# Application: Word – Navigation Pane - Headings

Not only can the Headings option on the Navigation Pages be used to navigate through heading styles in the document but it can also be used (among other things) to select and move text, insert headings at a certain point and print text.

1. Select **View** tab > **Show** group and turn on **Navigation Pane**, or press **CTRL+F**.

2. Click on **Headings**.

3. All styled headings will be displayed in the Navigation Pane.

   If you right click on the Navigation Pane or on one of the styles listed a menu will be displayed which is explained below.
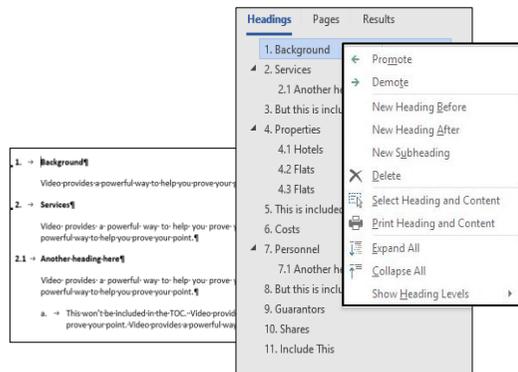
Tip: The options available will depend on where the cursor was when you right click.

Promote and Demote

Use these options to move the selected heading up or down a numbering level. You can also press **TAB** and **SHIFT + TAB** to promote or demote.

New Heading Before

This will insert a new paragraph before the currently selected Heading. The paragraph will be assigned the same Heading Level as the currently selected Heading.

New Heading After

1. This will add a new paragraph of the same level after all levels in the group.

2. For example: If you Right Click on paragraph 5 (as shown) the new heading will be inserted before paragraph 6.

   However, if you Right Click on paragraph 5.1 the new Heading will be inserted before paragraph 5.2.
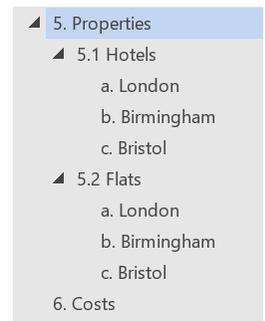
Delete

3. This will delete an entire group of the Outline.

4. For example: using the previous Outline, if you right click on Paragraph 5 everything will be deleted up to paragraph 6.

   However, if you Right Click on paragraph 5.1 then only the information up to paragraph 5.2 will be deleted.

Tip: Remember that it deletes all the text under the outline headings.

Shared expertise

Select Heading and Content

This will select the top heading and all levels of the Outline you Right Click on. You could use this to copy a section to another document.

Print Heading and Content

This will select the current Outline when you Right Click and automatically display the Print Dialog Box with the Print Selection option selected.

Expand All

Selecting this option will ensure that all Outline Levels are shown.

Tip: You can also expand a single level by using the arrow.

Collapse All

Selecting this option will ensure that only the top Level (Level 1) is shown.

Tip: You can also collapse a single level by using the arrow.

Show Heading Levels

This allows you to choose which levels you want to display. You can choose up to the 9 available levels or **Select All.**

Tip: For the Style to be displayed here, the Outline Level must be set to between Level 1 – 9 in Modify Style, Format, Paragraph.

Moving Text using the Navigation Pane

Once a section or group in the outline is selected it can be dragged up or down to reposition it in the document. It will move all the text in the level selected and the lower levels in that group.

Tip: If a document contains regions that are protected, you might be unable to drag a section beyond the last protected region.