

Long Documents I: Outlining

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Outline view is an enormously powerful way of planning and structuring your document, but most people don't know about it.

Using outline view

Choose Outline view from the bottom left corner of the window, or choose View > Outline. When you type in Outline view, you automatically make headings with the Heading 1 paragraph style applied.

Promoting, demoting, and body text

Demoting a heading makes it into Heading 2, Heading 3, etc. Demoting to Body Text converts it to Normal paragraph style. You can also drag a heading (by the little + or - handle) left and right to promote or demote it.

Hiding, showing, and rearranging

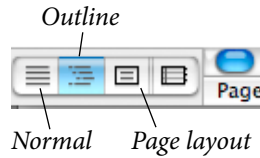
Rearrange your text by dragging headings up and down, using the little handles in front of them (or use the up and down buttons). All your subheadings, figures, and body text go along for the ride.

When you've typed quite a bit of body text, you may need to hide some of it to see the structure of your document. Use the + or - buttons (or double-click on the + or - handles) to collapse the section you're currently in, or collapse the whole document back to higher level headings using the numbered buttons or the Show Level menu. Show All to cancel.

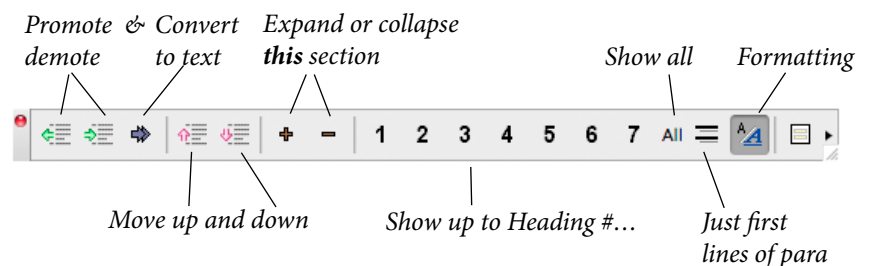
It's also useful to show the first lines of each paragraph. If you write topic sentences for your paragraphs, this means you can see the whole structure and logical flow of your writing on just a page or two.

Big advantages

- Outlines are a **thinking** tool: they get you writing right away, and make it easy to jot down notes and reorder your argument. Take advantage of as many levels of subheadings as you need to organise your writing; you can delete some later.
- Outlines use Word's built-in **Heading styles**. These are essential for creating automatic tables of contents, chapter and section numbering, and keeping your formatting consistent. See Workshop II for more on styles.
- Outlines make it easy to **navigate** through huge documents.



Toolbar from Word 2004



Toolbar from Word 2007



Shortcuts

Ctrl-Shift-Left Arrow	Promote
Ctrl-Shift-Right Arrow	Demote
Ctrl-Shift-N	Make body text
Ctrl-Shift-Up Arrow	Move up
Ctrl-Shift-Down Arrow	Move down
Ctrl-Shift-Plus	Expand
Ctrl-Shift-Minus	Collapse
Ctrl-Shift-A	Expand/collapse all
Ctrl-Shift-L	Show first line/show all
Ctrl-Shift-2 etc.	Show up to Heading 2 (and so on for other levels)