



Standard 21

Text Formatting

Overview

“Text is formatted with titles, headings, and other styles to enhance readability and improve the structure of the document.”

This standard is about text formatting. Text on an online course page or in a course document should be formatted with titles, headings, and other styles to enhance readability and improve the document's structure. Text editing software such as Microsoft Word comes with presets for heading styles: Title, Heading 1, Heading 2. etc.

Heading styles provide screen readers a way to easily navigate or jump from one topic to the next. Without appropriate heading styles in place, students using screen readers cannot skip through content to find what they are looking for. Students must listen to every line until they find the content they were looking for.

Practices

1. Utilize headings consistently throughout a document and cascade from one heading level to the next heading level starting with Heading 1. Never skip a level.
 - For example, in a Word document, you will always start with Heading 1, then move to Heading 2 for sections, Heading 3 for sub-sections, etc.
2. When saving your course documents in PDF, always begin with an accessible Word document. Use the Accessibility Checker in the MS Word Review menu to verify the document's accessibility.
3. Utilize proper text formatting in Word for creating bullet lists and numbered lists.

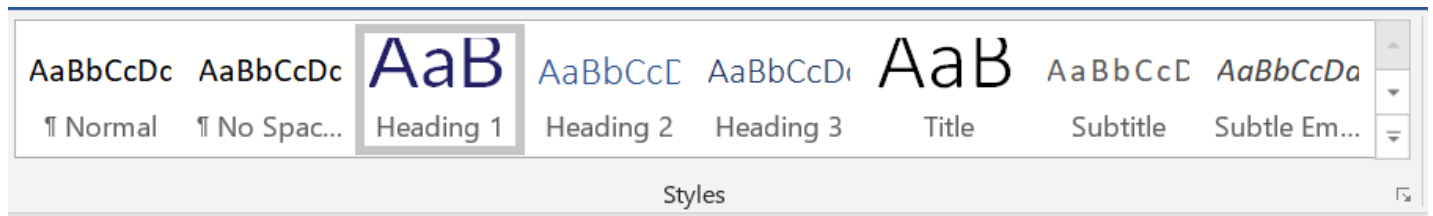
Example

Example 1

Heading Styles

Utilize text formatting features in MS Word. Headings are on the Home ribbon in desktop and online web versions of MS Word. MS PowerPoint has built-in headings for each slide layout. Avoid adding textboxes to documents or slide presentations.

Styles feature in Desktop version of Word:



Styles feature in online web version of Word:



Example 2

Heading Styles in Documents

This example from [Webaim](https://webaim.org/techniques/heading-styles/) visualizing how heading styles properly cascade through a document.

H1: My Favorite Recipes

- H2:** Quick and Easy
 - H3:** Spaghetti
 - H3:** Hamburgers
 - H3:** Tacos
 - H4:** Beef Tacos
 - H4:** Chicken Tacos
 - H4:** Fish Tacos
- H2:** Some Assembly Required
 - H3:** Tuna Casserole
 - H3:** Lasagna
 - H4:** Vegetable Lasagna
 - H4:** Beef Lasagna
- H2:** All-In
 - H3:** Crab-Stuffed Filet Mignon with Whiskey Peppercorn Sauce
 - H3:** Sun Dried Tomato and Pine Nut Stuffed Beef Tenderloin

Additional Resources

- [Accessibility with heading styles in Word](#)
- [Design for Readability from Harvard University](#)
- [OSCQR Standard 21](#)



Visit <https://www.ccri.edu/onlinefaculty> to learn more about OSCQR rubric and sign up to participate in a course review.

This standard aligns with the following federal guidelines:



Standard 21 aligns with **Sections 504, 508** and accessibility requirements of **ADA**. Proper headings help students who have vision problems navigate the document with a screen reader.