

## How to Add Word Heading Styles

### Explanation

Using Word Heading Styles creates hierarchical structure and easier navigation throughout your file. Word Headings allow the user to navigate directly to various points throughout the document. Word Headings should create a hierarchical structure with the most important element, such as the title, marked as Heading 1. Secondary elements such as Chapters or main sections of a file should be marked as Heading 2, and subsections within those main sections should be marked Heading 3 etc.

**Users must use Word Headings 1, 2, 3** any other style in the Word Styles pane will only make visual changes and will not create the necessary navigational element.

### Navigation Pane

Heading Styles create an invisible hierarchical structure which allows navigation throughout a document. When properly applied, a Heading does not need to visually change the text, which can make identifying Headings difficult. Using the Navigation Pane allows users to both see what text has been made into a Heading and also easily see the hierarchical structure of the Headings to ensure consistency.

1. Click the “View” tab on the ribbon
2. Click the check box for “Navigation Pane” within the Show category.
3. The Navigation Pane will open on the left hand side of the screen. There will either be words or icons at the top of the Navigation Pane depending on the whether the program is on a PC or a Mac. Click the word “Headings” or the icon



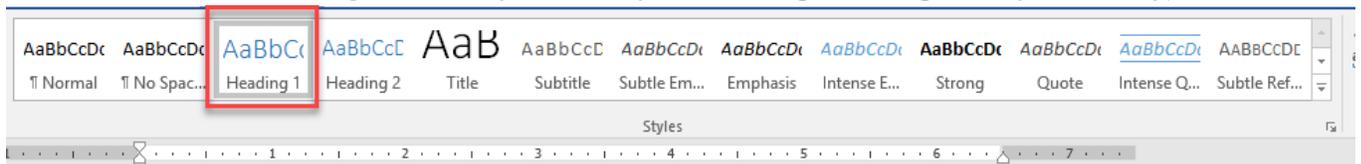
to bring up the Headings view.

4. The “Navigation Pane” will show all the Headings in a document with indentation showing the Heading level. Heading 1 is fully left aligned with an indentation to the right for each additional Heading level.
5. Any blank spaces in the list of Headings indicates an unnecessary Heading with no content. See **Removing Headings** for dealing with this issue.

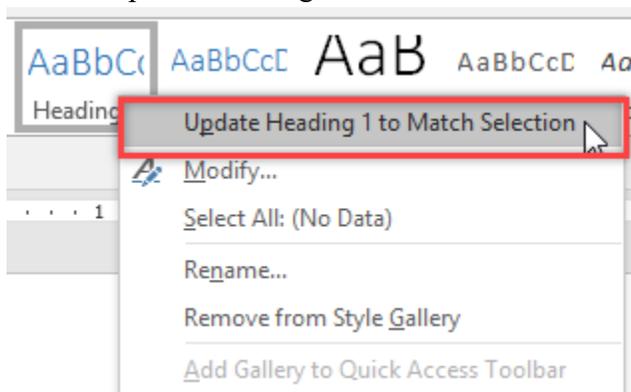
## Applying Headings

Users sometimes worry that using the Heading styles will change the formatting of their documents. When properly applied a Heading does not need to visually change the text. Follow these steps to properly apply Word Headings.

1. Click the “Home” tab on the ribbon and locate Heading 1 in the Styles Gallery. (If you cannot find Heading 1 in the Styles Gallery see **Adding Headings to Style Gallery**)



2. Highlight the Title of your document. Make sure that the Title is formatted properly.
3. **Right** click on Heading 1 to bring up the drop down menu. (If you **Left** click on the Heading 1 at this stage the Title formatting will change to the Word default. If you left click accidentally hit the undo button and **Right** click on Heading 1.)
4. Select “Update Heading 1 to match selection”



5. The Title will appear in the Navigation Pane as a Heading 1.
6. Navigate to the next large section of your document, perhaps Chapter 1, or an Introduction. Right click on Heading 2 to bring up the drop down menu, and select “Update Heading 2 to Match Selection.” The name of the section will appear in the Navigation Pane slightly indented to the right.

By choosing the “Update Heading” option you are saving the highlighted formatting (for instances Times New Roman, size twelve, left aligned, and bold) to the button Heading 2. For each additional instance of a Heading 2 the user can simply highlight the desired text and **Left** click the Heading 2 button to apply the Heading and keep the proper formatting.

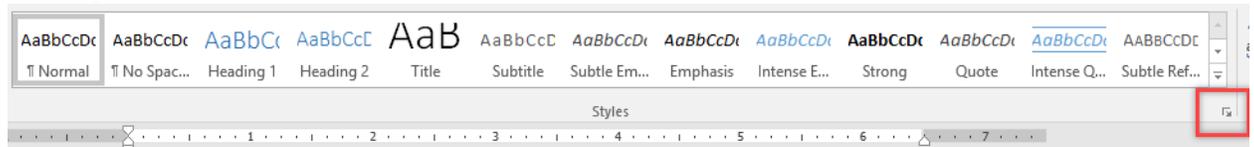
7. Continue through the document applying Headings as necessary. To apply a Heading 3 follow the same instructions in step 6 except using the Heading 3 button.

