

# Word 2008

for Macintosh OS X



An outline is embedded in every document you create, but unless you deliberately look for it, you might never realize it because Word treats an outline as just another way to view a document. This means you don't have to actively create an outline to get one. It also means that when you do want a polished outline, you can simply refine the one that's already built into your document.

## Creating a New Outline

There are two ways to create an outline. The first is to work from scratch.

- Open a blank document
- Click the **Outline View** button, which is located in the lower left hand corner



The second way to create an outline is to do nothing at all. Work as you normally do, and apply heading styles as part of the formatting you would ordinarily be doing. Then, whenever you're ready, switch to Outline View; Word displays your existing document as an outline. To return to normal view, click the **Normal View** button.



There are three things you will notice immediately about Outline View:

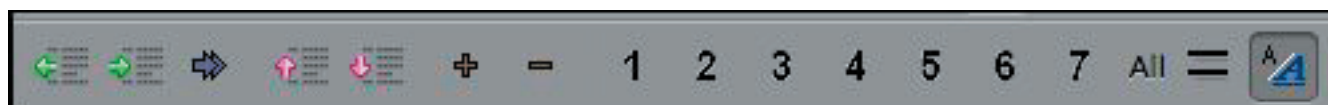
- Each paragraph has a symbol to its left.

The plus sign (+) tells you there is text subordinate to the paragraph. This may be lower-level headings, paragraphs formatted in styles that Word does not recognize as a heading or outline level, or both. The minus sign (-) tells you there is no text subordinate to the paragraph. A small square tells you the paragraph is body text.

- Paragraph formatting such as indents and line spacing disappears.

Word greys out the Format> Paragraph menu command, so you can't use it to add new paragraph formatting. In its place, Word displays its own outline indenting to make it obvious which paragraphs are most important (for example, which appear at the highest level of your outline) and which are subordinate.

- The Outlining toolbar appears



This toolbar contains all the tools you'll need to edit and manage your outline.

## Using the Outlining Toolbar

The Outlining toolbar includes Word's tools for organizing and managing your outline. These buttons fall into the following categories:

- Tools for increasing or decreasing the relative importance of paragraphs (Promote, Demote, and Demote to Body Text).
- Tools for moving paragraphs up or down in the document (Move Up, Move Down).
- Tools for controlling which paragraphs display and how they look (Expand, Collapse, Show Heading 1 through 7, Show All Headings, Show First Line Only, and Show Formatting).
- Open a new blank document

- Click the **Outline View** button

Word displays a minus sign to the left of your text. This indicates that no text is subordinate to the line in which you are working.

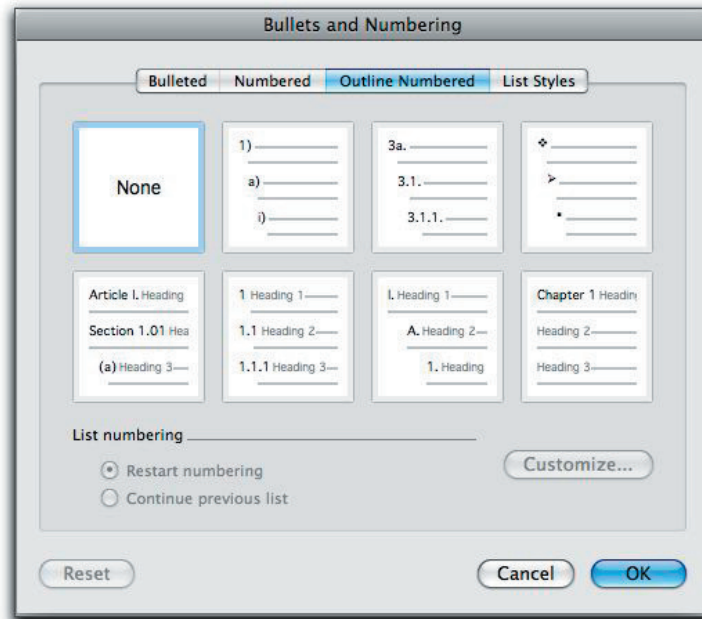
If you start typing the first line of an outline, Word formats your text as a first-level heading, using the Heading 1 style. If you finish your paragraph and press <return> to start a new one, Word creates a new paragraph, also with the Heading 1 style.

## Outlining: the Best Way to Organize a Document

Your document may require a numbering scheme that isn't one of Word's default settings. That's where Word's extensive Outline Numbering customization capabilities come in handy.

