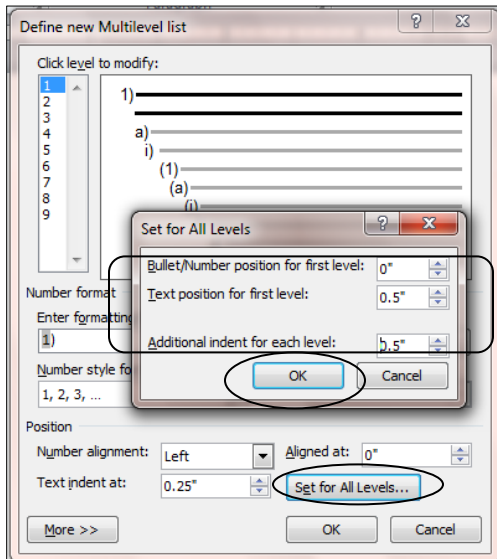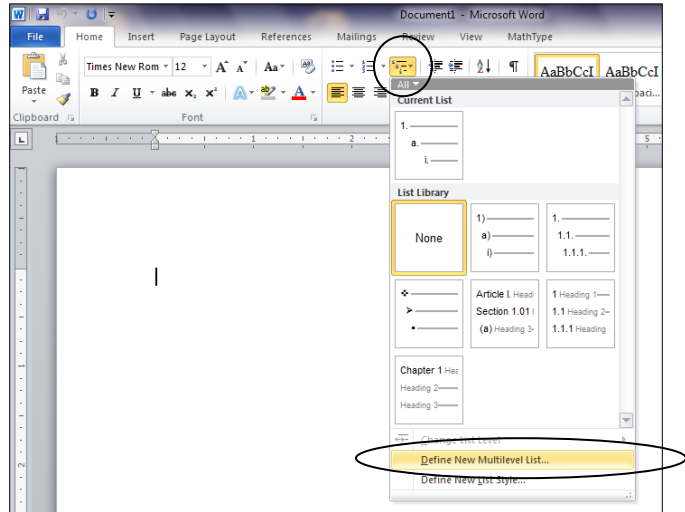# Outlining in Word 2010

Setting Up a Multi-Level List: To create an outline in Microsoft Word, first set up a multi-level list in this format.

1) On the *Home* tab, click on the *Multi-Level List* button in the *Paragraph* area. Choose *Define new Multi-Level list.*

2) At the bottom of the *Define new Multi-Level list* window, click *Set for All Levels*.
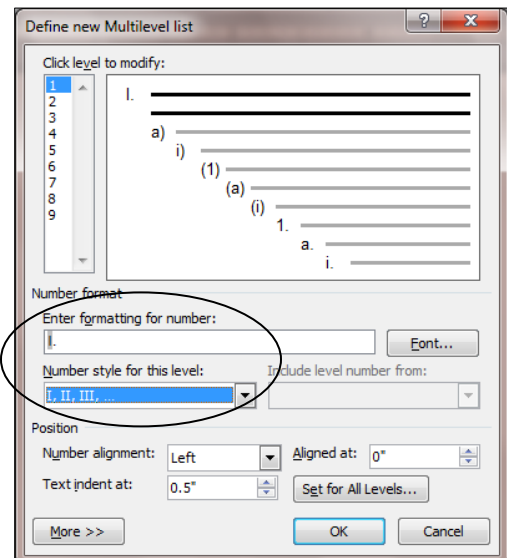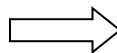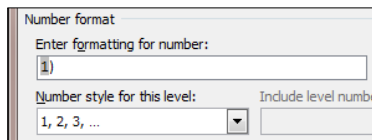
Change *Bullet/Number position for first level* to 0".

Change *Text position for first level* to 0.5".

Change *Additional indent for each level* to 0.5".

Click OK.

3) In the middle of the window, under *Enter formatting for number,* change the parenthesis to a period. Under *Number style for this level,* choose Roman numerals (in upper case).