## Adding Headings to the Style Gallery

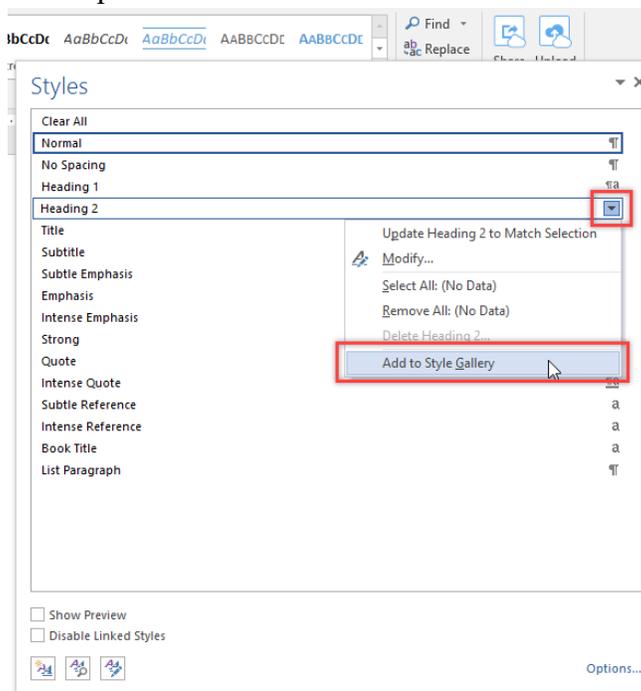
Word standard settings include Heading 1 and 2 in the Style Gallery. When Heading 2 is used Heading 3 should automatically appear in the Style Gallery. However, sometimes a Heading is missing or does not appear. Follow the listed steps to add a Heading to the Style Gallery for easy use.

For a PC

1. On the Home tab, click the small expand arrow in the bottom right hand corner of the Styles pane

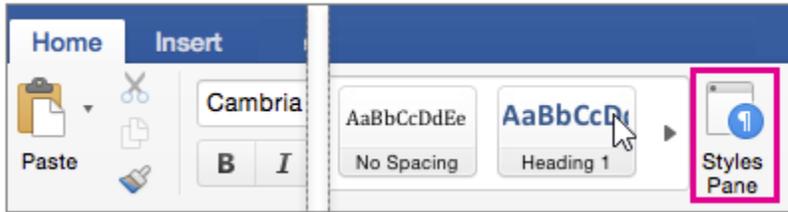


2. This will open additional Style options. Scroll through the list until you identify the required Heading.
3. Click the drop down arrow on the right hand side and select “Add to Style Gallery” from the drop down menu.



For a Mac

1. On the Home tab click the Styles Pane button just to the right of the Style Gallery.

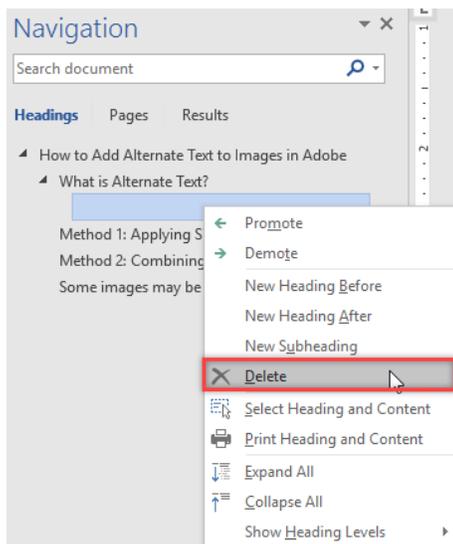


2. Then follow the above instructions 2 through 3

## Removing Headings

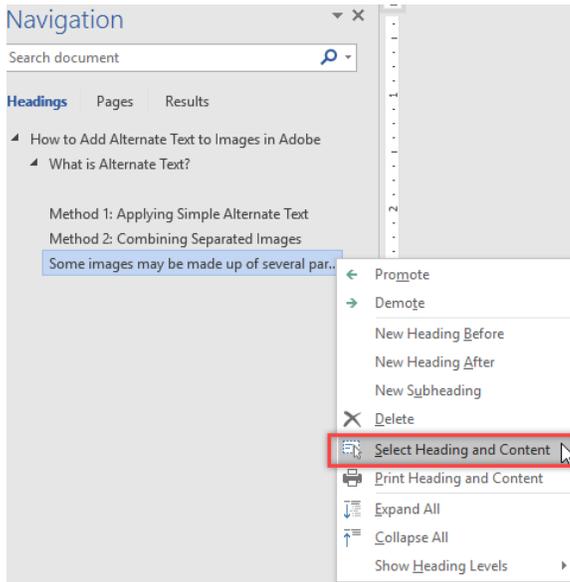
Users may accidentally turn entire paragraphs into Headings or have blank spaces that are Headings. A Heading must be on a line by itself with a blank line or paragraph break between the Heading and the next paragraph. An attempt to turn the first few words of a paragraph into a Heading may result in turning the entire paragraph into a Heading. To remove unnecessary Headings follow the following steps.

