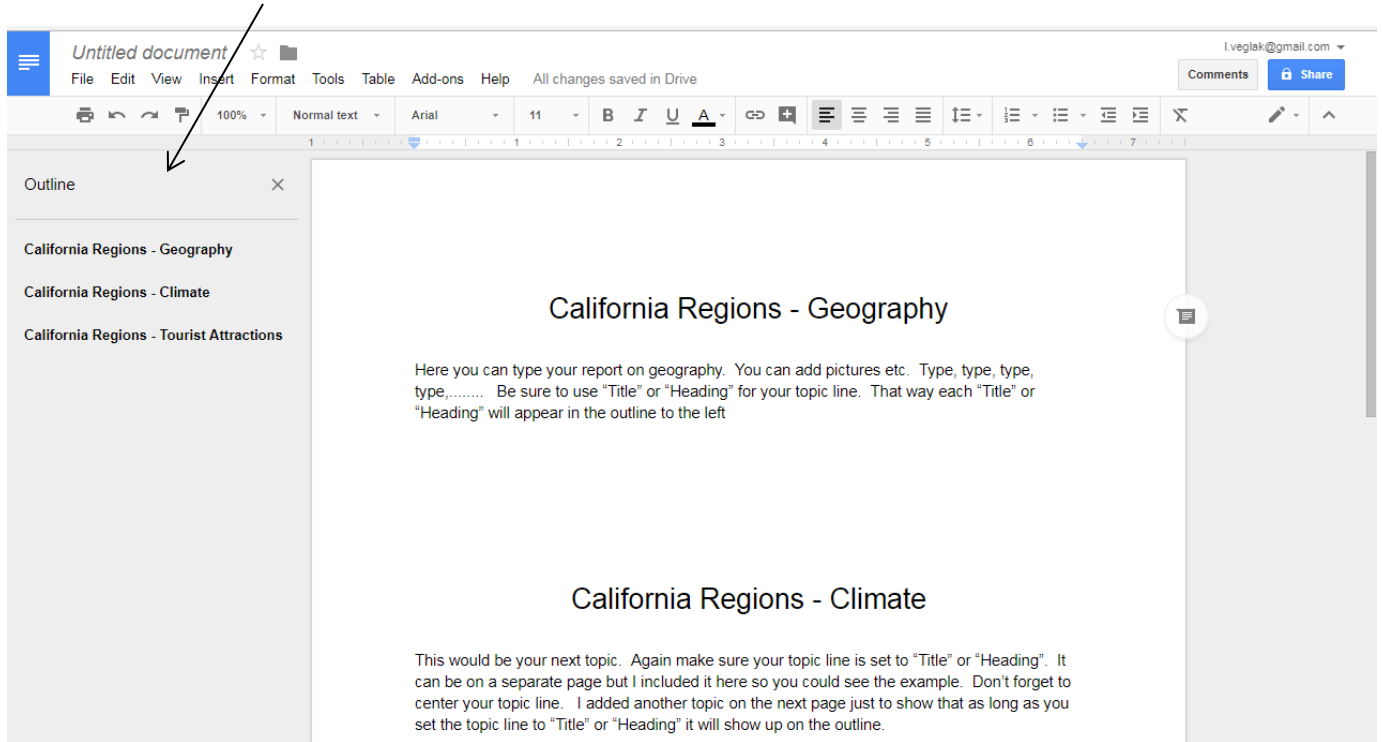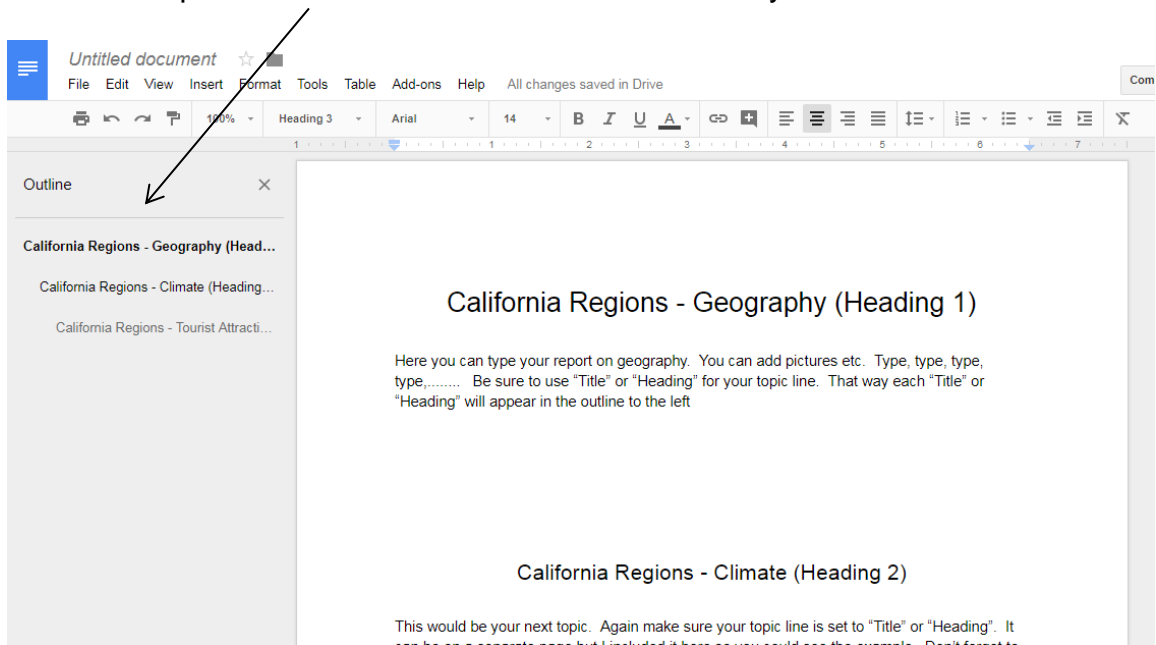# Google Docs – Outline

