LECTURER:  
I'm Andrew Downie. This is the second in a series of videos looking at document structure. Today, we are going to deal specifically with hierarchical headings but, to begin, let's recap some of the benefits of correctly structured documents. You get consistent appearance throughout the document and between documents. It saves a great deal of time and effort both when creating the document and when editing later. It allows easy creation of accessible PDF files, DAISY and epub books, hardcopy Braille material, and XML files.

Hierarchical headings. A level two heading is subordinate to a level one heading. That is, the level one heading is your major heading, and if you have a subsection, then you use a level two for that. If you have a subsubsection, you use a level three for that. Do not jump from, say, a level one to a level three heading. That is, do not skip levels. The visual appearance of the heading should match its level. That is, a level one heading should be larger than a level two and so forth. Do not use a larger font for, say, a level three than a level two, and I've seen it done.

Only use heading styles for headings. That is, do not use a heading style for a normal paragraph because you like the look of it. Let's have a look at a document. Here is a slightly flippant document but it does have hierarchical headings. We have a level one heading at the top of the document and, then, a level two that follows that, and then, we have a normal paragraph for the content. We have another subsection that is headed with a level two heading and then, another level three below that. So, that is the way to structure your documents using hierarchical headings.

I'm going to give you some Microsoft Word shortcuts for creating your headings because this makes it much easier and faster to create your headings. Now, you could use the mouse, and you could go to the ribbon, and I will be talking about other ways of creating heading styles and other styles in a future video. Ctrl-alt-1 gives you a level one heading. Ctrl-alt-2 gives you a level two heading. Ctrl-alt-3 gives you a level three heading. Word doesn't go beyond level three with its shortcut keys, but if you use Shift-alt-right arrow, you decrease the level and if you use Shift-alt-left arrow, you increase the level. Shift-ctrl-n gives you a normal paragraph. Let's go back to our document and I'm going to use the shortcut keys to show you what happens. If I now hit Ctrl-alt-2, we have a level two heading. Ctrl-alt-3 gives me a level three. Shift-alt-right arrow takes it down to a level four. Shift-ctrl-n turns it into a normal paragraph but let's put it back to where it should be with Ctrl-alt-1 and we have it back to being a level one heading.

Another really important benefit of using hierarchical headings is that you can very quickly and easily create a table of contents. I'm going to use the keyboard to bring up the reference tab of the ribbon, alt-s, followed by a t for table of contents but again, you could use the mouse. If I hit enter now, we will have a table of contents and there it is. Now, on a document of this size, that's really not very important but on a larger document, it becomes really crucial.

Making documents look 'just so.' In the next video, I'm going to talk about creating and modifying styles to get the appearance you want and that's going to be very useful in terms of being able to structure a hard document very quickly. I'm Andrew Downie. Thanks for watching.