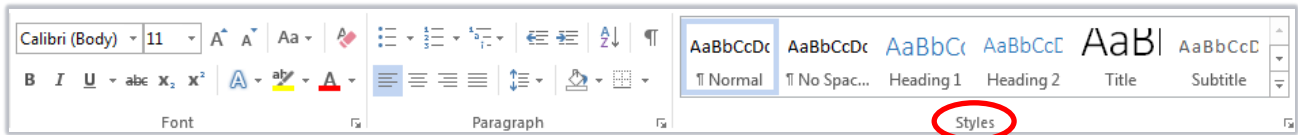


Working with Long Documents

“What are Heading styles and how do I use them in Word?”

In Word, you may already be familiar with many of the the formatting options available on the **Home** tab (changing font, size, alignment and so on), but have you ever used the **Styles** group?



Styles are sets of formatting options (like font, line spacing and alignment) that you can apply to text in one click. This is more efficient than applying each effect individually, and also increases consistency throughout your document.

Word contains nine built-in Heading styles named **Heading 1** through to **Heading 9**. Like other styles, you can use Headings to format text. However, the real power of Heading styles is that you can use them to create *structure* within your document. This is because Heading styles occur in a hierarchy with Heading 1 at the top level, down to Heading 9 at the lowest. This hierarchy is known as the **outline level**, and allows you to use tools such as **table of contents** and **multilevel numbering**.

Heading name	Outline level	Position within hierarchy
Heading 1	Level 1	1 A main heading
Heading 2	Level 2	1.1 A subheading
Heading 3	Level 3	1.1.1 A sub-subheading

...and so on, up to Heading 9!

Why use Heading styles?

If you use Heading styles, you can:



Automatically generate a **table of contents** in a matter of seconds.



Apply **multilevel numbering** that will update automatically as you add new headings.



Navigate your document quickly and easily using the **Document Map** to jump from heading to heading.



Modify a Heading style and see the changes reflected across **all** headings of the same level in your document.



Increase document **accessibility** for people using screen readers.



Add **Cross-references** to headings quickly and easily.



Include the chapter number in your **Page Numbering**, e.g. 1.7 (chapter 1 page 7).



Include the chapter number in your **Captions**, e.g. Figure 3.2 (chapter 3 figure 2).



Insert **Hyperlinks** to your document headings by clicking **Link to Place in This Document** and choosing from your Heading styles.



Increase **stability** in your document. If you accidentally delete a Heading style, Word will reset it to the default formatting but you won't lose the structure.

How to apply Heading Styles

1. Click on a heading in your essay.
 - You don't need to select the text, as long as your cursor is flashing within the paragraph.

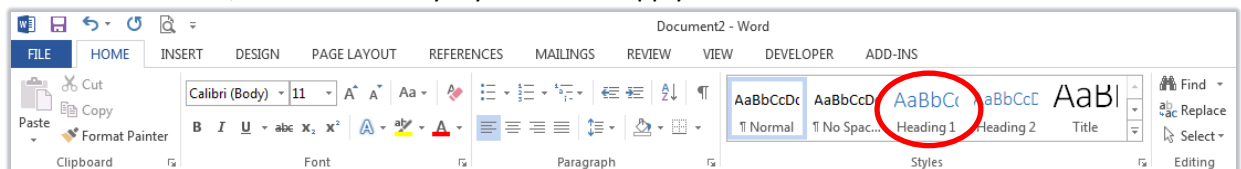
A main heading|

Nunc viverra imperdiet enim. Fusce est. Vivamus

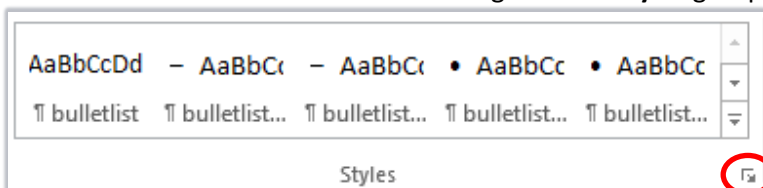
2. Decide which Heading you need to apply – you are unlikely to ever use them all!
 - **Heading 1** For the most important headings in your essay.
 - **Heading 2** Optional, for any subheadings in your essay.
 - **Heading 3** Optional, for any sub-subheadings in your essay.

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

3. Click the **Home** tab, then click the style you want to apply.



4. Repeat this process for any other headings in your essay.
5. If you don't see **Heading 3 to 9**, check your **Style Options** as follows:
 - Click the **launcher arrow** at the bottom right of the **Styles** group.



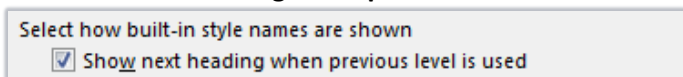
- The **Styles** pane will open at the right of the screen. Click **Options...**



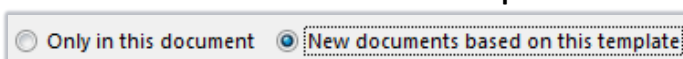
- Select styles to show: **All styles**.



- Tick **Show next heading when previous level is used**.



- Select **New documents based on this template**.



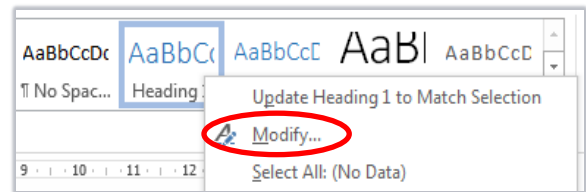
- Click **OK**.

Tip – If you apply a style by mistake, just click to apply a different style, e.g. Normal.

Once you have applied Heading styles, click **View**, then tick **Navigation Pane**. You can then use the Navigation pane (left of window) to go directly to a specific heading within your essay.

Changing the format of Heading styles

1. To change the formatting of a Heading style:
 - Click the **Home** tab.
 - In the **Styles** gallery, right-click the Heading style you want to edit.
 - Then click **Modify...**
2. In the Modify Style dialog, make your formatting changes then click **OK**.
3. The Heading style will update throughout your document.



Further information and help

If you want to learn about any Microsoft product in more detail you can use [Microsoft's Office Support](#) for tutorials, videos and helpful hints.

- For essay formatting requirements, e.g. margins and line spacing, please check with your School.
- Click the **File** tab then the **question mark** (top right) or press **F1** at any time for help within Word. Search for keywords, e.g. *headings*.
- You can also use MyIT to log calls with the University's IT Service Desk: <https://myit.abdn.ac.uk>

