Assistive Technology & Accessible Educational Materials Center

Adding Headings to an OER Document

Headings in Microsoft Word

Styles is a formatting tool that allows you to structure the visual characteristics of your document and set headings.

Applying Styles to your document results in a consistent, well formatted document and is one of the most important things that you can do for accessibility.

Using Styles

1. Select the **Home** tab from the ribbon
2. Select **Styles Pane** (for Mac) or the **pop-out icon** in Styles (PC), the Styles Pane will open in a window on the right
3. There will be options for many headings, apply them based on this format:
   a. Heading 1 - title of the document,
   b. Heading 2 - main topics, and
   c. Heading 3 - sub-topics
4. Place your cursor on any new or existing line and select the Heading Style you want to apply

Modifying Styles

1. Place your cursor over the Style all the way to the right and select the **dropdown arrow** when it appears
2. Select **Modify Style,** the Modify Style popup window will appear
3. Items in **Properties** do not need to be changed, but can be
4. Set Font Type, Font Size, Text Emphasis, Font Color, Text Alignment, Line Spacing, and Indentation
5. Once all formatting has been set, select **OK**

Headings in Google Docs

Styles is also available in Google Docs, but not as a separate pane. It has the same function and purpose to increase accessibility for your document by providing a consistent visual structure and support assistive technology users.

Using Styles

1. Place your cursor on a new or existing line
2. Select the **Styles Drop-down Menu** in the top tool bar
3. There will be options for many headings, apply them based on this format:
    a. Heading 1 - title of the document,
    b. Heading 2 - main topics, and
    c. Heading 3 - sub-topics
4. Select the Heading that you want to apply for main and sub-topics

Modifying Styles

1. Place your cursor on a new or existing line and select the Heading for that line
2. Format the text using the top toolbar (font, size, bold, etc) for that Heading Style
3. Select the **Styles Drop-down Menu** in the top toolbar
4. Find the Heading Style and hover over the arrow to the right
5. Select **Update Heading to Match**