

Accessibility of Microsoft Word 2019

Using Built in Headings & Styles



- Provides structure to the document by using headings, which will become tag's if/when converted to PDF.
 - Heading 1, Heading 2, etc. should be used in sequential order throughout your document.
- Recommend not to use the "title" styles if converting to a pdf, always start with heading 1. For example, this document has *Accessibility of Microsoft Word 2019* as my Heading 1, all other subheadings, i.e. Use Built in Headings & Styles, Inserting Visual Content into your Document, etc., are Heading 2's.
- Modifications of your structure should be made by right-clicking your style, click modify, then format font style, font size, color, and location on page accordingly.

For more information on this topic please visit:

[Understanding Styles in Microsoft Word.](#)

