This audio file will explain how to modify headings in Word if you are a JAWS user. I have a document, where the main heading of the page is a Heading 1. We’re going to modify that.

JAWS: Headings in Word, Word. Headings in Word.

NICKI: First, I’m going to press Control plus Home to go to the top of the page, which is the title.

JAWS: Top, Heading level 1, Headings in Word.

NICKI: I’m going to go to the Home ribbon by pressing Alt followed by H, and then to the Styles menu by pressing L. Heading 1 should already be selected because we marked up that heading last time.

JAWS: Upper ribbon expanded. Home tab, two of twelve. Alt followed by H. H. L. Heading 1, heading 1 button selected. Three of nineteen.

NICKI: Now I need to open the right click menu. I can do that by pressing Shift plus F10.

JAWS: H L applications group. Update heading 1 to match selection, one of three.

NICKI: Then I’m going to use my down arrow key to go down one to modify.

JAWS: Modify dot dot dot, two of three.

NICKI: I’ll now press Enter. That will open the pop up box to modify the heading.

JAWS: Enter. Leaving menus. Modify style. Main edit combo. Heading 1. Style based on combo box normal. Alt plus B.

NICKI: I can move around this box using the tab key and arrow keys. I’m going to navigate to the formatting options and change the font and the font size.

JAWS: Style for following paragraph, combo box normal. Alt plus S. Font combo box Aptos Body. Aptos body, Aptos body, Aptos black headings. Font combo box Aptos black headings. Font size combo box, 18. 18, 20. Font size combo box, 20.

NICKI: Now I’m going to navigate to the Automatically update button and make sure it is checked.

JAWS: Bold checkbox checked. Italic checkbox not checked. Underline checkbox not checked. Font colour background 1 button. Align left checkbox checked. Centre checkbox not checked. Align right checkbox not checked. Justify checkbox not checked. Single spacing checkbox not checked. One point five spacing checkbox checked. Double spacing checkbox not checked. Increase paragraph spacing button. Decrease paragraph spacing button. Decrease indent button. Increase indent button. Style properties. Add to the styles gallery checkbox checked. Automatically update checkbox checked.

NICKI: Checking the Automatically update box will ensure that the style you select is applied to every instance of that heading. Now I’m going to navigate to the OK button to apply the changes.

JAWS: Only in this document radio button checked. Alt plus D. Format button menu, O. OK button. Enter. Headings in Word.