

Step-by-Step

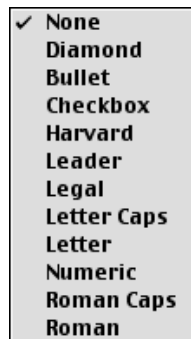
Working With an Outline in AppleWorks 6




AppleWorks 6 allows you to easily organize text in an outline format. In this Step-by-Step Card, you'll learn how to create and format an outline.

Getting ready

- 1 Open a new word-processing document from the Starting Points window or click the Word Processing button on the Button Bar.


Note: AppleWorks 6 includes six different outline styles which you access by choosing Label Style from the Outline menu.



Item	Name	Action
	Diamond	Creates an outline with diamonds for main headings, subtopics, and so on
	Bullet	Used to make several points stand out
	Checkbox	Creates a checkbox in which you can check off completed items
I.	Harvard	Follows the standard outline format, alternating between numbers and letters
—	Leader	Inserts a “—” for the topic label and a “+” for subtopic labels
1.	Legal	Follows a legal format, 1 for a main topic, 1.1 for a subtopic, 1.1.1 for the next level, and so on
A.	Letter Caps	Uses capital letters for topics and subtopics
a.	Letter	Uses lowercase letters for headings and subtopics
1.	Numeric	Automatically numbers and renumbers a list even if you add to or delete from it
IV	Roman Caps	Uses capital Roman numerals
iv	Roman	Uses lowercase Roman numerals

Creating a document in outline format

- 1** Make sure you have a new word-processing document open.
- 2** Choose Label Style from the Outline menu and Harvard from the submenu.
- 3** Type the following in your document: State Statistics, Maps, Important Cities, Climate, Historical Timeline, and Industries. After each entry, press the Return key. Notice that you don't have to add the Roman numerals; they appear automatically due to the outline formatting. Your list should look like this:



I. State Statistics
II. Maps
III. Important Cities
IV. Climate
V. Historical Timeline
VI. Industries

- 4** Click to place the insertion point after the last *s* in “State Statistics.” Choose New Topic Right from the Outline menu. The insertion point moves to the next line and is indented. Type the following text, pressing the Return key after each item: State Bird, State Tree, State Flower, and State Flag.

Notice how the letters are automatically added before each entry.
- 5** Place the insertion point after the *s* in “Maps.” Choose New Topic Right from the Outline menu. Add the following text, pressing Return after each item: Physical, Political, Product, and Regional.
- 6** Place the insertion point after the *s* in “Important Cities.” Choose New Topic Right from the Outline menu. Add the following text, pressing Return after each item: City 1, City 2, and Chart or Graph.
- 7** Place the insertion point after the *e* in “Climate.”
 - a** Choose New Topic Right from the Outline menu. Add the following text: Graph. Press Return.
 - b** Choose New Topic Right from the Outline menu. Add the following text, pressing Return after each item: Temperature, Precipitation.
- 8** Place the insertion point after the *e* in “Historical Timeline.” Choose New Topic Right from the Outline menu. Add the following text: List 10 facts.

- 9** Place the insertion point after the s in “Industries.” Choose New Topic Right from the Outline menu. Add the following text: Graph or Chart.

The outline should now look like this one:

- I. State Statistics
 - A. State Bird
 - B. State Tree
 - C. State Flower
 - D. State Flag
 - II. Maps
 - A. Physical
 - B. Political
 - C. Product
 - D. Regional
 - III. Important Cities
 - A. City 1
 - B. City 2
 - C. Chart or Graph
 - IV. Climate
 - A. Graph
 - B. Temperature
 - C. Precipitation
 - V. Historical Timeline
 - A. List 10 facts
 - VI. Industries
 - A. Graph or Chart
- 10** Highlight the completed outline. Choose Label Style from the Outline menu, then choose Diamond from the submenu.
- 11** While the text is still selected, choose Label Style from the Outline menu, then choose Numeric from the submenu.
- 12** Experiment with any other outline styles you want to see. Decide which format you like and return to that style.
- 13** Save the outline and close the file.