

## Create Headings in the Content Editor

### Overview

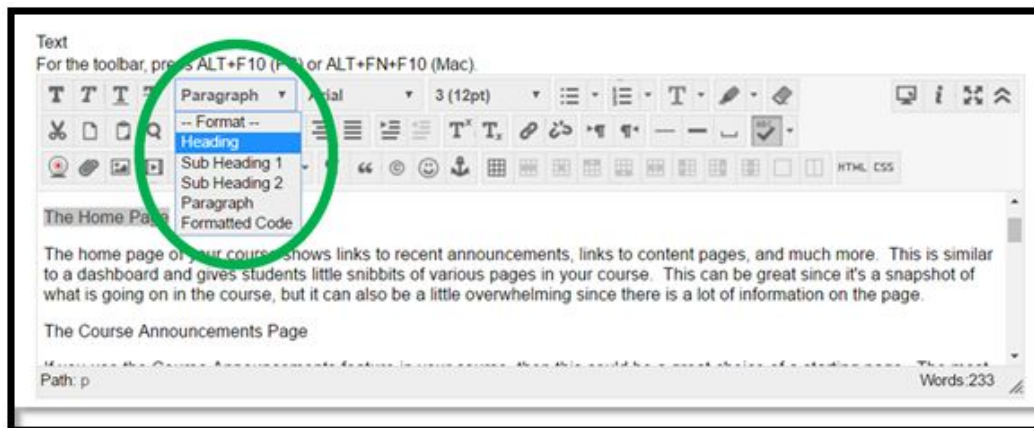
This tutorial will show you how to create **Headings** in a **Content Editor**. When typing text into a Content Editor anywhere on Blackboard, e.g. when creating an Item or an Announcement, you can set the Heading level of text via the Content Editor's toolbar. Headings are used to separate content into chunks and indicate a hierarchy of ideas (i.e. nesting). Headings are also useful for students using Screen Readers and/or Screen Reading software, improving your content's navigability and accessibility.

### Step 1

Highlight the text you wish to convert to a Heading in the Content editor.

### Step 2

Select the desired Heading from the dropdown menu in the first row of the Content editor's toolbar. The default display for this menu reads "Paragraph."



### Step 3

The Heading option is considered an H4, Sub Heading 1 an H5, and Sub Heading 2 an H6.

### Note

The default style in the Blackboard content editor is Paragraph. This style is used for normal text (i.e. most of your content). Skillful use of Headings will make your content easier to read for all students, but is essential to comply with accessibility best practices.