

OUTLINING



When to use it

- You need to classify or otherwise organize information
- You need to make a plan



How to do it

1 Plan

• Type or write the overall topic of your outline as the **Main Idea**

- Now decide what the different-subjects are that make up the **Main Idea**.
- Insert each subject as a different **Topic** using the "Add Topic" icon on the bottom of the screen



Untitled
My Family

Untitled
My Family
I. Mom
II. Dad
III. Sister
IV. Brother

2 Generate

• Next, generate a few **Key Ideas** for each Topic you made. Do this by adding subtopics using the "Add Subtopic" icon on the bottom of the screen.



My Family
My Family
I. Mom
A. Apperance
B. Likes
C. Dislikes
II. Dad
A. Apperance
B. Likes
C. Dislikes
III. Sister
A. Apperance
B. Likes

(Note: These **Key Ideas** should be general categories that break up each Topic into more specific categories, NOT details.)

3 Elaborate

• Now expand each Key Idea by adding **Details** as subtopics under each Key Idea. (Use the "Add Subtopic" icon again!)

• This is where you can add specific information such as facts, descriptive words (Remember: This is for organizational purposes so limit your entries to a few words.)

My Family
My Family
I. Mom
A. Apperance
1. Blonde Hair
2. Blue Eyes
B. Likes
1. Hiking
2. Reading
C. Dislikes
1. Rain
2. Spiders
II. Dad