Modifying Styles in Office 2010-2016

For individuals who use screen magnification software, however, the default headings in Word are not accessible because they are light blue and do not have enough contrast on the white background of a document.

How to Modify Styles in Word 2010, 2013, or 2016:

Below are font type, size, and style options. Note that many people who are visually impaired prefer Tahoma as the font type, along with other san serif fonts such as Calibri, Arial, Verdana, and Candara.

Heading 1: Tahoma, size 16 bold, can use all caps or not
Heading 2: Tahoma, size 14 bold, can use all caps or not
Heading 3: Tahoma, size 13 bold, can use all caps or not
Heading 4: Tahoma, size 12 bold,
Heading 5: Tahoma, size 12 bold, italics

1. On the Home tab, in the Styles group, right-click the Heading 1 style as indicated by the red arrow below. When the menu pops up, click on Modify… outlined in red.
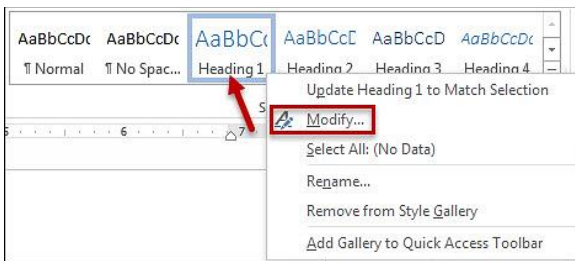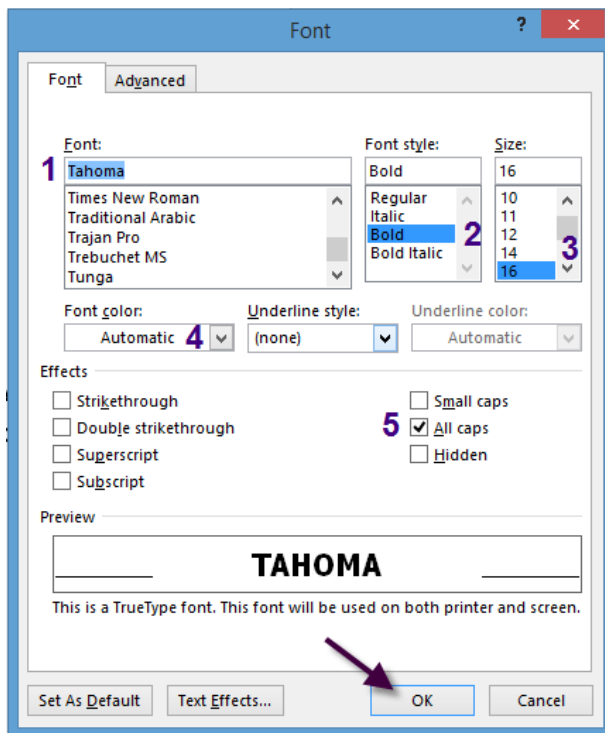

2. When the "Modify Style" dialog box opens, click the "Format" button on the bottom left as outlined in red below.
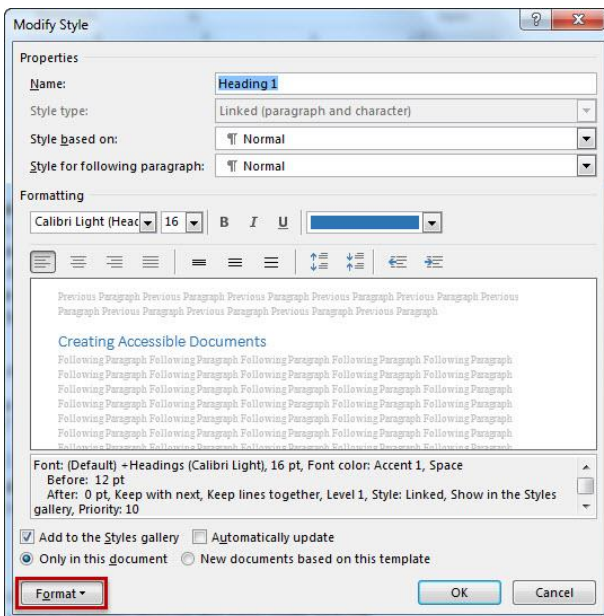
3. When the Format submenu pops up, click on the word "Font" as outlined in red in the picture below.
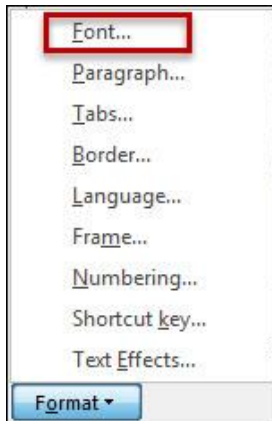