4) At the top of the window, under *Click level to modify,* click 2. Under *Enter formatting for number,* change the parenthesis to a period. Under *Number style for this level,* choose upper case (capital) letters.
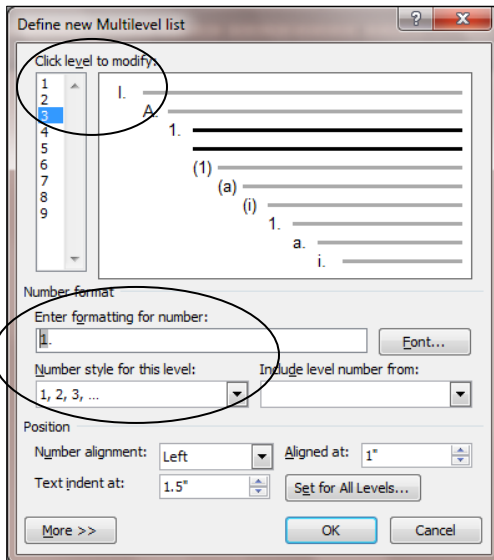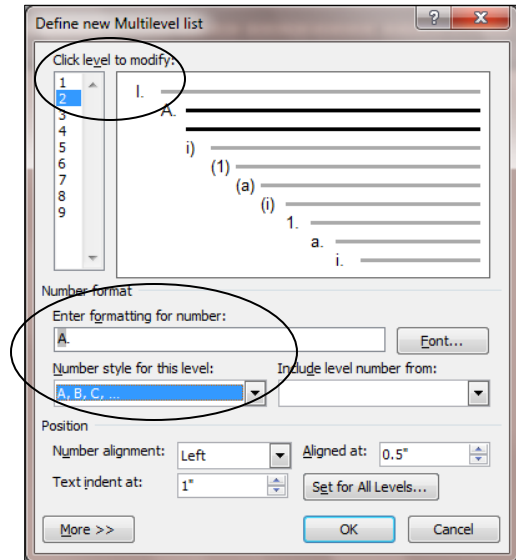
5) Under *Click level to modify,* click 3. Under *Enter formatting for number,* change the parenthesis to a period. Under *Number style for this level,* choose Arabic numbers.

6) Under *Click level to modify,* click 4. Under *Enter formatting for number,* delete the first parenthesis and change the second parenthesis to a period. Under *Number style for this level,* choose lower case letters.

Click OK.
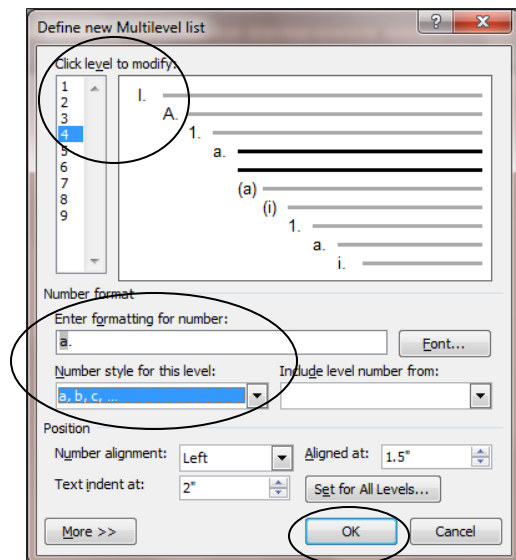
Typing an Outline:

1) To make sure that your document is set to double-space, click on the *Line and Paragraph Spacing* button in the *Paragraph* area on the *Home* tab, and choose 2.0.
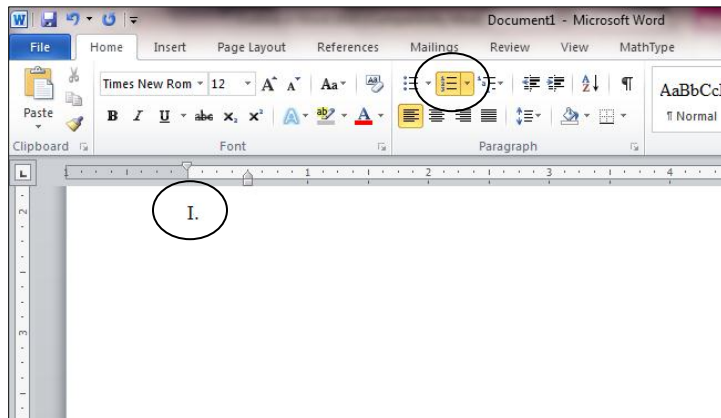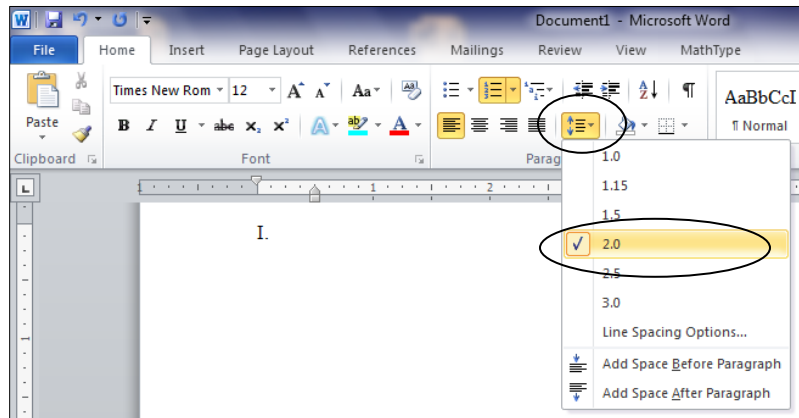

2) If the Roman numeral "I" (followed by a period) does not appear automatically, click the *Numbering* button in the *Paragraph* area.

3) Type the first point of your outline, and hit the *Enter* key. Click the *Increase Indent* button in the *Paragraph* area. The capital letter "A" should appear a half inch from the left margin.
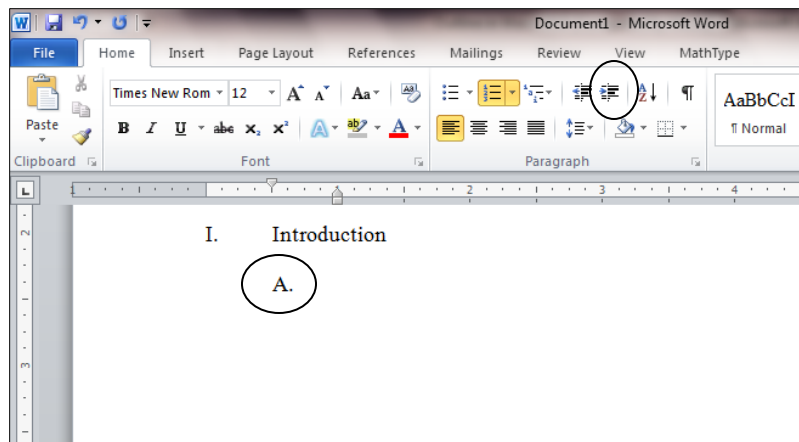
4) Type your first sub-point, and hit the *Enter* key. The capital letter "B" should appear under the capital "A." Type the next sub-point, and hit the *Enter* key. The capital letter "C" will appear.

