

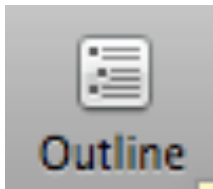
Tech Ease for All

The Outline View in Pages

The Outline view in Pages can help students structure and organize their thinking as they start a writing assignment.

To use the Outline view in Pages:

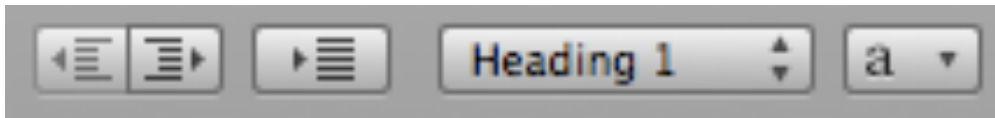
1. Open a Pages document and click the Outline button on the toolbar or choose View, Show Document Outline.



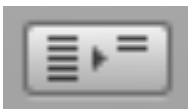
2. Start typing each heading. To create a new heading at the same level, press Return.
3. To indent a heading and change its level in the outline, use the Demote and Promote buttons on the toolbar.



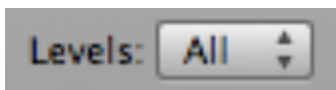
4. The Styles pulldown menu also allows you to change the heading. Choose Body from this menu to create a paragraph of text.



5. If you have a long outline, you can change how much information is displayed by clicking the Show first line button on the toolbar.



6. The Levels menu also allows you to change how much of your outline is displayed. The default is to show All Levels.



7. To exit the Outline view, click the Outline button on the toolbar again, or choose View, Hide Document Outline.

For additional tutorials, please visit our website at <http://etc.usf.edu/techease/4all/>