



## Heading Guidelines for Word

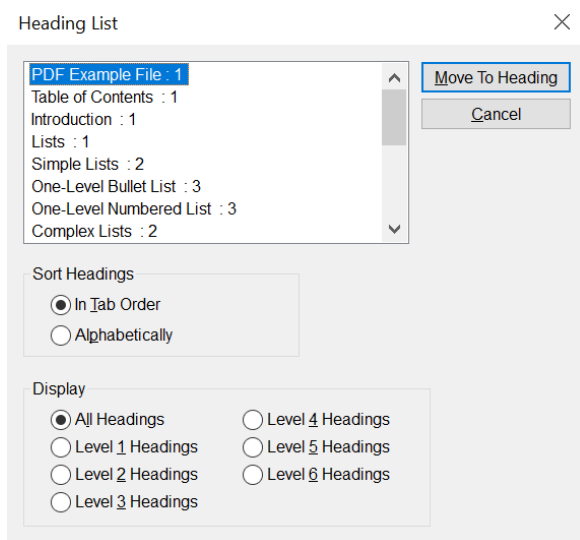
Headings introduce a topic or describe a purpose.

People who can see often scroll to look at headings to quickly:

- Find the content they need.
- Have an overview of a document.

People who use assistive technology, like a screen reader, can also navigate by headings. But only when MS Word's Heading styles are in use. They can access a list of all headings in the document with a screen reader. The list of headings allows a person to jump from heading to heading or even navigate by heading levels. Dictation software, like Dragon Naturally Speaking, allows people who cannot use a mouse to quickly jump to different headings.

### **A list of headings in Adobe Acrobat when using JAWS (a screen reader).**



# Set Up Your Dashboard

Use your dashboard to check the heading structure. This includes opening panes on the left and right sides of Word.

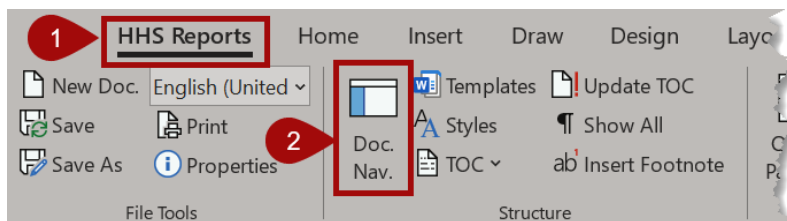
## Document Navigation Pane

The **Document Navigation** or **Doc. Nav.** pane:

- Organizes your document into a series of headings.
- Allows you to quickly navigate through long documents.

To open the **Doc. Nav.** pane:

1. Go to the **HHS Reports** tab.
2. In the **Structure** group, click on the **Doc. Nav.** button.



This pane opens on the left side of your Word window.

By default, the Doc. Nav. opens with the **Headings** view. The Headings view shows a list of headings in the document. As you scroll through a document you will notice the heading for the section you are in is highlighted. The default setting shows headings 1 through 3.

To use the **Doc. Nav.** pane to navigate the document, click on a heading. Word moves to that heading in the document.

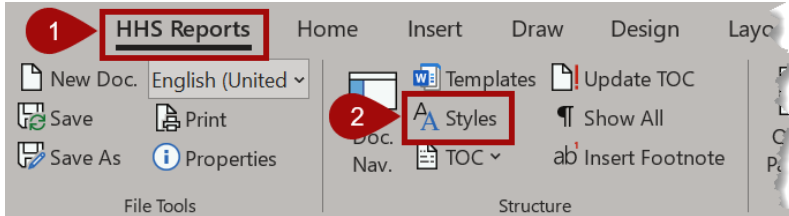
## Styles Pane

The **Styles** pane shows the styles that you can apply to your document. Styles in this pane help:

- Define structural elements, like headings and lists.
- Keep document formatting consistent throughout the document.

To open the **Styles** pane:

1. Go to the **HHS Reports** tab.
2. In the **Structure** group, click on the **Styles** button.



The Styles pane first shows up as a small floating box.

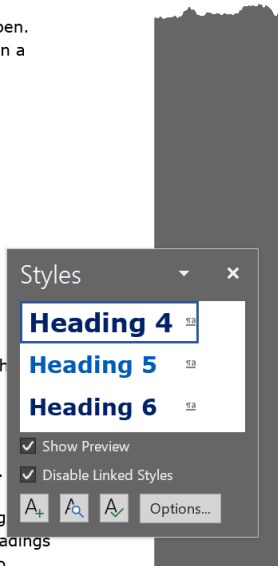
You should have your dashboard open. Turn on the right sides of Word and turning on a

the **Nav.** and **Styles** command.

