

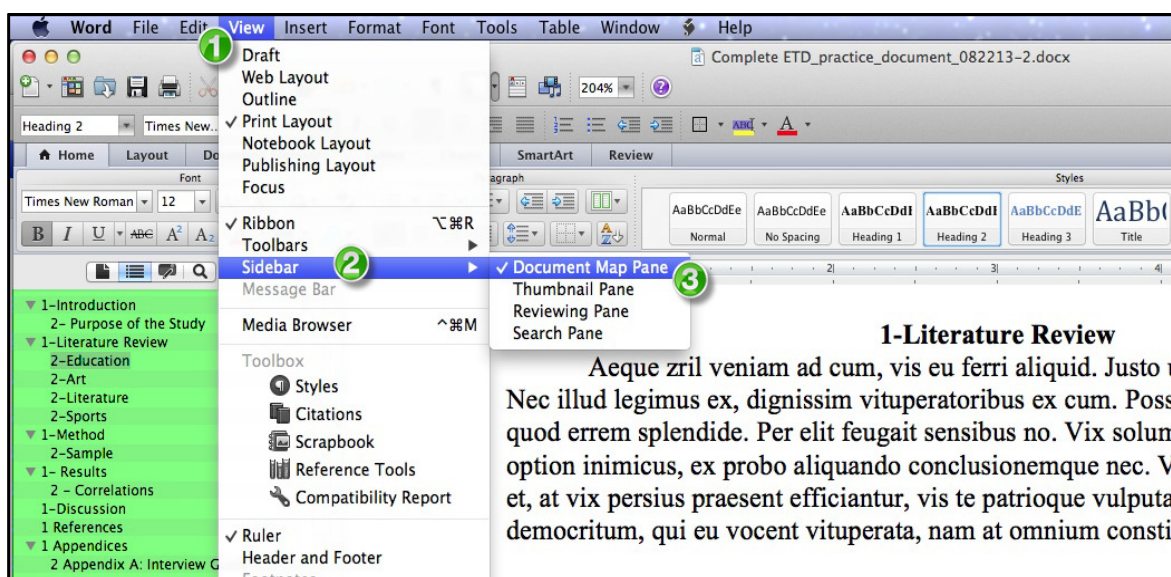
Easy Document Navigation

Once your heading styles are in place, you can use Word's Document Map (Mac) or Navigation Pane (PC) to quickly access all parts of your document. This function creates a table of contents in your left-hand side-bar with click-able entries for jumping from place to place within your document very quickly.

In Word 2011 for Mac:

- To open the Document Map Pane, click **View** then **Sidebar** then **Document Map Pane** from your Word 2011 ribbon.

Here, the Document Map Pane is open (highlighted in green). Each of the entries represents titles previously set using heading styles. Note also the arrows to the left of each title. These can be used to customize your view by collapsing and expanding areas as you choose.



In Word 2010 or 2013 for PC

- To open the Navigation Pane, click **View** then check **Navigation Pane**.

Here, the Navigation Pane is open (highlighted in green). Each of the entries represents titles previously set using heading styles. Note also the arrows to the left of each title. These can be used to customize your view by collapsing and expanding the areas as you choose.

