Styles and Headings

Use the built-in Styles on the Home tab to create document headings and body text for each of your sections. The Accessibility benefits of using styles includes:

- Documents are tagged correctly for accessibility when converted to PDF.
- Screen readers can easily identify and navigate sections.
- Consistent formatting throughout the document.

Here are some key points to remember when creating documents:

- **Making text larger and bold does not make it a heading.** In order to convert text to a heading in Word, you can edit and use the built-in heading styles such as Headings 1, 2 and 3 located in the Styles group on the ribbon. Conversely, you can create your own Heading styles from scratch.
- **Do not use the default Heading 1 and 2 styles as is**. Heading 1 and Heading 2 styles in Word are not accessible by Canadian standards, as the contrast of the blue used with a white page background is not distinctive enough. They should be updated to a darker colour.
- **Headings should be consecutive and form an outline of the page content** (Heading 1 for the main heading, Heading 2 for the first level of sub-headings, Heading 3 for the next level of sub-headings, etc.). Do not start a document with a Heading 2 style, especially if you are going to use a Heading 1 style later in the document.
- **Do not use the built-in style "Title" as a heading.** It is not a structured style and has no outline level, therefore it will not be properly used by a screen reader in navigation.

Edit Default Heading Styles

1. Locate the heading style number you wish to edit on the **Home** tab.
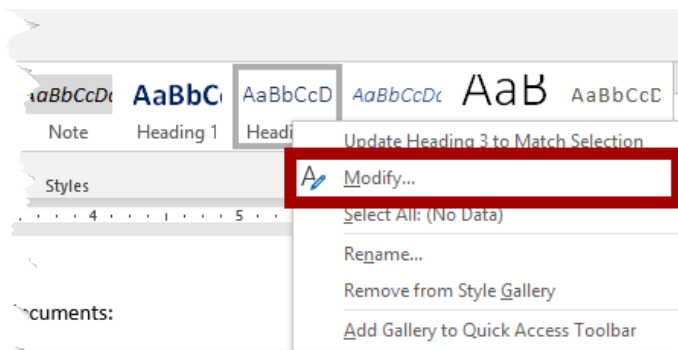

2. Right-click the Heading Style you wish to change and select **Modify** from the context menu provided. *The **Modify Style** window appears.*
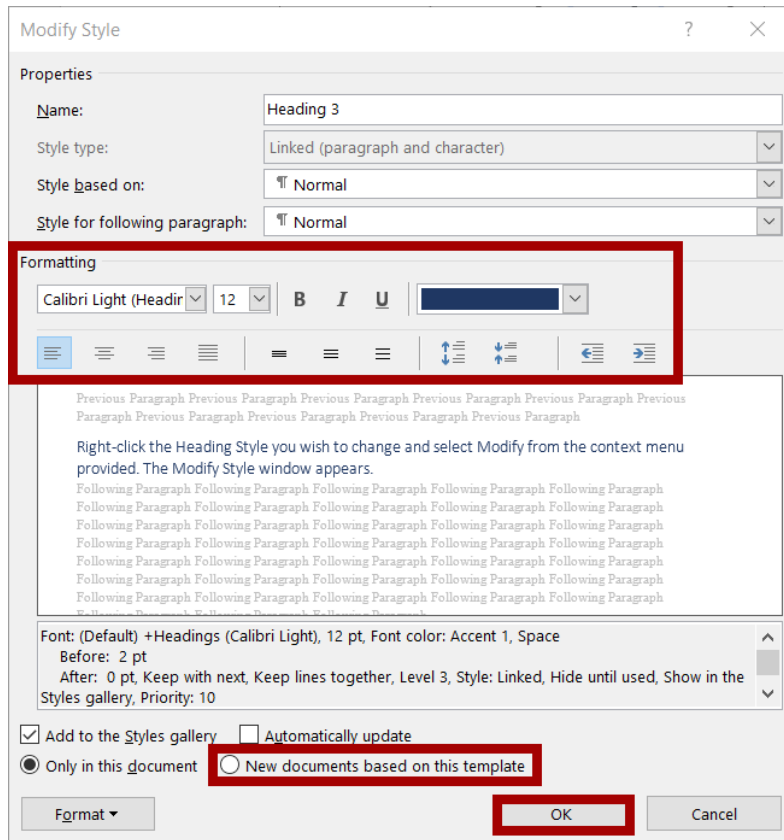
3. Use the Formatting options provided to change the Heading Style appearance, such as font style, size, or colour, alignment, line spacing, or indentation.

4. Select the **New documents based on this template** radio button, to have this style available whenever a new document is opened.

