

Outlining: Using the Outline View

The *Outline* view gives a more organized look to your document compared with the *Normal* or *Layout* views. The *Outline* view allows you to see the different heading levels in the document. Each break in the text has a symbol indicating the hierarchy of heading and subtext. Using these symbols, you can format the heading style and position.

About Outline View


The *Outline* view shows different levels of headings in your document. Headings are like titles in your document that explain the section of text to follow. Each heading in the *Outline* view is indicated by a symbol. These symbols can be used to format the heading style and position.

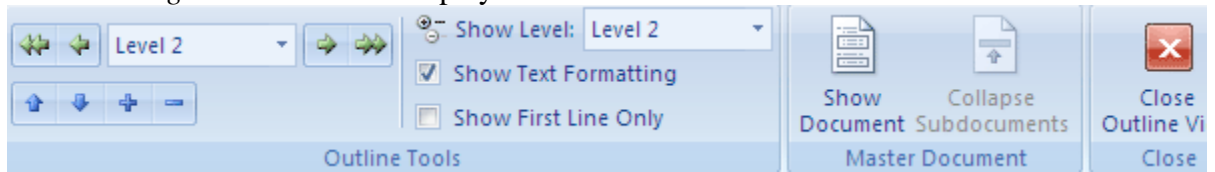
The *Outline* view shows all of the text in your document as *Normal* and *Layout* views do. However, the *Outline* view looks different because it shows the stairway of different levels used throughout the document. It is easy to change the headings and subtext in the *Outline* view because of the versatility of the symbols and buttons on the *Outlining* command tab. compare the differences between the *Normal* and *Outline* views of the same text.

Normal View	Outline View
About Headings <ul style="list-style-type: none">• Intro	+ About Headings <ul style="list-style-type: none">• • Intro
Outlining a Master Document <ul style="list-style-type: none">• Adding Bullets• Adding Numbers	+ Outlining a Master Document <ul style="list-style-type: none">• • Adding Bullets• • Adding Numbers
Viewing the Outline	- Viewing the Outline

To view your document in the Outline view:

1. Open the existing document

- From the *View* command tab, in the *Document Views* group, click **OUTLINE**  the document switches to the *Outline* view. The *Outlining* command tab is displayed on the *Ribbon*.



Text Symbols

In the *Outline* view, you will notice the different symbols to the left of each heading or subtext. These two symbols, the plus sign and minus sign, indicate whether the text has subtext. These symbols can be used to position your text or subtext.

- +
+
Heading with subtext

About Headings
 ● ● Intro
- -
Heading with no subtext

Viewing the Outline

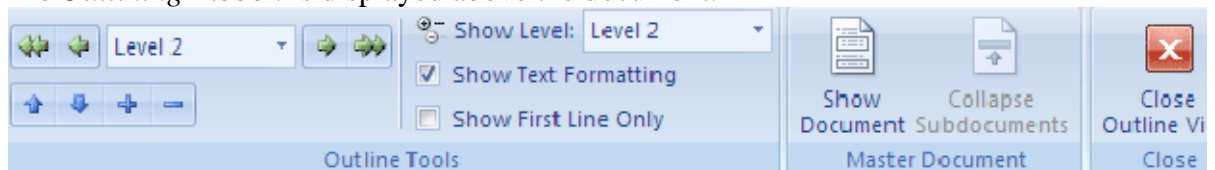


The Outlining Command Tab

From the *Outlining* command tab, you can change the position of the heading and subtext. You can also view your document in several ways using the various view buttons.

To view the Outlining Ribbon:

- View your document in the Outline view
The *Outlining Ribbon* is displayed above the document.



Button Options

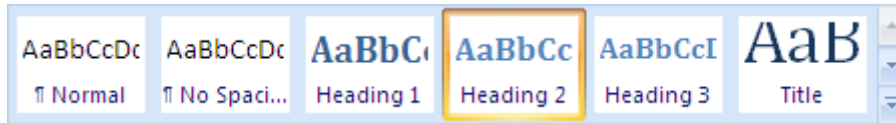
The *Outlining Ribbon* includes several formatting and viewing options for the *Outline* view. The table below lists the buttons and their actions.

Button(s)	Name	Action
	Promote/Demote	Moves selected heading and subtext symbols by promoting them (moving them up a level and to the left) or demoting them (moving them down a level and to the right)
	Promote to Heading 1	Changes the selected paragraph to <i>Heading 1</i>
	Demote to Body Text	Changes the selected paragraph to body text
	Move Up/Move Down	Moves selected heading and subtext up or down in sequential level
	Expand/Collapse	Expands and/or collapses selected heading and subtext groups
	Outline Level	Changes outline level of selected text
	Show Level	Shows the level selected and all those above
<input checked="" type="checkbox"/> Show Text Formatting	Show/Hide Formatting	Shows and hides the formatting of all the text in the <i>Outline</i> view
<input type="checkbox"/> Show First Line Only	Show First Line Only	Shows only the first line of the levels displayed
	Show Document and Collapse Subdocuments	These allow you to embed outside documents within the current document, and control whether they are seen or hidden

Applying a Heading Style





Word offers several preset heading styles from the *Home* command tab, in the *Style* group, making it easy to give your outline a consistent and organized look.

1. Place the insertion point in the paragraph where the heading style is to be applied
2. From the *Home* command tab, in the *Style* group, select the desired style
NOTE: The heading style changes the level to match the heading style number.
EXAMPLE: Heading style 2 will also be level 2



Organizing Text

The *Outline* view allows you to change your headings and subtext either by pressing buttons in the *Outline Tools* group or by simply dragging the text symbols. This table presents options for both.

Action	Using Outline Tools	Using Text Symbols
To promote a heading or subtext one level	Click PROMOTE 	Drag the appropriate symbol to the left
To demote a heading or subtext one level	Click DEMOTE 	Drag the appropriate symbol to the right
To move the heading or subtext up within the document	Click MOVE UP 	Drag the appropriate symbol up
To move the heading or subtext down within the document	Click MOVE DOWN 	Drag the appropriate symbol down

Adding Text

Once you have created and rearranged your text, you may want to add more text.

1. Place the insertion point after the text immediately above where you want the new text to begin
2. Press [**Enter**]
An outline symbol appears to the left of the new paragraph.
NOTE: This paragraph appears in the same level as the previous paragraph.
3. Type the desired text

Deleting Text

Once you have created and rearranged your text, you may want to delete some text.

1. Select the symbol next to the level that you want to delete the text and subtext included in that level is selected.
2. Press [**Delete**]
The text and subtext in that level is deleted.

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