**Outline Format**

Center cursor at the top of the page > Type: Outline > Hit Enter

In HOME tab > Set cursor to left margin. Type: Thesis:

Hit Enter

In the HOME tab > Click on Multilevel list dropdown > Click Define New Multilevel List…

Follow the steps below then **Save!**

 Step 1 Step 2 Step 3

Click on 3

Click in Enter formatting for number:

Hit Backspace to remove parenthesis then type a period (.)

Click Number style… drop down

Change to: 1, 2, 3,…

Click OK

Click on level 2

Click in Enter formatting for number:

Hit Backspace to remove parenthesis then type a period (.)

Click Number style… drop down

Change to: A, B, C,…

Level 1 should already be highlighted in blue

Click in Enter formatting for number:

Hit Backspace to remove parenthesis then type a period (.)

Click Number style… drop down

Change to I, II, III





**SAVE!**

Roman numeral one (I.) will automatically appear on the page. Click Save icon.

**To test**:

* Type: Main topic after I. hit Enter key. Roman numeral two should automatically show.
* Hit Tab key. Letter A should appear. Type: Supporting detail and hit Enter. Letter B should appear.
* Hit Tab key. Number one should appear. Type: Detail
* Hit enter. Number two should appear. Type: Detail.
* Hit Enter. Number three should appear.
* Hit Enter again Letter B should appear under A. Type: Supporting detail.
* Hit Enter. Letter C should appear.
* Hit Enter again. Roman numeral two should appear under I. Type: Main topic. Hit Enter again. Roman numeral three should appear.

**SAVE!**

To format Abstract/ Body of the paper from here:

Go to INSERT tab. Click Page Break. Roman numeral three will jump to the next page.

Hit Backspace two times to erase it and set cursor at left margin.