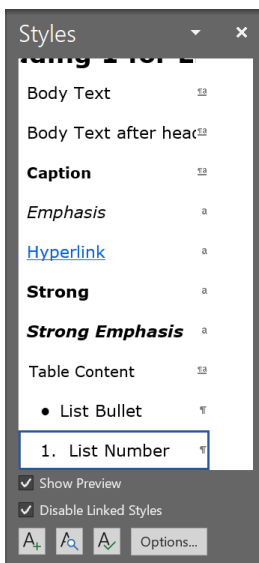


The small floating box. Drag it over to the right side of the document to pin it to the right side.

The Styles pane to navigate the document. When you click on a heading in the Styles pane, Word moves to that heading in the document. As you scroll through a document, the heading in the Styles pane changes view shows a list of actual headings in the document. Headings 1 through 3. You need to



3. **Drag** it over to the right side to pin a full-size Styles pane.



4. Towards the bottom of the **Styles Pane**, check the following checkboxes:
  - A. **Show Preview** checkbox.  
Each style will display the formatting applied to structural elements in the document
  - B. **Disable Linked Styles** checkbox.  
Affects how the style is applied

Place your cursor in any line of text to highlight the style used in the Styles pane.

## Show All Button

The Show All button is the final piece to your Word dashboard. To turn it on:

1. Go to the **HHS Reports** tab **Structure** group.
2. Click on the **Show All** button.

The Show All command shows:

- paragraph markers,
- tab stops, and
- spaces

throughout the document.

**Note:** Turning on this **setting** only **applies** to your machine. It does not save to your **document** or carry over to others' machines when sharing the **document**.

## Create Real Headings

**Real** headings use a **heading** style from the Styles pane and will appear in the Doc. Nav. pane.

It is common to think you are creating headings by:

- applying a different color,
- a larger font size, or
- bold formatting.

These font styles create text that looks like a heading but are not seen as headings, by Word, JAWS or other assistive technologies. We call these faux headings. Faux headings will not:

- work in your Table of Contents.
- provide equal access to people who use screen readers or dictation software.

**Incorporating accessibility:** You need to make sure the text that looks like headings appears in the Document Navigation pane to confirm it is a real heading. If the heading does not appear in this pane, go to the Styles pane and apply a heading style.

**Live Training Note:** A demonstration on how to apply heading styles is provided.

## Nest Headings Appropriately

Headings are an outline of your document. Headings are nested correctly when structured hierarchically:

- A **Heading 1** is usually a page title or main section.

Depending on the template, the author may have lots of heading 1s (like the Reports template) or one for simpler documents (like the General Document templates).

- **Heading 2** is a major section heading.
- **Heading 3** is a sub-section of Heading 2.
- **Heading 4** is a sub-section of Heading 3, and so on, ending with **Heading 6**.

Do not skip heading levels, such as using a **Heading 4** right after a **Heading 2**.

**Live Training Note:** An example of skipping heading levels is provided.

**Incorporating accessibility:** You need to confirm that the correct heading style is in use for all sections.

## Remove Ghost Headings

Pressing the **Enter** key before the text in a heading creates an empty heading. Also known as a ghost heading. This is a ghost heading because there is no text in that line, only a paragraph marker. This is misleading to people who use screen readers because a heading is presented without any words to define the section.

**Incorporating accessibility:** Look for and remove ghost headings by pressing on the **Delete** key.

**Live Training Note:** Ghost headings will be removed.

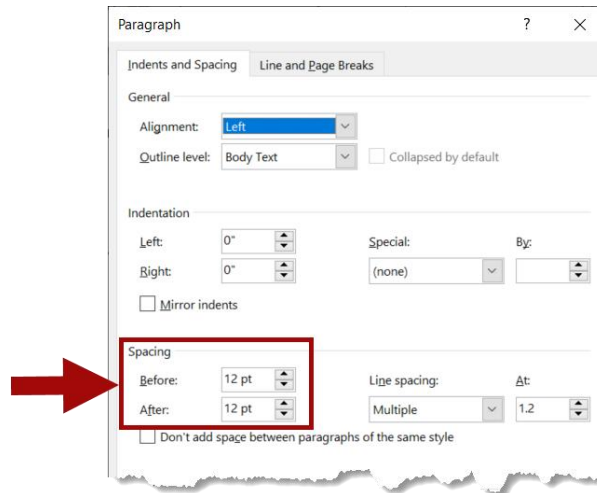
## Create Space Before or After Headings

You probably had a ghost heading because you wanted extra space around your paragraph.

