This audio file will explain how to mark headings correctly in Microsoft Word if you are a JAWS user.

I have a Word document with the title, Headings in Word, and two headings, which I want to mark up correctly.

JAWS: Headings in Word, Word, edit.

NICKI: First, I need to go to the title of my document, so I’ll press Control Home.

JAWS: Top, headings in Word.

NICKI: To go to the Home ribbon, I’ll press Alt followed by H.

JAWS: Lower ribbon, Home tab, two of twelve, Alt followed by H. H.

NICKI: Then, to open the Styles menu, I’ll press L.

JAWS: L.

NICKI: This opens the Styles menu. I want to go to Heading level 1 to mark up the title of the document. I can do that using my right arrow key.

JAWS: Normal, normal button selected. One of nineteen. H L no spacing, no spacing button. Heading 1, heading 1 button. Three of nineteen.

NICKI: To apply the heading, I can press Enter.

JAWS: Enter. Lower ribbon.

NICKI: Now I’ll use my down arrow keys to navigate to the next heading in my document, which is Marking up headings.

JAWS: Correctly used headings are used by assistive software to help users navigate and understand content. They provide a structure for the document. Marking up headings.

NICKI: I’m now at my next heading, so I’m going to press Alt followed by H and L, to open the Styles menu. Then I’ll use the arrow keys to navigate to Heading 2.

JAWS: Lower ribbon, home tab, two of twelve. Alt H. L. Normal, normal button, H L, no spacing, no spacing button. Heading 1, heading 1 button. Heading 2, heading 2 button. Enter.

NICKI: Now I’m going to navigate to my next heading, Modifying headings, and mark that as a Heading 2 in the same way.

JAWS: Headings in Word. Headings are marked in the st… Document should be a Heading 1. Heading should be heading 3. Modifying headings. Lower ribbon. Home tab, two of twelve. Alt H. L. Normal, H L. No spacing, heading 1, heading 2. Enter. Headings in Word.

NICKI: Now that I’ve marked up my three headings correctly, I’m going to go to the headings list dialogue by pressing my JAWS key and F6 to check that it worked.

JAWS: Heading list dialogue. Headings list view. Headings in Word, 1. One of three. Marking up headings, 2. Two of three. Modifying headings, 2. Three of three.