

Headings are the most effective way to create structure and order to web content and digital documents. The proper use of headings allows visual and non-visual users (i.e., people who use screen reader software) to scan and navigate content much more easily.

Styles

The best practice for adding or customizing headings for any written content is by using the preset **'styles'** tool. Style headings should be used as the basis for structuring all documents, web pages and even emails.



Styles also allow you to format and change the font size, colour and spacing of your headings and body text all at once. You can format whole documents much more quickly by applying headings the right way.

Do...

- Use headings! Use styles to add headings and format your content for accessibility.
- Keep heading levels in order (e.g., Heading 1, Heading 2, Heading 3, etc.).

Don't...

- **Don't** individually reformat the font size and style of text to create headings - these will not show up as headings to screen reader users.
- **Don't** use the default "Title" or "Subtitle" styles.