MINNESOTA

Accessible PDF Document Training

Summary Guide for Module 5: Document Structure and Bookmarks

This module covers headings used to create document structure and bookmarks.

What is Document structure?

Document structure is the outline created by heading styles. These headings:

- Keeps the outline intact
- Guides the reading order
- Supports screen reader navigation
- Allows people to navigate the document using:
    - Bookmarks
    - Table of Contents
    - Assistive technology controls

Headings set up

Heading styles are essential. However, only use Heading levels 1-6:

- **H1**: Title of document
- **H2**: Main topics
- **H3**: Subtopics
- **H4**: Secondary subtopic
- **H5**, and **H6:** Use as needed

Common Heading level errors

Always check the heading structure. Common errors include:

- Using a heading style to emphasize text (using a H3 in place of bold text).
- Skipping heading levels (going from <H1> directly to <H3>, skipping <H2>.).

Note: Make sure to update bookmarks if heading levels are changed.