

Easy, Efficient, Effective Outlining for Mac

- I. Open Microsoft Word.
- II. Click “Format,” then “Bullets and Numbering” from the pull-down list.
 - A. Along the top, click “Outline Numbered.”
 - B. Click the box just to the right of “None,” then click “Customize.”
 1. Select the number 1 from the “Level” column.
 - a. Change the “Number style” to Roman numerals (I, II, III, ...).
 - b. Make sure Roman numeral “I” is in the “Start at” field.
 - c. Change the “Number format” field to say “I.” This is a Roman numeral “I” followed by a period.
 - d. Click “Font” and make sure Times New Roman 12-point font is selected.
 - e. The “Number position” field should say “left,” and the “Aligned at” field should say 0”.
 - f. Check the box to the left of “Add tab stop at” and make sure the “Add tab stop at” and “Indent at” fields both say 0.25”.
 2. Select the number 2 from the “Level” column.
 - a. Change the “Number style” to capital letters (A, B, C, ...).
 - b. Make sure a capital “A” is in the “Start at” field.
 - c. Change the “Number format” field to say “A.” This is a capital “A” followed by a period.
 - d. Click “Font” and make sure Times New Roman 12-point font is selected.
 - e. The “Number position” field should say “left,” and the “Aligned at” field should say 0.25”.
 - f. Check the box to the left of “Add tab stop at” and make sure the “Add tab stop at” and “Indent at” fields both say 0.50”.
 3. Select the number 3 from the “Level” column.
 - a. Change the “Number style” to numbers (1, 2, 3, ...).
 - b. Make sure the number 1 is in the “Start at” field.
 - c. Change the “Number format” field to say “1.” This is a number 1 followed by a period.
 - d. Click “Font” and make sure Times New Roman 12-point font is selected.
 - e. The “Number position” field should say “left,” and the “Aligned at” field should say 0.50”.
 - f. Check the box to the left of “Add tab stop at” and make sure the “Add tab stop at” and “Indent at” fields both say 0.75”.
 4. Select the number 4 from the “Level” column.
 - a. Change the “Number style” to lowercase letters.
 - b. Make sure a lowercase “a” is in the “Start at” field.
 - c. Change the “Number format” field to say “a.” This is a lowercase “a” followed by a period.
 - d. Click “Font” and make sure Times New Roman 12-point font is selected.

- e. The “Number position” field should say “left,” and the “Aligned at” field should say 0.75”.
- f. Check the box to the left of “Add tab stop at” and make sure the “Add tab stop at” and “Indent at” fields both say 1”.
- 5. Select the number 5 from the “Level” column.
 - a. Change the “Number style” to numbers (1, 2, 3, ...).
 - b. Make sure the number 1 is in the “Start at” field.
 - c. Change the “Number format” field to say “1.)”; this is a number 1 followed by a period and a half parenthesis.
 - d. Click “Font” and make sure Times New Roman 12-point font is selected.
 - e. The “Number position” field should say “left,” and the “Aligned at” field should say 1”.
 - f. Check the box to the left of “Add tab stop at” and make sure the “Add tab stop at” and “Indent at” fields both say 1.25”.
- 6. Select the number 6 from the “Level” column.
 - a. Change the “Number style” to lowercase letters (a, b, c, ...).
 - b. Make sure a lowercase “a” is in the “Start at” field.
 - c. Change the “Number format” field to say “a.)”; this is a lowercase “a” followed by a period and a half parenthesis.
 - d. Click “Font” and make sure Times New Roman 12-point font is selected.
 - e. The “Number position” field should say “left,” and the “Aligned at” field should say 1.25”.
 - f. Check the box to the left of “Add tab stop at” and make sure the “Add tab stop at” and “Indent at” fields both say 1.50”.
 - g. 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.