To customize outline numbering:

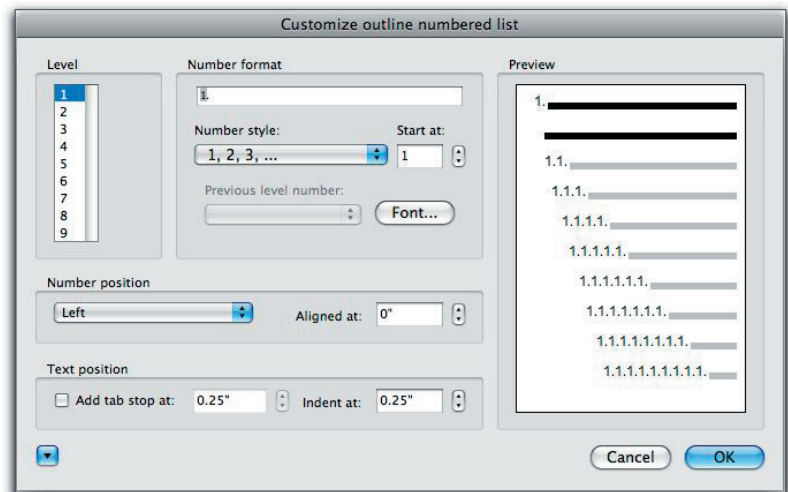
- Select Format> Bullets and Numbering
- Click on the **Outline Numbered** tab



- Select the numbering scheme closest to the one you want, and click the **Customize** button

The Customize outline numbered list dialog box opens.

In the Preview box, you can see the entire outline numbering scheme. Any changes you make are shown there immediately.



## **Choosing the Outline Level You Want to Customize**

You can customize each of Word's nine levels of outline numbering separately. Choose the level you want from the "Level" box at the top left. Word displays the current settings for the level you've selected. These settings will vary not just based on outline level, but also based on the scheme you choose to start with.

## **Choosing Text to Accompany Your Lettering or Numbering**

In the "Number format" text box, you can specify any text or symbols you want to appear before or after the number or letter Word inserts next to your heading or paragraph. You do this by editing the text surrounding the grayed out number or letter.

## **Choosing a Pattern for Your Numbering or Lettering**

You can't use the "Number format" text box to control the automatic lettering or numbering that Word adds to your document. Rather, you select the lettering or numbering pattern you want Word to choose from the "Number style" drop-down menu. Word's lettering and numbering schemes include the following:

- 1, 2, 3
- I, II, III
- i, ii, iii
- A, B, C
- a, b, c
- 1st, 2nd, 3rd
- One, Two, Three
- First, Second, Third
- 01, 02, 03

A series of bullets is also included.

## **Choosing a Number or Letter From Which to Start**

By default, Word assumes you want your numbering to start at 1 and your lettering to start at A, but you might not want to. For example, if you're contributing the fourth chapter of a book, you might want your first-level heading to start with the number 4.

- In the "Start at" scroll box located to the right of "Number style", select the number or letter you want to appear next to the first heading of the current level

## **Including a Previous Outline Level with Your Numbering**

It's common to see documents that include the following multilevel numbering:

- 1.A
- II.A

You can instruct Word to insert numbering like this. To do so, first establish any other settings for your numbering. Then, in the "Previous level number" drop-down menu, choose the level of outline numbering you want to appear next to your lower-level headings or paragraphs. For example, if your first-level headings are number (1), (2), (3), and you want your second-level headings to be numbered (1A), (1B), (1C), and so on, select Level 1 in the "Previous level number" box.

Notice that Word doesn't add the surrounding text you included in the "Number format" text box for the previous heading level; just the letter or number itself. Otherwise, you could easily wind up with ((1)A) or something equally unattractive.

## Customizing Font Formatting

You can spice up your outline with almost any character formatting you like.

- Select Format> Bullets and Numbering
- Click on the **Outline Numbered** tab
- Select a numbering scheme
  
- Click the **Customize** button
- In the Customize outline numbered list dialog box, click the **Font** button

The Font dialog box opens. You can also choose Character Spacing.

## Bullet and Numbering Lists

Using the Formatting Palette, you can quickly create bullet and numbered lists.



- Place the insertion point in the paragraph in which you want to add bullets
- Click the **Bullets** button on the Formatting Palette under the Bullets and Numbering section or choose from the Formatting toolbar.

Word inserts a bullet and automatically indents text so that, as word wrap takes over, your text aligns itself correctly.

- Press <return> to start a new paragraph preceded by a bullet

To stop placing bullets before paragraphs, click the **Bullets** button when the insertion point appears in the first paragraph you don't want preceded by a bullet. Or, press <return> twice when the insertion point appears at the beginning of a bulleted paragraph. Use the same steps for the Numbering list.