5. Click the **OK** button to save your style edits.

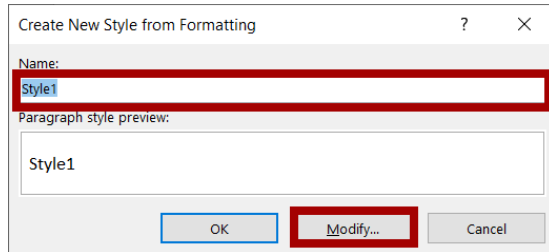## Create a New Heading Style

1. Select formatted text in your document to create a style based on its look.

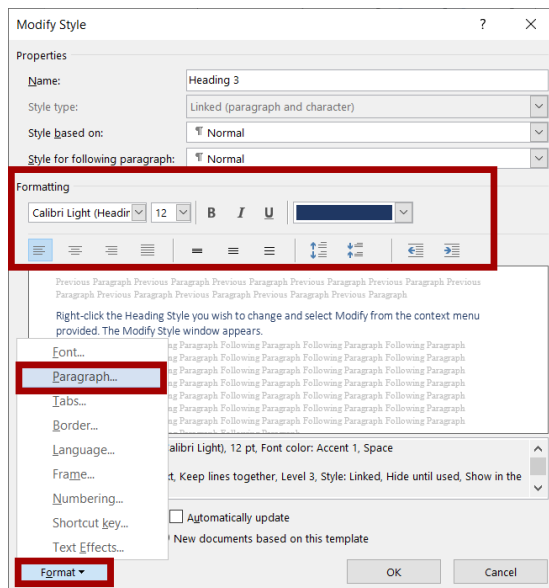2. In the Styles section of the Home tab, click the **More** ⬇ button.
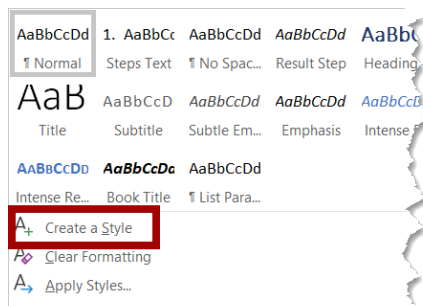
3. Click the **Create a Style** option. *The **Create a Style from…** window appears.*


4. Enter a name for the new style into the **Name:** field.

5. Click the **Modify** button. *The Modify Style window appears.*

6. Use the **Formatting** options provided to change the Heading Style appearance, such as font style, size, or colour, alignment, line spacing, or indentation.

7. Click the **Format** button and choose Paragraph… from the menu options provided. *The paragraph window appears.*
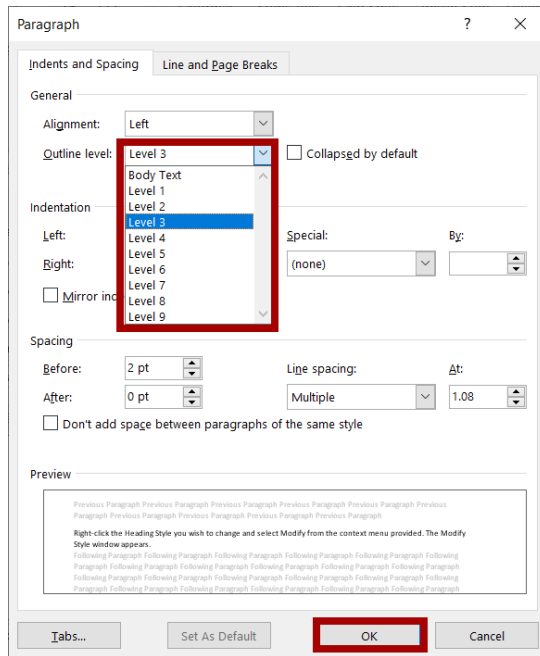
8. Select the appropriate heading level from the **Outline Level**: dropdown list. This ensures that your heading style will be tagged as a heading when the document is converted to a PDF.

9. Click the **OK** button to return to the Modify Style window. *The Modify Style window appears.*
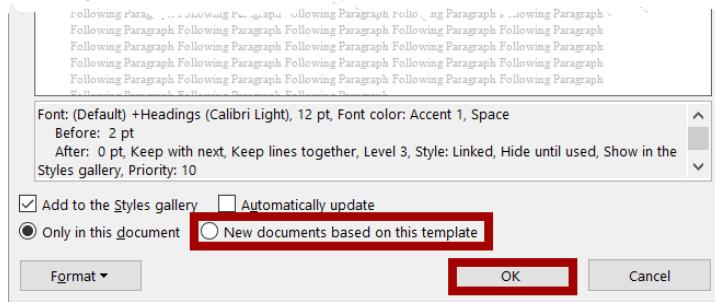
10. Select the **New documents based on this template** radio button, to have this style available whenever a new document is opened.

11. Click the **OK** button to save the new style.