Introduction to Heading Styles in Word (2010)

IT Documentation Team. Updated July 2013 (Reviewed July 2015)

This fact sheet is part of our Working with Long Documents series.

About Heading Styles

Word contains nine built-in Heading Styles named Heading 1 through to Heading 9.

As well as defining the formatting (font, line spacing, alignment etc.) of text, Heading Styles contain additional information about the Outline Level of the paragraph within your document.

What is an Outline Level?

The Outline Level tells Word the position of a paragraph within the document structure or hierarchy. It is easiest to imagine this as a numbered list e.g.

<table>
<thead>
<tr>
<th>Heading name</th>
<th>Outline Level</th>
<th>Position within document structure/hierarchy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading 1</td>
<td>Level 1</td>
<td>1. A main or chapter heading</td>
</tr>
<tr>
<td>Heading 2</td>
<td>Level 2</td>
<td>1.1. A subheading</td>
</tr>
<tr>
<td>Heading 3</td>
<td>Level 3</td>
<td>1.1.1 A sub-subheading</td>
</tr>
</tbody>
</table>

Why use Heading Styles?

Heading Styles are essential if you want to:

- Generate Table of Contents
  You can automatically generate a Table of Contents based on your Heading Styles in a matter of seconds.

- Apply Multilevel Numbering
  You can apply automatic Multilevel Numbering to your Heading Styles that will update as you add new headings.

- Navigate using the Document Map
  You can navigate your document quickly and easily using the Document Map to jump from heading to heading. No more scrolling!

- Increase Stability
  You can’t accidentally delete a Heading Style. If you try, Word will reset it to the default formatting but you won’t lose the structure.

- Increase Consistency
  Modify a Heading Style and see the changes reflected across all headings of the same level in your document.

- Increase Accessibility
  You can use Heading Styles to increase accessibility for people using screen readers.

- Add chapter to Page Numbering
  You can use Heading Styles to include the chapter number in your Page Numbering e.g. 1.7 (chapter 1 page 7).

- Add chapter to Captions
  You can use Heading Styles to include the chapter number in your Captions e.g. Figure 3.2 (chapter 3 figure 2).

Heading Styles are also very useful if you want to:

- Insert Cross-references
  You can add Cross-references to headings quickly and easily as Heading Styles are included in the Cross-reference dialog by default.

- Insert Hyperlinks
  When inserting Hyperlinks, you can click Link to Place in This Document and choose from your Heading Styles.

For help with Table of Contents, Multilevel Numbering etc. see our web pages (listed overleaf).
How to apply Heading Styles

Don’t worry if you don’t like the look of a Heading Style. You can modify this later!

Apply Heading 1
Use Heading 1 for your main headings.
1. Click on a chapter heading in your document.
2. On the Home tab, Styles gallery, click Heading 1.
3. Heading 1 will be applied to the chapter heading.

Apply Heading 2
Use Heading 2 for your subheadings.
1. Click on a chapter subheading in your document.
2. On the Home tab, Styles gallery, click Heading 2.
3. Heading 2 will be applied to the subheading.

Apply Heading 3 onwards
If you don’t see Heading 3 – Heading 9 in the Styles gallery, check your Style Options.
1. Click on the More button in the bottom right corner of the Styles group on the Home tab.
2. The Styles pane will open at the right of the screen. Click Options...
3. Make the following changes:
   - Select styles to show: All styles
   - Tick Show next heading when previous level is used
   - Select New documents based on this template
4. Click OK.
5. Continue to apply the appropriate level of Heading Style to the headings, subheadings, sub-subheadings etc. in your document.

If you accidentally apply a Style, select the affected text and apply the Normal style to remove it again.

Further information and help
Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk
For IT training courses, workbooks and fact sheets, see www.abdn.ac.uk/tad