Use Headings

Headings aren't just for looks—they help everyone read, understand, and navigate digital content more easily. For users with screen readers or cognitive disabilities, headings are essential for moving through content smoothly.

Headings Help:

❖ Break up long text for better readability
❖ Support screen reader navigation
❖ Provide structure and clarity for all readers

Your C.A.L.M. Guide to Great Headings

C: CONSISTENCY
Use heading levels (Heading 1, 2, 3, etc.) in a consistent order to create a clear structure.

A: APPROPRIATENESS
Make sure headings match the content below them. Don't use them just to change font style.

L: LOGICAL STRUCTURE
Use Heading 1 for the title, Heading 2 for major sections, Heading 3 for subsections, and so on.

M: MEANINGFUL LABELS
Avoid vague titles like "Section 1." Use short, clear phrases that describe what the section is about.

Quick Tips for Using Headings

❖ Use built-in heading styles in Word, PowerPoint, or Google Docs
❖ Use the Styles menu in Word's Home tab
❖ Use only one Heading 1 per document
❖ Don't skip heading levels
❖ You can customize the style
❖ Web and PDF documents support Headings 1–6 only
❖ Make headings short, specific, and informative

In Summary

Using headings properly is one of the easiest and most effective ways to make your documents accessible. Following the C.A.L.M. method ensures your content is clear, organized, and inclusive for all learners.