# Making Word Documents Accessible
Styles

Styles

Styles add both structure and formatting to text and other elements. Document structure helps a reader navigate through the content easier. Formatting helps to differentiate elements in the document quickly. Some styles apply formatting while others apply formatting and create a document structure.

- You should avoid formatting text with the Font and Paragraph options on the ribbon.
  - You should instead use styles to ensure consistent formatting throughout the document.
- Modify styles to your liking and then apply them to text to create structure and order.
- Text uses the Normal style by default. Apply the Normal style to return text to standard formatting.
- Styles can be applied to a single character or the entire document.

Heading Styles

The Heading styles are used to create the hierarchy of structure in your documents and denotes topic or section changes. Headings should be formatted with a larger font size than other text. Using heading styles lets you easily create a table of contents at the start of your document.

- A Heading 1 should be a page title or a main content heading.
- A Heading 2 should be a main content heading or sub-section of Heading 1.
- A Heading 3 is usually a sub-section of Heading 2.
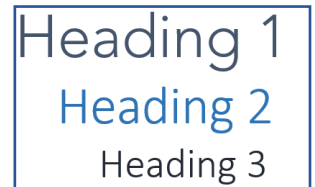
Applying a Style

1. Select the text that will have a style applied.
2. Click the Home tab on the ribbon.
3. Click the style to use in the Quick Styles pane.
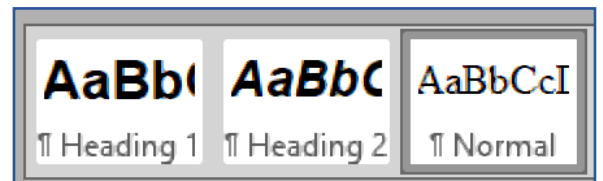
Modifying a Style

1. Hover over the style to modify.
2. Right-click the style you wish to modify.
3. Click Modify.
4. In the new window, make all your formatting changes.
5. Click Ok to accept the changes.
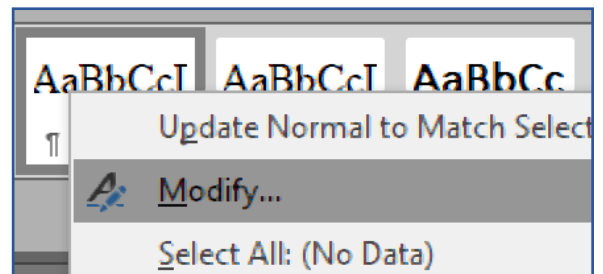
Updating a Style

If you format text outside of using a style, you can update a style to use the formatting you applied.

*Only use the Font and Paragraph options if you are planning on updating a style after.

1. Use the Font and Paragraph groups on the ribbon to format any text in your document.
2. Select the formatted text.
3. Right-click the style that will be updated.
4. Click Update Style to Match Selection