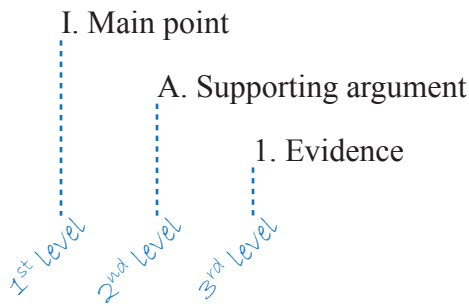


Outline template instructions (using Microsoft Word)

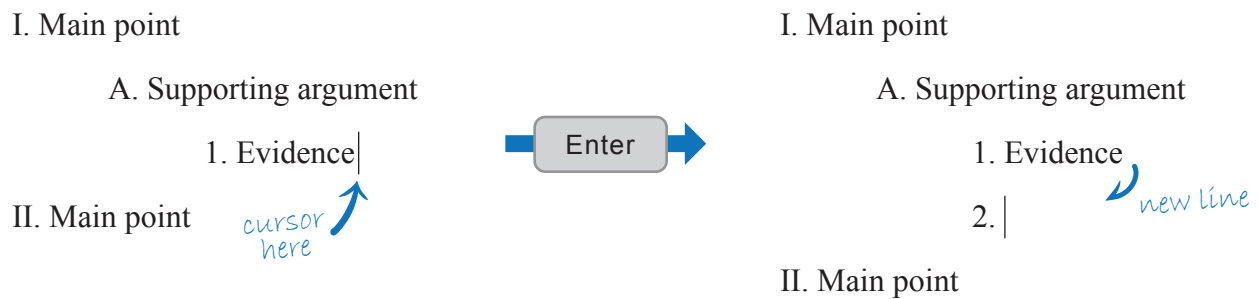
Download the template at scottsdalecc.edu/writingcenter under the **Downloads** menu.



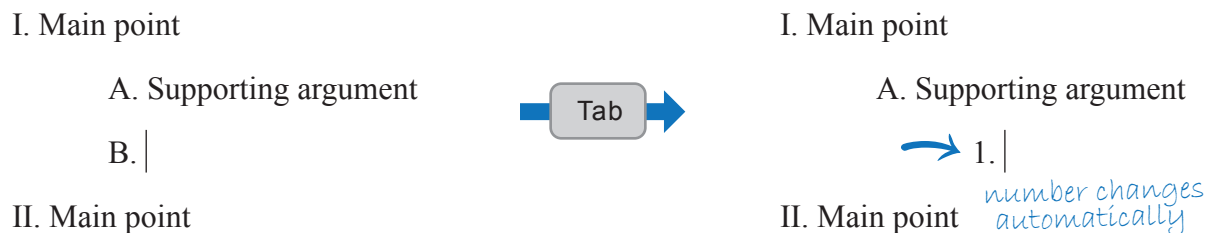
An outline is a multi-level list which helps you organize your thoughts before writing your essay.

You can edit the template using **ENTER** to create new lines, and **TAB / SHIFT-TAB** to move between levels. The numbering and indents will change automatically.

Press **ENTER** to create a new line.



Press **TAB** to move to the next level.



Press **SHIFT-TAB** to move back a level.

