

# Add headings to your Word document

Well-structured documents help students navigate and comprehend texts, and are essential for screen readers.

## Steps

1. Open the file in Microsoft Word.
2. Select the text that should become a heading.
3. Select the **Home** tab.
4. In the **Styles** group, click the appropriate heading level. If you don't see the heading level you are looking for, click the arrows to browse the full list of preset styles. [[info](#)]
5. Repeat these steps for all the text that should become headings.

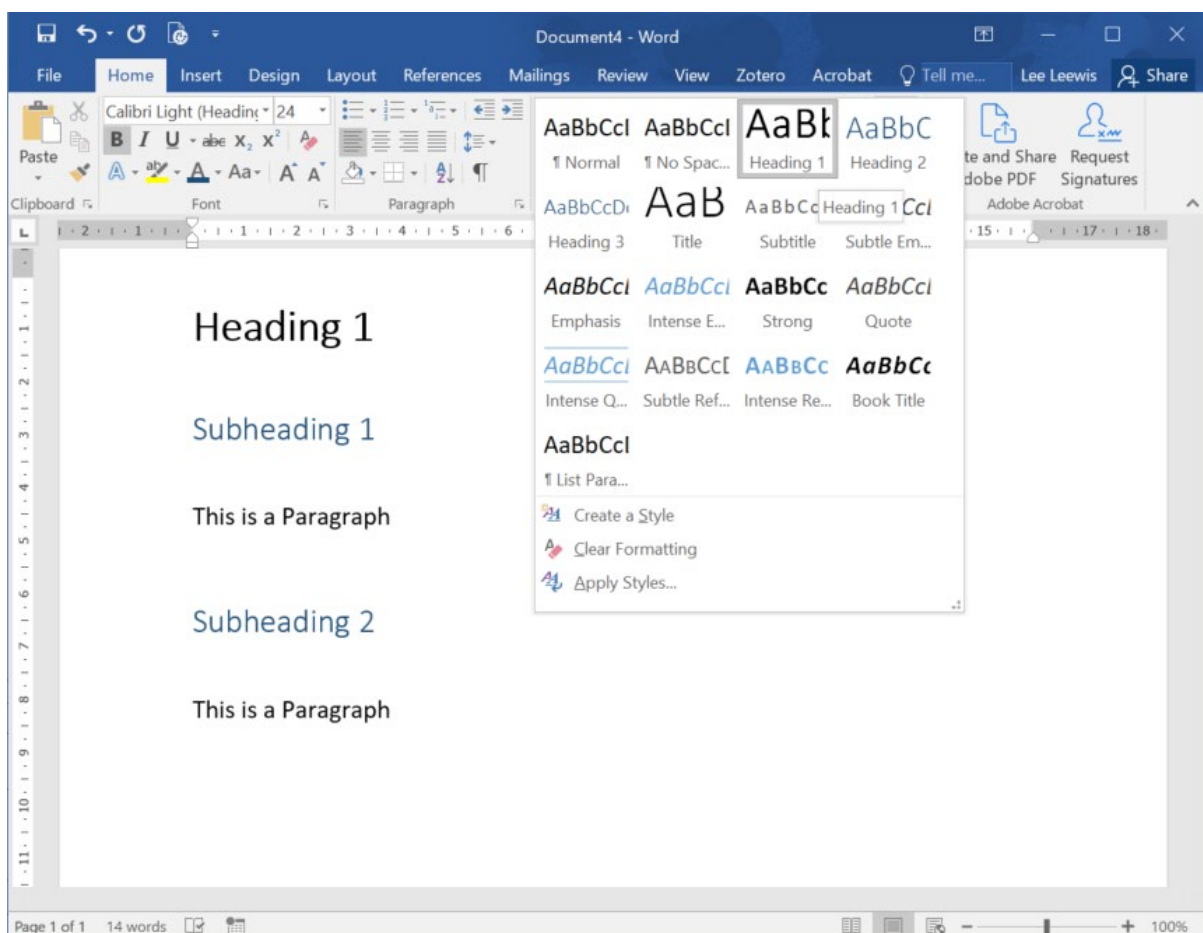


Figure 1 Adding heading styles in word

## Important

Always choose "Heading 1" for level 1 headings, "Heading 2" for section headings, "Heading 3" for subsection headings, etc. "Normal" is used for paragraphs.