

## What ARE “Heading Levels”?

**Heading levels are used to indicate your main topic and subtopics.**

In most elementary schools in the US, children are taught to create “outlines”, where the Main Topic sentence and the Subtopic sentences are identified and highlighted. This is the skill set you will be using.

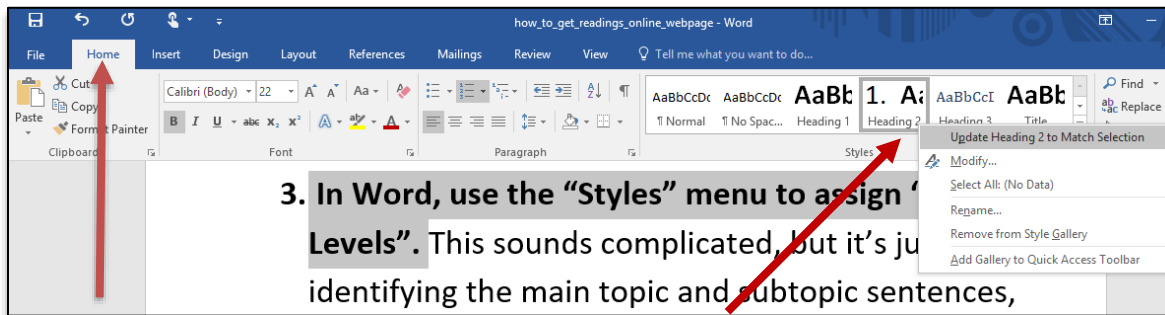
Designating heading levels lets keyboard users and read-out-loud software navigate your document from topic to topic. For those who cannot see bolded or centered text, heading levels show how you have organized your document. Heading levels in MS Word collapse, which helps all users understand your document structure.

### How do I apply a Heading Level?

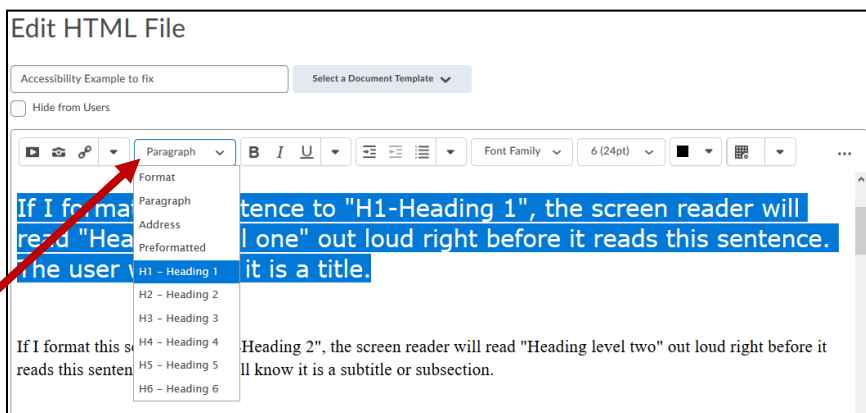
Determine what your main topic sentences are, and what your document’s subtopics are. These sentences should be at the beginning of the topic or subtopic, so your user does not miss anything when they navigate to that section. **Heading 1 is the main topic, Heading 2 is a subtopic of Heading 1, and Heading 3 is a subtopic of Heading 2.** If you need more than 4 heading levels, you should evaluate your document’s structure.

Highlight the text of the main topic sentence, and then:

**In MS Word**, in the “Home” ribbon, go to the “Styles” tab, and select “Heading 1”. To keep your original sentence formatting in MS Word when you apply a heading level, make sure your sentence is selected, and then right click on the Heading you wish to assign in the Styles tab, and select “Update Heading to Match Selection” from the context menu.



**In D2L**, use the “Format” dropdown menu, the second menu from the left in the HTML editor, and select “Heading 1”, or whatever format you want. You will have to set the font family, size, and other character settings after you have assigned the heading level.



Helpful links:

[Video: Styles \(Heading Levels\) in MS Word \(3min 06s\)](#)

[Video: Improve your MS Documents with the Accessibility Checker \(1min 4s\)](#)

[Video: Using the D2L Edit Window \(3min 39s\)](#)

[Video: How to Add Headings in D2L \(PCC, 1min 23s\)](#)

[Article: Improve your course with the D2L Accessibility Checker](#)

[SIUC Accessibility Website](#)

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