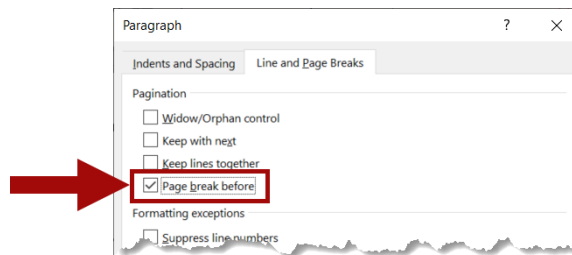
**Live Training Note:** One of the spacing methods will be demonstrated.

To make that adjustment:

1. Highlight the text you want to increase space around.
2. **Right-click** to bring up a context menu.
3. Click on the **Paragraph** button.
4. The **Paragraph** window opens. Determine how you want to create space:
  - A. Increase space before or after the paragraph.
    - a. Click on the **Indents and Spacing** tab.
    - b. Adjust **spacing before** or **after**.



- B. Apply a page break.
- Click on the **Line and Breaks** tab.
  - In the **Pagination** section check the **Page break before** checkbox.



**Note:** When formatting is adjusted, such as spacing, to any style, the Styles pane does not highlight a style. You can check which style is applied to that content with the **Style Inspector** button.

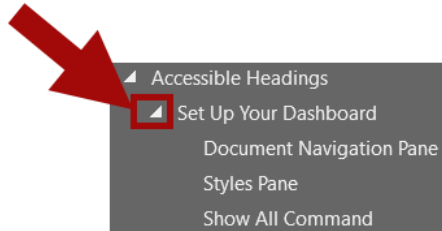


## Keep Headings Short

You should keep headings short because long headings make it harder for people to scan a page. For people who increase the magnification level, the headings may appear cut off.

# Benefits of Using Headings

## In the Document Navigation Pane



Clicking on the triangles will collapse the nested headings under their parent heading. Clicking on a collapsed triangle expands the heading so that we can see all the subtopics. This comes in very handy when you're dealing with a large document.

## Move Content Easily

**Live Training Note:** Moving content will be demonstrated.

Instead of:

1. Copying sections.
2. Pasting sections.
3. Creating space for the content you need to paste.

To reorganize a document, you can drag and drop headings in the Document Navigation Panel.

**For example:** Move the "Set Up Your Dashboard" section heading to be after Guideline 4. All three sub-sections would move along with "Set Up Your Dashboard".

When moving sections all its sub-section move too.

## Promote and Demote Headings

You can move heading levels by promoting or demoting them in the Document Navigation pane. This is another option to reorganize your document.

The **Promote** option takes a heading and its sub-sections up the heading hierarchy.

**For example:** Promote “In the Document Navigation” Heading 3 that’s in this document. That section will take on all characteristics of a Heading 2. And all subtopics are changed to Heading 3s.

The **Demote** option takes a heading and its sub-sections down the heading hierarchy.

To promote or demote Headings:

1. Select a heading in the **Document Navigation** pane.
2. Right-click on the heading.
3. Select **Promote** or **Demote**.

## Delete a Heading and its Content

It’s a great tool to use when you need to trim down your document. In the Document Navigation pane:

1. Right-click on a heading.
2. A menu pops up. Click **Delete**.

Deleting a heading from the Document Navigation pane will delete:  
The heading.  
The content under the heading.  
All sub-headings under the heading.

## Create a Table of Contents (TOC)

**Live Training Note:** This will be demonstrated in the live training.

An advantage to formatting and viewing all your headings in the Document Navigation pane is that you can see how Word will create your document’s Table of Contents.

1. Place your cursor where you want the TOC inserted in the document.
2. Go to the **HHS Reports** tab.
3. Insert the **HHS TOC**.

Word will create a Table of Contents based on Heading 1s and Heading 2s in the Document Navigation pane.

## Other Resources

The [How to Use HHS Word Templates \[PDF Document\]](#) has information on how to apply heading styles.