



# MISSION ACCESSIBLE

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THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## Use heading styles: Windows and macOS

### Windows

#### Why this matters

Use built-in Title, Subtitle, and Heading styles to include titles, subtitles, page numbers, and other important document information in the main body of the document. Put redundant information only in the header or footer.

Title, Subtitle, and Heading styles are meant to be scanned visually and with assistive technology. Descriptive headings help screen reader users understand the document structure and move through the document efficiently.

Keep heading levels in logical order. For example, use Heading 1, then Heading 2, then Heading 3. Do not skip from Heading 1 to Heading 3.

#### Steps

**Step 1.** Open the Word document using the Word desktop application for Windows.

**Step 2.** Select the text that should become the document title, subtitle, or section heading.

**Step 3.** On the Home tab, locate the Styles group.

**Step 4.** Choose the correct built-in style, such as Title, Subtitle, Heading 1, Heading 2, or Heading 3.

**Step 5.** Repeat for each major section, using headings in order and keeping each section focused.

**Step 6.** Select Review, then Check Accessibility, to review the document before sharing it.

For Microsoft guidance, go to [Improve accessibility with heading styles](#).

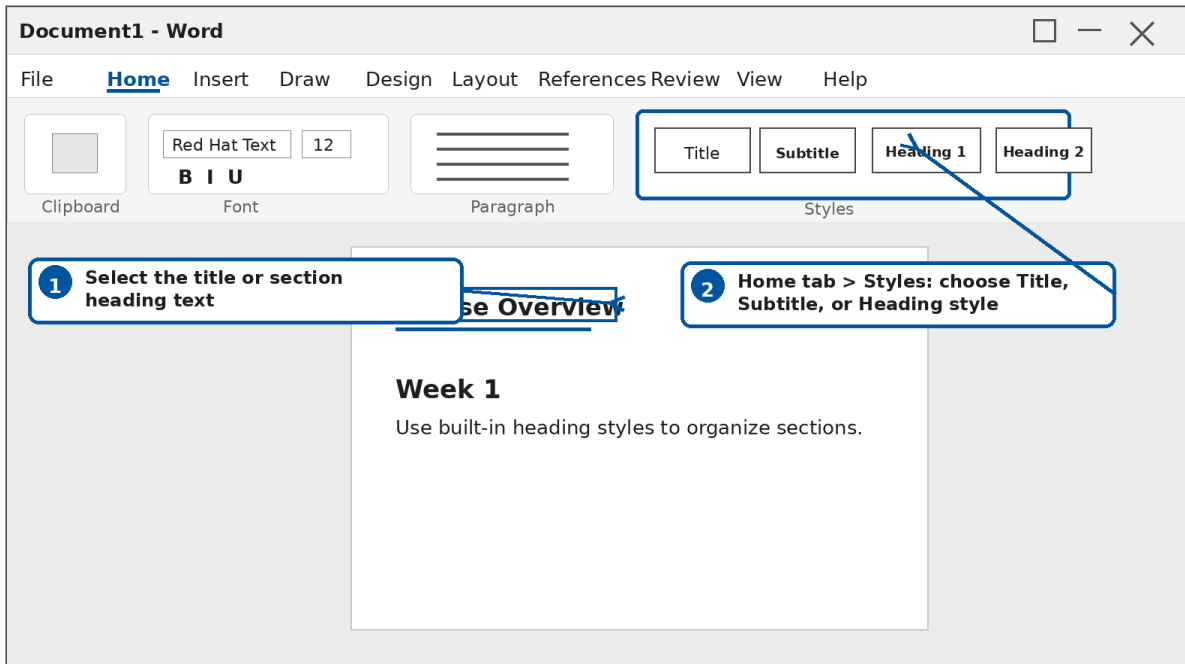


Figure 1. Word for Windows: select heading text, then choose a built-in style from Home > Styles.

If you have further questions, please contact the Enhanced Teaching & Learning Center via [helpdesk@uah.edu](mailto:helpdesk@uah.edu)



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### macOS

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#### Steps

**Step 1.** Open the Word document using the Word desktop application for Mac.

**Step 2.** Select the text that should become the document title, subtitle, or section heading.

**Step 3.** On the Home tab in the ribbon, locate the Styles group.

**Step 4.** Choose the correct built-in style, such as Title, Subtitle, Heading 1, Heading 2, or Heading 3.

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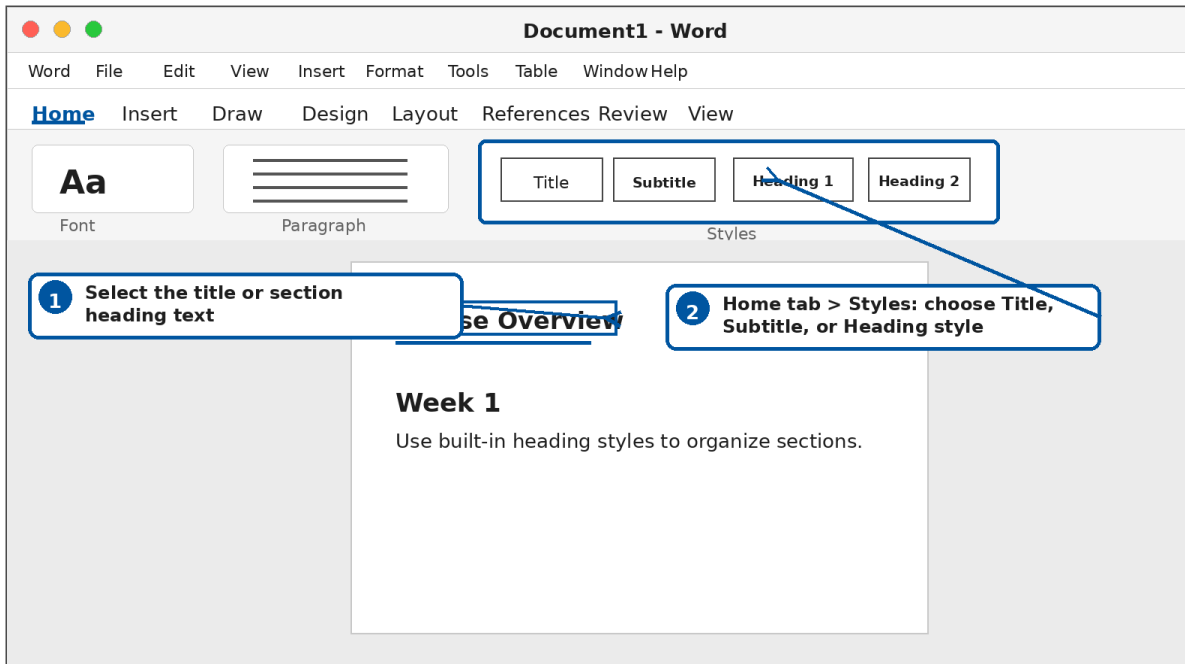


Figure 2. Word for Mac: select heading text, then choose a built-in style from Home > Styles.

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