

# Video Transcript

by Learning Service

## Production details:

Title: Using Microsoft Header Styles in Word (365).

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## Verbatim Transcript

>> Mark: Ally will detect when a document does not contain a formatted heading. Clear, well format headings can go a long way towards making sure your document meets government accessibility requirements.

Many people use screen readers to create a list of headings, so they can skim the document to find the content they want. This type of navigation only works when the documents author uses heading styles. Screen readers and text-to-speech tools are programmed to recognise them.

To format your document with the correct heading styles, open it within Microsoft Word, select the text you wish to edit, from the home tab in the ribbon in the 'styles' box, pick the heading style.

This is my first heading so I'm going to select heading one. For my second heading I'll be using heading two and so on. Once finished, you can then upload it back into Blackboard. Here Ally will tell you if the fault has been corrected.

End.