



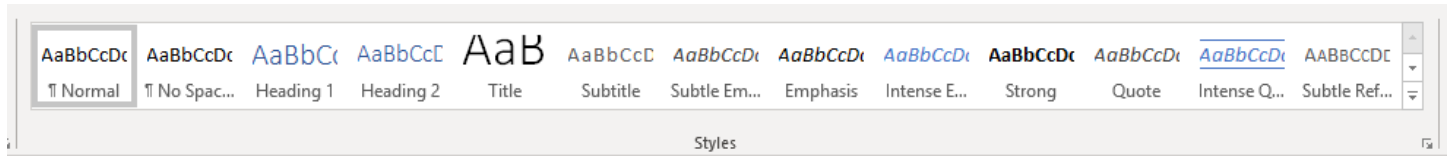
Caption: Accessible Digital Environments Committee

Accessibility Tip: Save Time with Styles in Word

In my [Accessibility Tip for Google Docs](#) I talked about faux headings. In this installment, I am going to show you how to rectify the “faux heading” in Word!

Formatting section headings in a Word document used to be a tedious process of highlighting the text and then clicking to bold, increase font size, change the font, change the color, etc. Well, do I have an awesome solution for you!

Have you ever noticed the Styles group in the Ribbon?



Styles in Word will save you a ton of time formatting document headings.

- Format one heading just the way you like and format the rest with just one click
- Save your heading styles so they can be used in any Word document

Format using Styles

1. Start your document by giving it a title. All document titles need to be formatted as Heading 1. (The title option is meaningless for users of assistive technology and so is the subtitle, emphasis, and other options except for headings.)
 - Highlight the text of your title. Format the text with the font, size, color, etc.
 - Right-click on Heading 1 and select “**Update Heading 1 to match selection**”
 - The text in the Heading 1 box will update to the format you just created.
2. All major sections under the title will be formatted as Heading 2:
 - Highlight the text of your title. Format the text with the font, size, color, etc.
 - Right-click on Heading 2 and select “**Update Heading 2 to match selection**”
 - The text in the Heading 2 box will update to the format you just created.
 - Now everytime you add a Heading 2, you just need to select the text and click on Heading 2! Click once and your formatting is done!
3. A section under Heading 2, would then be formatted as Heading 3. A section under Heading 3, would be Heading 4, and so on. Follow the same steps as under Heading 2 to format each heading level you will be using.

Heading 1 (Title of Document)

Heading 2

Heading 3

Heading 4

Change the format of a heading

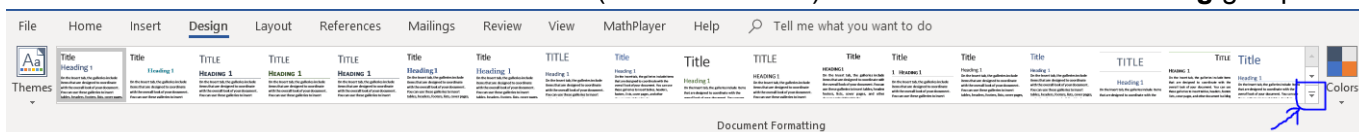
Let's assume you decide to change the look of Heading 2. What you do is:

- Choose one Heading 2 that you want to change.
- Alter the Heading to the format you want.
- Highlight the Heading and right-click on Heading 2 from the Styles Group.
- Select “**Update Heading to match selection**”
- Every Heading 2 in the document will update to the new format! Yes, really!

Save your personal heading style for future use

Now that you've created a set of Heading styles that you love, you can save it so that formatting your Headings is only a one-click process.

1. Click on the Design tab from the Ribbon
2. Click on the down arrow below the scroll bar (the *more* button) in the **Document Formatting** group.



3. Select “**Save as a New Style Set...**”
4. **Name** your Style and click **Save**
5. Your style will now appear as one of the **Document Formats** to choose from.
6. When you start a new document, just go to the **Design tab** first and select your Document Format, go back to the Home Tab and your Styles group will be populated with the Heading Formats you created!

By saving your Style, you save yourself a ton of future formatting time **and** ensured your documents are more accessible for everyone! Who doesn't love a win-win!

Want to know more?

There are training opportunities available on creating [Accessible Word documents](#). If there is a group of you that would like to schedule a training to do together, send an email to rondi.schei@pcc.edu to set that up!