Note: When you reach the right margin, keep typing. Your words will wrap around and be indented under the same number or letter. (See item "B" in the illustration below.)
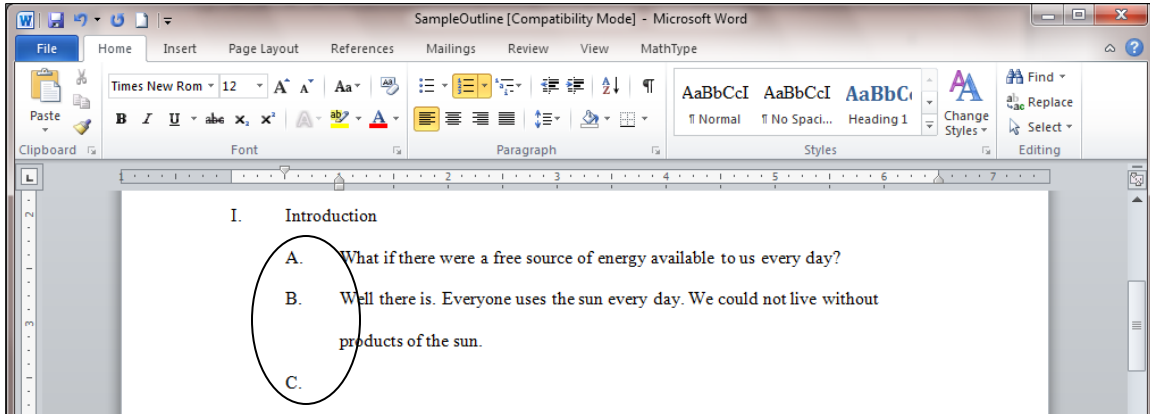
5) To add a more specific point, click the *Increase Indent* button, and the Arabic number "1" will appear one inch from the left margin.
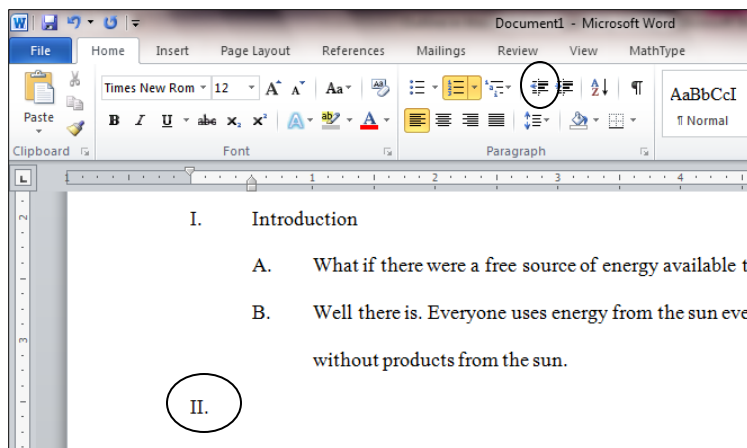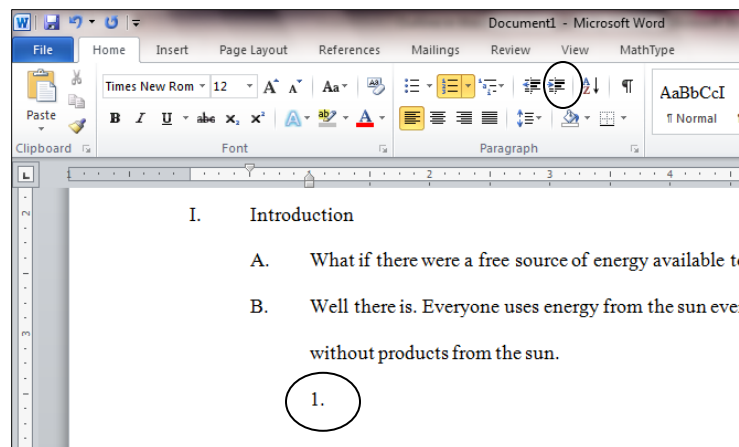
Or to go back to the most general level of your outline, click the *Decrease Indent* button, and the Roman numeral "II" will appear on the margin.

6) Continue typing, and hit the *Enter* key when you finish each numbered or lettered item. Use the *Increase Indent* and *Decrease Indent* buttons to move to more specific or more general levels in your outline.