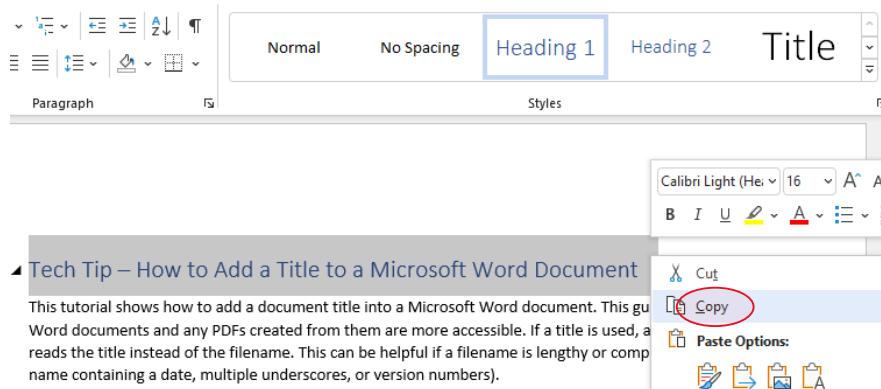


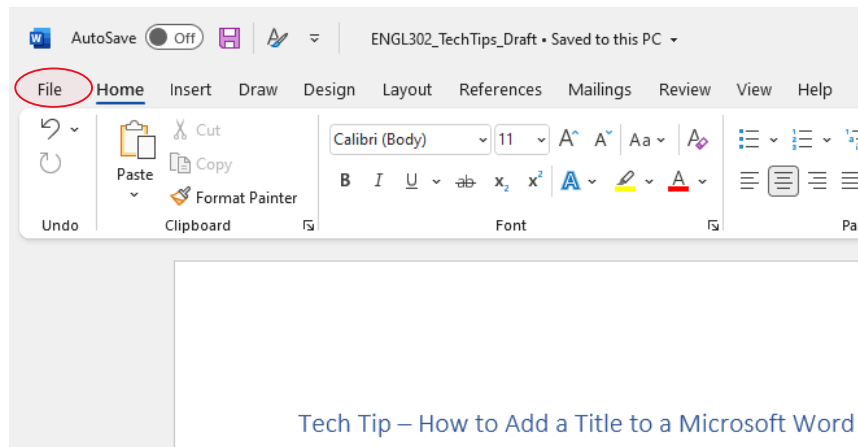
Tech Tip – How to Add a Title to a Microsoft Word Document

This tutorial shows you how to add a title to a Microsoft Word document in Office 365 for Windows. Adding document titles guarantees that your Word documents and PDFs will be more accessible for assistive technologies. Including a title allows screen reader software to read the title instead of the filename when a document is opened. This is especially helpful if a filename is long or complex, such as filenames containing dates, multiple underscores, or version numbers.

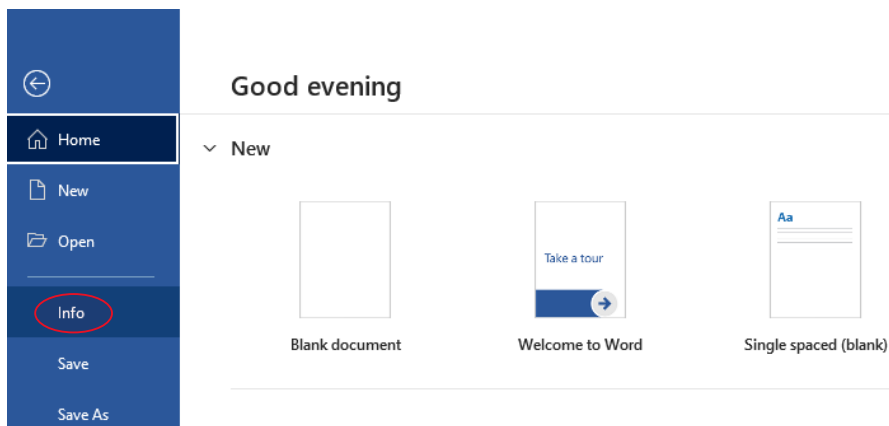
Step 1: If your document has a Heading 1 or Title text, copy that text. If not, skip to Step 2.



Step 2: Click on the **File** button in the top left of the toolbar.



Step 3: From the **File** menu, click on the **Info** button in the sidebar on the left.



Step 4: In the **Properties** section on the right side of the screen, locate where it says **Title**

ENGL302_TechTips_Draft

Info

ENGL302_TechTips_Draft

Documents

Upload Share Copy path Open file location

Protect Document

Control what types of changes people can make to this document.

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name
- No accessibility issues found. People with disabilities should not have difficulty

Properties

Size	13.1KB
Pages	2
Words	218
Total Editing Time	31 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Step 5: Click where it says **Add Title** and either paste the text you copied in Step 1, or type any title you want!

Properties

Size	166KB
Pages	2
Words	219
Total Editing Time	74 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Properties

Size	13.1KB
Pages	3
Words	218
Total Editing Time	33 Minutes
Title	Tech Tip - How to Add a Title
Tags	Add a tag
Comments	Add comments

Note: It is a good accessibility practice for the title to match the Heading 1 or Title in the document itself.

Step 6: Click anywhere outside of the **Title** text box to store the new title.

Properties

Size	13.1KB
Pages	3
Words	219
Total Editing Time	36 Minutes
Title	Tech Tip - How to Add a T...
Tags	Add a tag
Comments	Add comments

Step 7: **Save** your document to save the changed title.

ENGL302_TechTips_Draft

Info

ENGL302_TechTips_Draft

Documents

Upload Share Copy path Open file location

Protect Document

Control what types of changes people can make to this document.

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name
- No accessibility issues found. People with disabilities should not have difficulty

Properties

Size	13.1KB
Pages	3
Words	219
Total Editing Time	40 Minutes
Title	Tech Tip - How to Add a T...
Tags	Add a tag
Comments	Add comments