be another heading Use Heading 2 for this

Heading Two

Update a style, e.g. Normal

If the styles in Office do not match your preference, you can update them.

1. In the document update the formatting of text with Normal applied (font, size, line spacing and so on).
2. Select the updated text.
3. Go up to the styles menu and right-click on Normal style.
4. Choose 'Update Normal to Match Selection'.
5. All normal text in your document will change to the updated style.

Note: This can have unintended consequences if Normal is used in unexpected areas. It is advisable to save a copy of your document before you make this change .

[Microsoft guide to creating accessible documents](#)