



Planning and Creating a Document

If you are creating a document with many different sections and a variety of information, the formatting can become an intricate process. But by planning the document before you start creating it, you will simplify the process.

This chapter will show you how to plan and create a basic document. The subsequent chapters will take you through the steps of customizing the basic document to create specific types of business documents.

Getting Started with Word's Outline View

With a multipart document, it's best to start with an outline, as it will allow you to organize the different parts of the document. You will also see at a glance the sections you are including, so you won't inadvertently omit a portion of the document.

More importantly, outlines are particularly helpful when you need to include a table of contents with your document. The outline levels will help you create a table of contents that updates automatically as the document evolves.

With Word's Outline view, you can create an outline with ease. To switch to Outline view, click the View menu and select Outline. The Outline view differs substantially from other document views. You will also notice that the Outlining toolbar appears below the Standard and Formatting toolbars, as shown in Figure 1-1. It contains a number of options that will help you work with your outline.

Note When you change document views, you may not see certain elements of your document. Also, with the exception of Print Layout view, the document views do not accurately represent how your finished document will appear. Keep this in mind as you work. If you need to gauge how your finished document will look, you can toggle back and forth between document views. You can do this via the View menu or the view buttons in the lower left of the Word window. The Print Preview button on the Standard toolbar also shows you how your document will look.
