Book title

**Title**

**Subtitle**

RNIB Bookshare self-study series

**Normal**

By Jennie Short

**Normal**

Illustrated by Penny Draw

**Contents page**

**Normal – Bold 22pt**

**If you make this a Heading, it will appear in the automated content list.**

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# Unit 1: Headings and styles

**Heading 2**

**Heading 1**

## What is a Heading?

Word has heading level styles built in which facilitate navigation through a document particularly for screen reader and keyboard users. You can modify the default heading styles to incorporate your own choice of font style, weight and point size.

**Heading 3**

**Normal**

### Activity 1

**Normal**

Download the “example textbook layout” document.

**Heading 3**

### Exercise 1

**Normal**

Practise applying heading styles.

**Heading 2**

## What is a style?

Word has heading level styles built in which facilitate navigation through a document particularly for screen reader and keyboard users. You can modify the default heading styles to incorporate your own choice of font style, weight and point size.

**Heading 3**

**Normal**

### Activity 1

**Normal**

Download the “example textbook layout” document.

**Heading 3**

### Exercise 1

**Normal**

Practise applying heading styles.

# Unit 2: Updating Headings

**Heading 2**

**Heading 1**

## How to update

Word has heading level styles built in which facilitate navigation through a document particularly for screen reader and keyboard users. You can modify the default heading styles to incorporate your own choice of font style, weight and point size.

**Heading 3**

**Normal**

### Activity 1

**Normal**

Download the “example textbook layout” document.

**Heading 3**

### Exercise 1

**Normal**

Practise applying heading styles.

**Heading 2**

## Updating the automated contents

Word has heading level styles built in which facilitate navigation through a document particularly for screen reader and keyboard users. You can modify the default heading styles to incorporate your own choice of font style, weight and point size.

**Heading 3**

**Normal**

### Activity 1

**Normal**

Download the “example textbook layout” document.

**Heading 3**

### Exercise 1

**Normal**

Practise applying heading styles.

# Back cover

**Heading 1**

**Normal**

Book blurb.

# Copyright statement

**Normal**

**Heading 1**

Book title

RNIB Bookshare self-study series

By Jennie Short

Illustrated by Penny Draw

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