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".
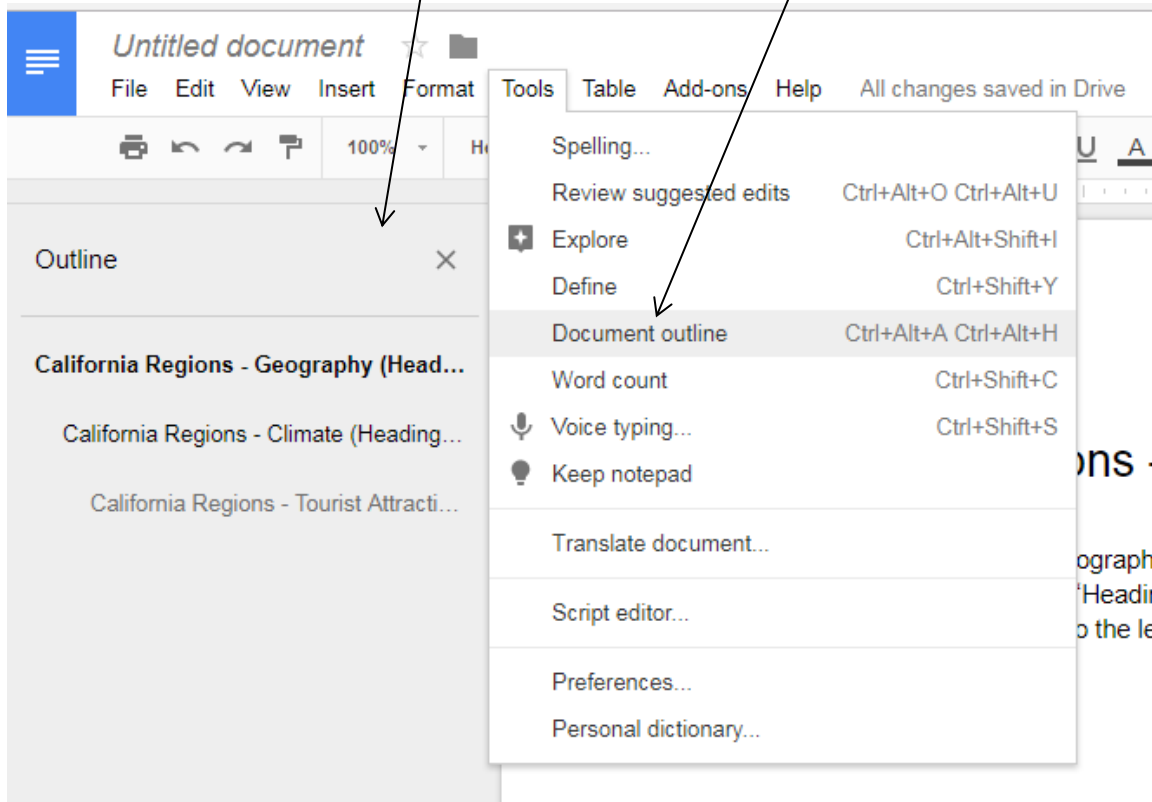


