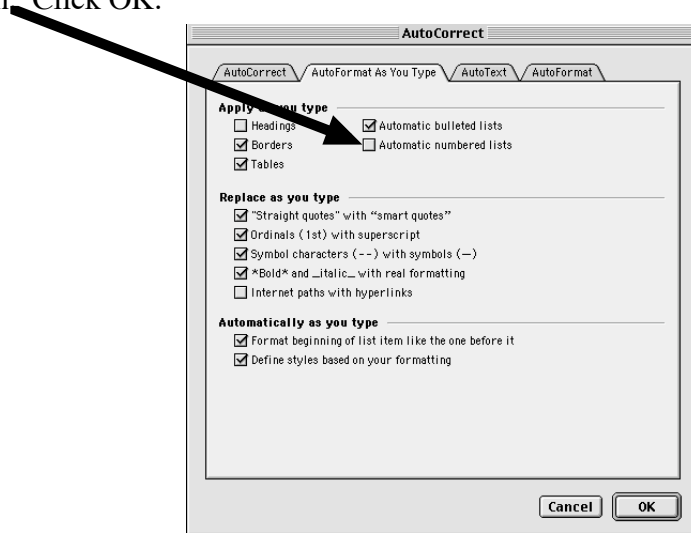


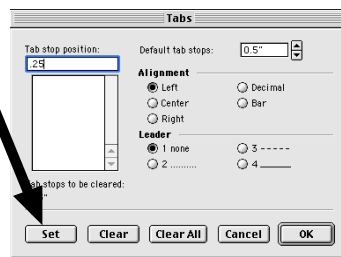
Typing an Outline in Microsoft Word

To alleviate some stress, set tabs instead of using the Outline Format built into your computer. If the computer takes control and gives you a Roman Numeral II (which you don't want) after your Roman Numeral I, you can go into your computer and make a change. Go to Tools/Autocorrect/ AutoFormat As You Type/Automatic Numbered List. Uncheck this option. Click OK.



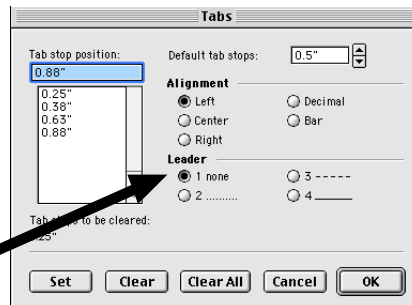
To set tabs, go to Format/Tabs. When the window pops up, just make the following choices:

.25 Decimal Set



.38 Left Set
 .63 Left Set
 .88 Left Set

OK



Under leaders, choose none each time.

Use the Times font. These tab stop positions were chosen using the Times font.

This outline should have the Roman Numerals I, II., and III. aligned at the right by the periods. Before each Roman Numeral, there should be a double space preceding it. (Return 2 times) After the period with a Roman Numeral or after a period with the letter, push the tab key to go to the next location and begin typing there.