

# Easy, Efficient, Effective Outlining For PC

- I. Open Microsoft Word.
- II. In the “Paragraph” area, there is an icon that looks like a miniature outline. Click it. (It is to the right of a button with bullets on it and a button with numbers on it. It is called “Multilevel list.”)
  - A. Click “Define New Multilevel List” at the bottom of the window that appears.
    1. Make sure the number 1 is highlighted under “Click level to modify.”
      - a. Change “Number style for this level” to Roman numerals (I, II, III, ...).
      - b. Make sure “I.” is in the “Enter formatting for number” field. This is a Roman number I (a capital “I”) followed by a period.
      - c. Click “Font” and make sure Times New Roman 12-point font is selected.
      - d. The “Number alignment” field should say “left,” the “Aligned at” field should say 0”, and the “Text indent at” field should say 0.25”.
      - e. Select “Set for all levels.”
        - 1.) Make sure “Bullet/Number position for first level” reads 0”, “Text position for first level” reads 0.25”, and “Additional indent for each level” reads 0.25”.
        - 2.) Click “OK.”
    2. Click the number 2 under “Click level to modify.”
      - a. Change “Number style for this level” to capital letters (A, B, C, ...).
      - b. Make sure “A.” is in the “Enter formatting for number” field. This is a capital “A” followed by a period.
      - c. Click “Font” and make sure Times New Roman 12-point font is selected.
      - d. The “Number alignment” field should say “left,” the “Aligned at” field should say 0.25”, and the “Text indent at” field should say 0.5”.
    3. Click the number 3 under “Click level to modify.”
      - a. Change “Number style for this level” to numbers (1, 2, 3, ...).
      - b. Make sure “1.” is in the “Enter formatting for number” field. This is a number 1 followed by a period.
      - c. Click “Font” and make sure Times New Roman 12-point font is selected.
      - d. The “Number alignment” field should say “left,” the “Aligned at” field should say 0.5”, and the “Text indent at” field should say 0.75”.
    4. Click the number 4 under “Click level to modify.”
      - a. Change “Number style for this level to lowercase letters (a, b, c, ...).
      - b. Make sure “a.” is in the “Enter formatting for number” field. This is a lowercase “a” followed by a period.
      - c. Click “Font” and make sure Times New Roman 12 –point font is selected.

- d. The “Number alignment” field should say “left,” the “Aligned at” field should say 0.75”, and the “Text indent at “ field should say 1”.
    5. Click the number 5 under “Click level to modify.”
      - a. Change “Number style for this level to numbers (1, 2, 3, ...).
      - b. Make sure “1.)” is in the “Enter formatting for number” field. This is a number 1 followed by a period and a half parenthesis.
      - c. Click “Font” and make sure Times New Roman 12-point font is selected.
      - d. The “Number alignment” field should say “left,” the “Aligned at” field should say 1”, and the “Text indent at” field should say 1.25”.
    6. Click the number 6 under “Click level to modify.”
      - a. Change “Number style for this level to lowercase letters (a, b, c, ...).
      - b. Make sure “a.)” is in the “Enter formatting for number” field. This is a lowercase “a” followed by a period and a half parenthesis.
      - c. Click “Font” and make sure Times New Roman 12-point font is selected.
      - d. The “Number alignment” field should say “left,” the “Aligned at” field should say 1.25”, and the “Text indent at” field should say 1.5”.
      - e. Click “OK.”
- III. You are now ready to begin writing your outline.
  - A. A Roman numeral “I” should appear for your first main point.
  - B. To start a new point or subpoint, click Enter.
  - C. To start a subpoint (i.e., move from the Roman numeral level to the “A” level), click the Tab button on your keyboard.
  - D. To go back to a main point (i.e., move from the “A” level to the Roman numeral level), hold Shift+Tab on your keyboard.