4. Then, as pictured below in the "Font" dialog box, **1**) choose the font type (in this case Tahoma), **2**) change the font style to Bold, **3**) font size to 16, **4**) color to Automatic (black), **5**) check the "All caps" checkbox, and then click the "OK" button outlined in red.

5. When you return to the "Modify Style" dialog box, click the "Format" button again and click on the word "Paragraph" as outlined in red below.

6. After clicking the word "Paragraph", the "Paragraph" dialog box will open as pictured below. In the Spacing section, select 0 points for "Before" and 6 points for "After" as indicated by the red arrows. Then, click the "OK" button which is outlined in red.
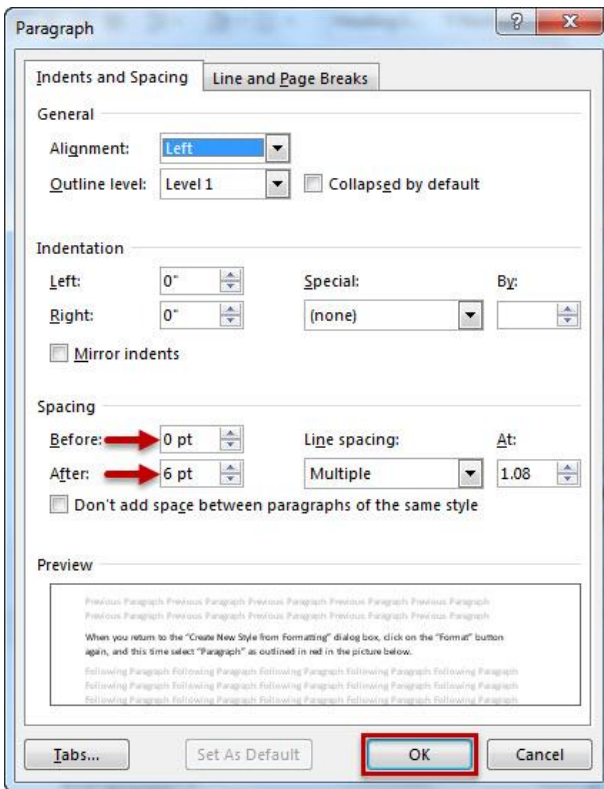
7. Finally, as pictured below, when you return to "Modify Style" dialog box, just make sure that the "Add to the Styles gallery" checkbox is checked, and the "New documents based on this template" option, which is outlined in red, is selected. Note: This will make your styles your new styles for every new document you create. There is also a summary of your new Heading 1 style outlined in orange.
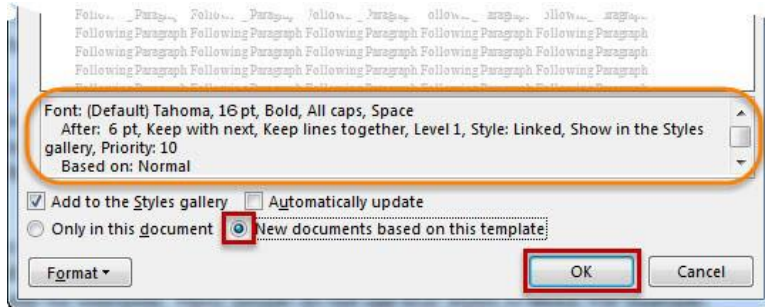
8. When you have completed modifying your Heading styles, they are now in your Styles Gallery as outlined in orange below. Follow the previous seven steps for each heading style based on the recommendations from Association on Higher Education and Disability listed on the first page. Remember, you can use Tahoma instead of the Microsoft Sans Serif font. It is also a good idea to modify the Normal style to be the san serif font of your choice that is 12 pts.

Note: If you would like to modify the colors of some headings for a little variation, the colors with the best visual contrast are Dark Blue, Dark Green, and Purple.