

Headings



Why are headings important?

Screen readers and keyboard users are able to skip the middle content of a page/document/slide by tabbing through headers. This is much like how we skim the headers and bolded font of a page with our eyes. Because of this, headings must be meaningful and accurately reflect the content below it .



How do I make my headings accessible?

Office software all have style tools to help you set and customize your headings and body text. Utilizing these tools will help screen readers recognize if the text is a heading or body text. They are easy to use!

>> [Learn to use Microsoft Word style tools](#)

>> [Learn to use Google Doc style tools](#)

HEADING ORDER

There are several layers of headings you can use. Be sure to use the headings in numerical order, otherwise the headings will not be read by a screen reader.

Heading 1 (H1)



Heading 2 (H2)



Heading 3 (H3)



IT PAYS OFF TO USE HEADINGS CORRECTLY!

If you create headings using the style tool, you will be able to auto-generate a table of contents.

[LEARN HOW TO INSERT A TABLE OF CONTENTS](#)



Rule of Thumb



Always use the style tool to create headings.



Use headings in numerical order.



If you use the headings correctly, you'll be able to auto-generate a table of contents!

