# ALLY

**Blackboard**®

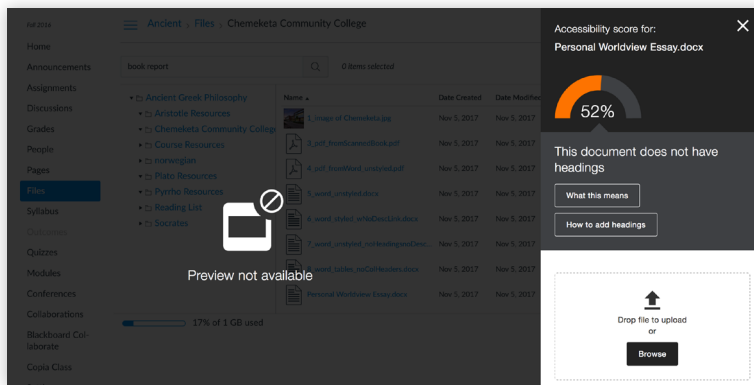# Add Headings to a Word Document
## Headings make navigating documents easier for all

Reading long, dense text documents can be a daunting task for learners. Well-structured documents help students organize and process texts. By using headings in your Word document styles, you can design sections and sub-sections for your documents. Headers can help students navigate and comprehend texts, and are essential for screen readers.

## Scenario: **Ally tells you your Word Doc is missing headings**

**1**



You add a MS Word document to your course site, and notice an orange Ally indicator, so you click it. Ally tells you that your document is missing headings. You'll need to edit the document offline to make the changes, and upload a new version to improve the score.

**2**



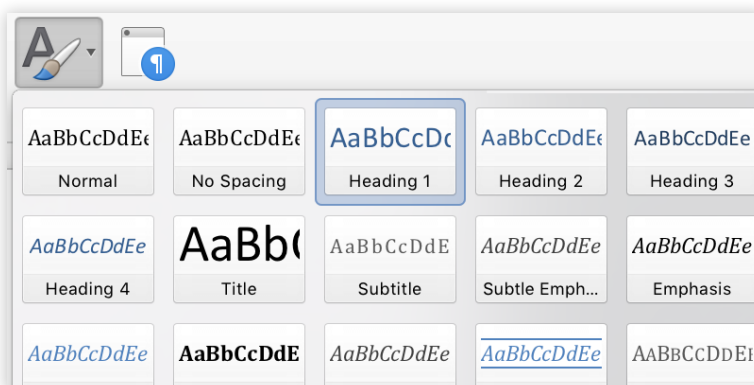**A 'heading' isn't always a heading**

Do not only use visual appearance such as text size, bold or underline to mimic a heading. Always use the program's native heading styles to ensure headings are properly marked as headings.

**Why use headings**

**Facilitates searching**

Headings can provide structure and clarity. This can help students better understand the content and facilitate reading.

**Essential for students with visual impairments**

Headings help people using a screen reader navigate a document. Imagine reading a book without any chapters or

Check out the Ally feedback to learn more about why headings are important, how to use headings effectively, and where to find tutorials to help you add headings to the document. Remember, headings establish should provide a clear, consistent structure for students to follow throughout the doc.

**3**



If you're using MS Word, first highlight the text you want to change into a heading. Then, find "Styles" and select the appropriate heading type. Use headings consistently, and try not to exceed 6 levels. Once you've corrected the heading structure, save the Word file and upload to Ally. Add headings to all your text documents for a more inclusive learning environment!

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