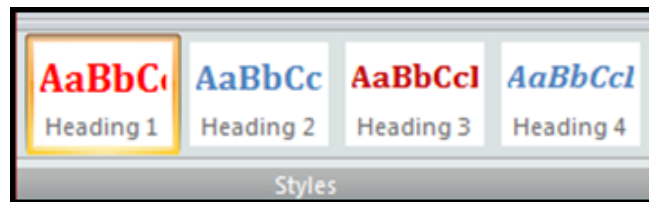


HOW TO:

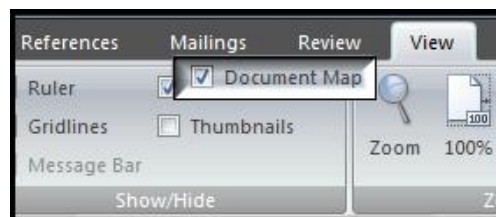
USE DOCUMENT MAP TO VIEW A LENGTHY DOCUMENT:

Purpose: Assists in navigating quickly through lengthy multi-page documents.

How it works: Identifies Word 2007 Heading Styles that have been used in the document (there are 9 Heading Styles available for use), for example:



1. Click **View** tab, then click checkbox for **Document Map**.



2. A navigation pane on the left-hand side of the screen will display any headings formatted with Heading Styles. Click the heading you wish to navigate to and the cursor will go to that paragraph in the document.

