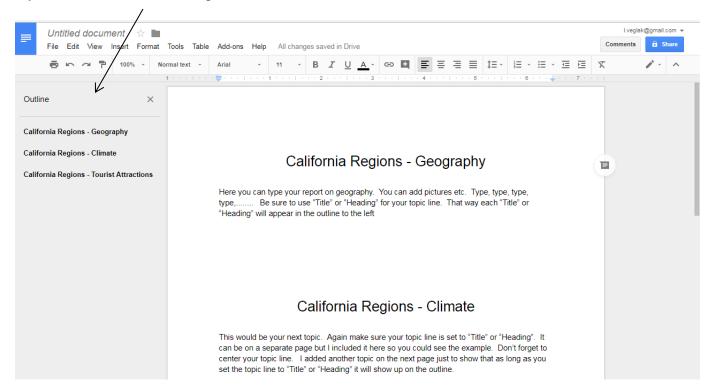
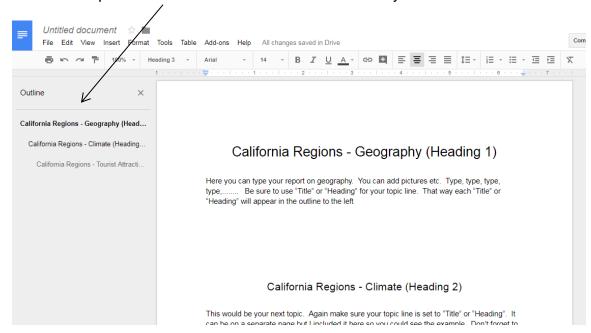
Google Docs - Outline

For those interested in using the Outline feature of Google Docs here's how it works:

The outline feature opens up a window on the left side of your document that shows an outline of your "Titles" and "Headings".

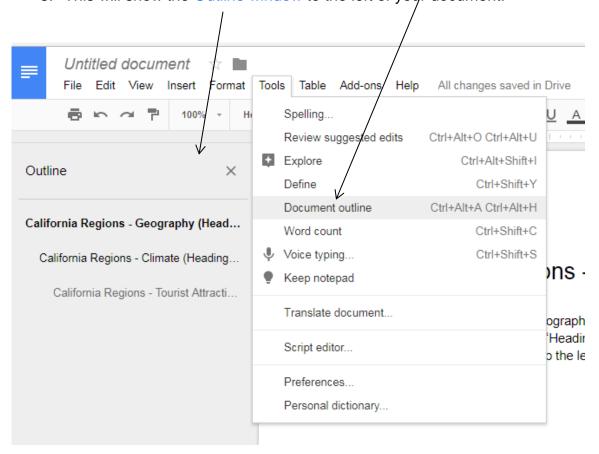


If your document has several levels of headings ("Heading 1", "Heading 2", "Heading 3", etc) they will all show up on the outline indented as it would in any outline.



To view the Outline window:

- 1. Click on "Tools"
- 2. In the pop up window, click on "Document outline"
- 3. This will show the Outline window to the left of your document.



To determine which things show up in your document outline:

You will need to use the "Style" settings. The outline shows "Titles" and "Headings" so for each item in your outline you must set the text to either a "Title" or "Heading".

- 1. Highlight the text that will be your "Title" or "Heading".
- 2. Then click on tiny down arrow in the "Styles" box. This will give you a drop down menu of your style choices.
- 3. Select one of the "Title" or "Heading" choices.
- 4. Make sure the rest of the text in your document is set to "normal text".

(see example below)

Untitled document ☆ File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive - B I U A - ⇔ ■ 를 를 를 를 ‡ - 늘 - 를 5 ▼ X Heading 2 Normal text Outline Title California Regions - Geography (Head. Subtitle California Regions - Climate (Heading. alifornia Regions - Geography (Heading 1) California Regions - Tourist Attracti. Heading 1 an type your report on geography. You can add pictures etc. Type, type, type, Be sure to use "Title" or "Heading" for your topic line. That way each "Title" or vill appear in the outline to the left ✓ Heading 2 Heading 3 Heading 4 California Regions - Climate (Heading 2) Options This would be your next topic. Again make sure your topic line is set to "Title" or "Heading". It can be on a separate page but I included it here so you could see the example. Don't forget to Select "Title" or one of the "Heading" options Highlighted text Normal text

Tiny down arrow in Style box