If your document has several levels of headings ("Heading 1", "Heading 2", "Heading 3", etc) they will all show up on the outline indented as it would in any outline.

## 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.
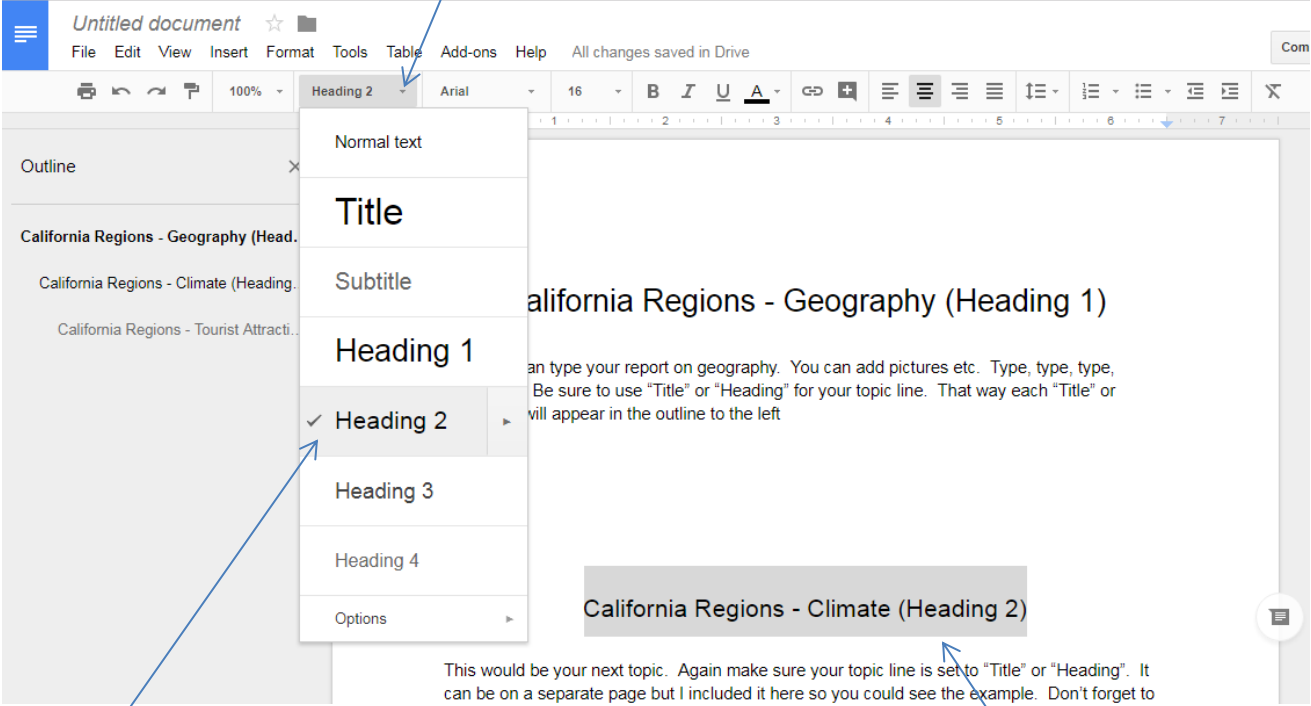


## To determine which things show up in your document outline:

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)

Tiny down arrow in Style box

Select "Title" or one of the "Heading" options

Highlighted text

Normal text