# **MAKING DOCUMENTS ACCESSIBLE IN WORD 2016--Styles**

**Styles**

To make a Word document accessible, the document must be structured properly. Headings create structure and make it easier to find information. Assistive technology, such as screen readers, cannot infer meaning from formatting characters alone (such as **bold**, underline, etc.). Using Word’s built-in Styles will create a structure that assistive technology can quickly access and interpret.

By using heading styles in lengthy documents, students can jump to a particular heading instead of reading or listening to a screen reader read the entire document. Simply put, structure with heading styles allows for easy navigation.

When heading styles have been applied, you can turn on the View of the Navigation Pane in Word to see the headings on the left hand side of the screen. Clicking on a heading in the navigation pane will quickly move your insertion point to that location in a document. To turn on the navigation pane, click the View tab in Word. Place a check mark beside Navigation Pane.

Click the Home Tab in Microsoft Word 2013 or 2016. Locate the Styles ribbon at the top of the screen. The first style listed is Normal, then No Spacing, then Heading 1, Heading 2, Heading 3, and so on. To keep things simple, we are only going to use **Heading 1** and **Heading 2** styles in our syllabi.

Main headings will be formatted with Heading 1 Style. Section or paragraph headings will be formatted with Heading 2 Style. Regular paragraph text will be formatting with the Normal style (the default style).

**Syllabi Template Headings:** for STC syllabi, we are going to keep it simple and recommend that you only use Heading 1 and Heading 2 styles.

* Course # and Name at the top of the syllabus will be formatted as **Heading 1 style.**
* The main heading on the lesson plan page will be formatted as **Heading 1 style.**
* All of the side/paragraph headings will be formatted as **Heading 2** style.
* Regular paragraph text will be formatted using the **Normal style**.

**\*To apply a Style to text, select the text you want the style applied to and click the Style type from the Home Tab.** There are other ways to apply styles. To keep it simple, I am only listing this method.

**Note**: If you receive an **Unstructured Document** error after running the Accessibility Check, you need to add headings to provide structure to the document.