1. Identify the unnecessary Heading. Blank spaces that have been turned into Headings will be shown in the Navigation Pane as a blank space. Headings that are too long may be identified in the Accessibility Checker or in the Navigation Pane.
2. In the Navigation Pane right click on the blank space to bring up the drop down menu and click “Delete”

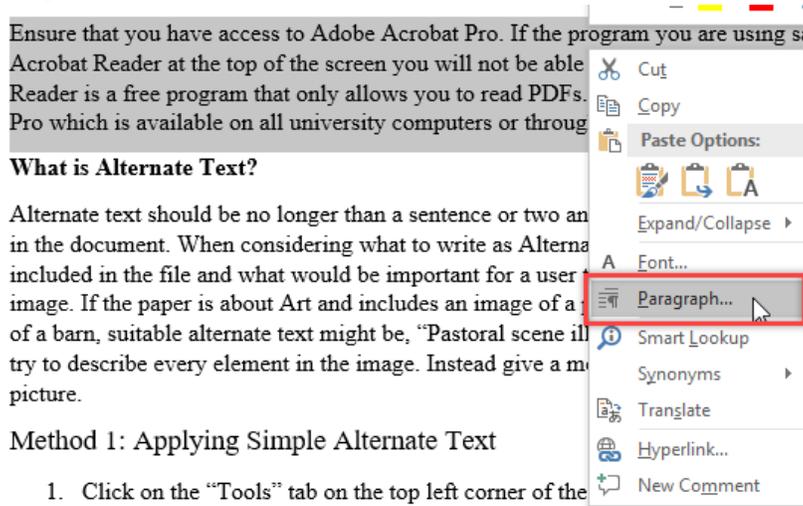


3. Left click on the too long Heading in the Navigation Pane. Clicking on a Heading will automatically navigate to the correct position in the document. Too long Headings are identifiable by ellipses at the end of the Heading indicating the Heading is too long to fit in the Navigation Pane. (Note: If a title or section title has a very long name it may not fit in the Navigation Pane. This is fine. These instructions are to delete extra and unnecessary Headings created in error or by accident.)

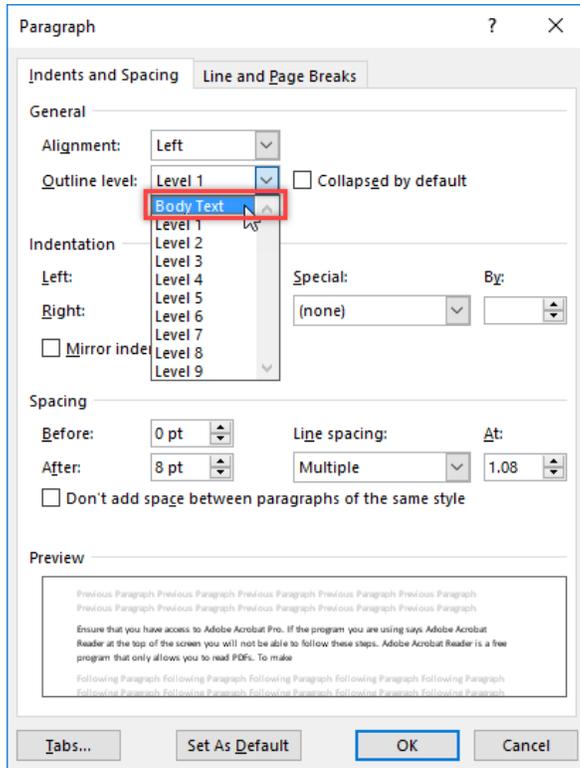
4. Right click on the too long Heading and choose “Select Heading and Content” from the drop down menu.



5. Once the text is highlighted right click on the paragraph and select “Paragraph” from the drop down menu.



- Once the Paragraph window has opened look in the “General” area. There is an option “Outline level:” with several options. Click the drop down option and select “Body Text” from the list, and then click “OK”. Making this selection will remove the Heading.



- Sometimes the Outline level cannot be manually changed and will be greyed out. If this is the case a second method will be used.
- Right click on the too long Heading and choose “Select Heading and Content” from the drop down menu.
- On the Home tab go to the Styles gallery and choose “Normal” from the options. This will remove the Heading. However, it will also reset the text to whatever default formatting option is saved on the computer. This can change the visual formatting of the text. In that case the user may need to manually change the font, size, and spacing of the text to match the rest of the document.

