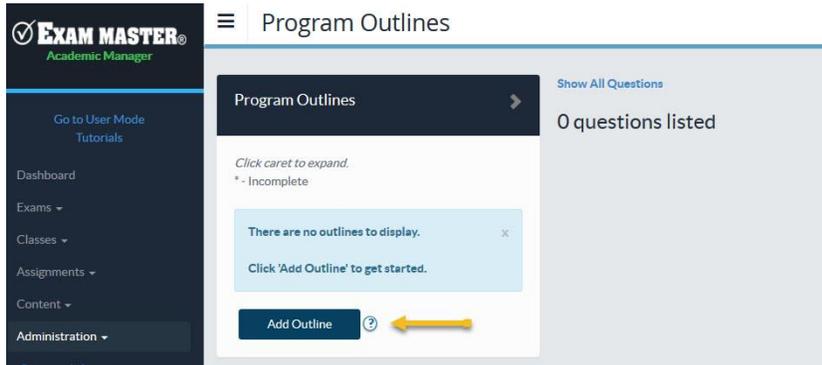
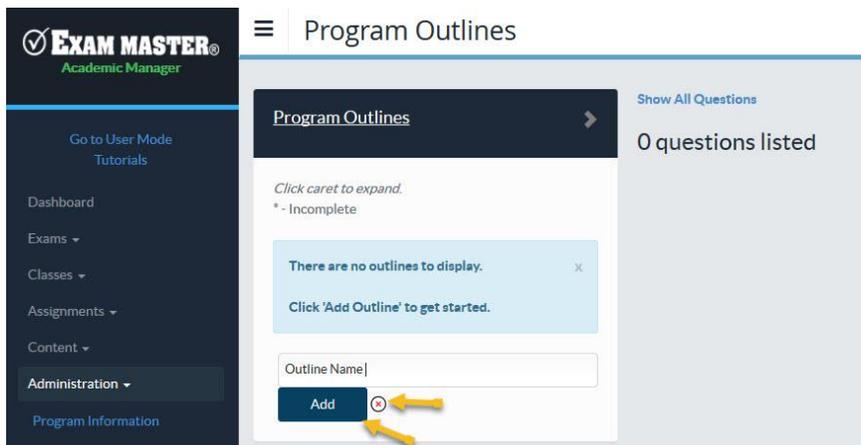


# Creating a Program Outline

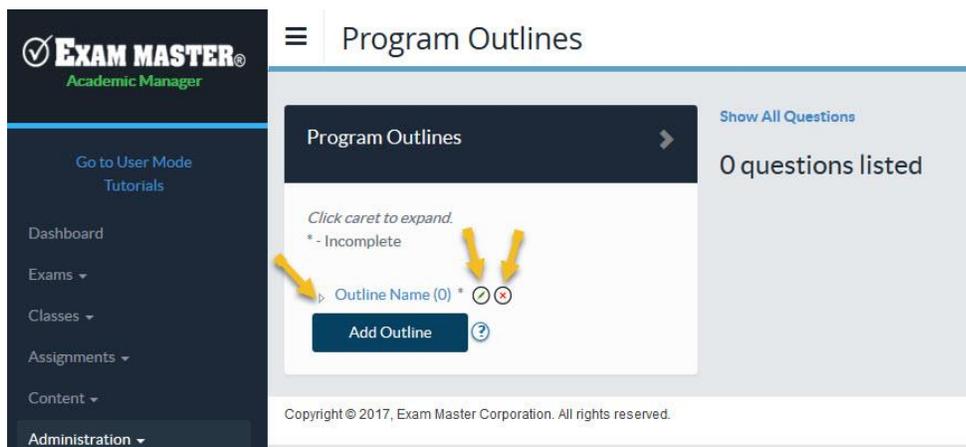
1. Click **Administration**
2. Select **Program Outlines**
3. Click **Manage Outlines**
4. Click **Add Outline**



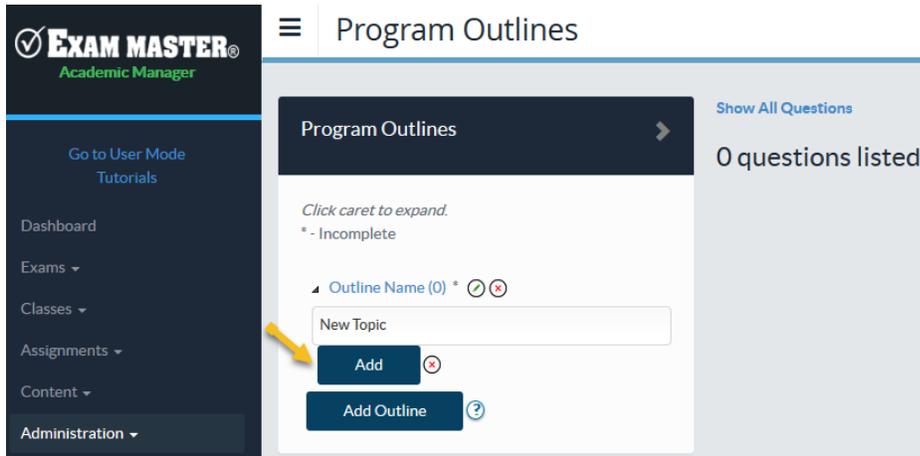
5. Type a name for the outline and click **Add** or the  to delete the entry



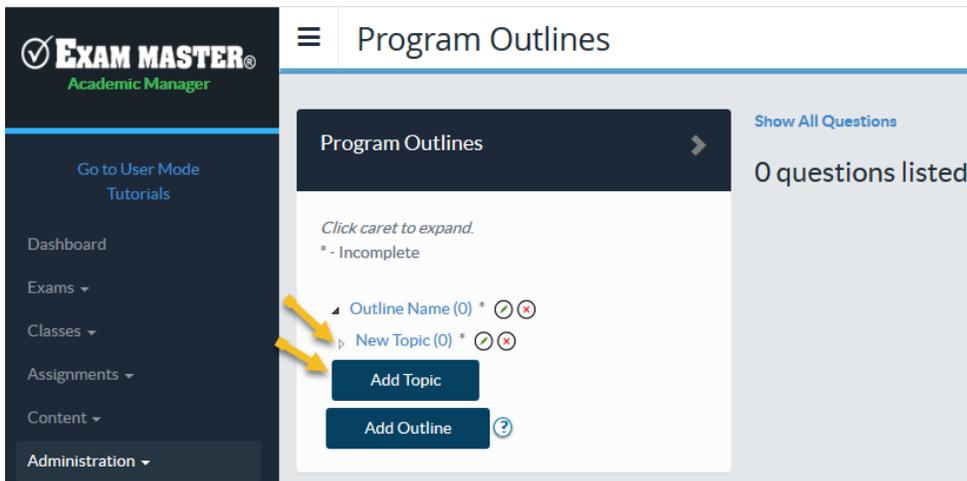
6. Click the caret to the left of the newly added Outline name to add a Topic or use the  to edit the name of the outline or the  to delete the entry



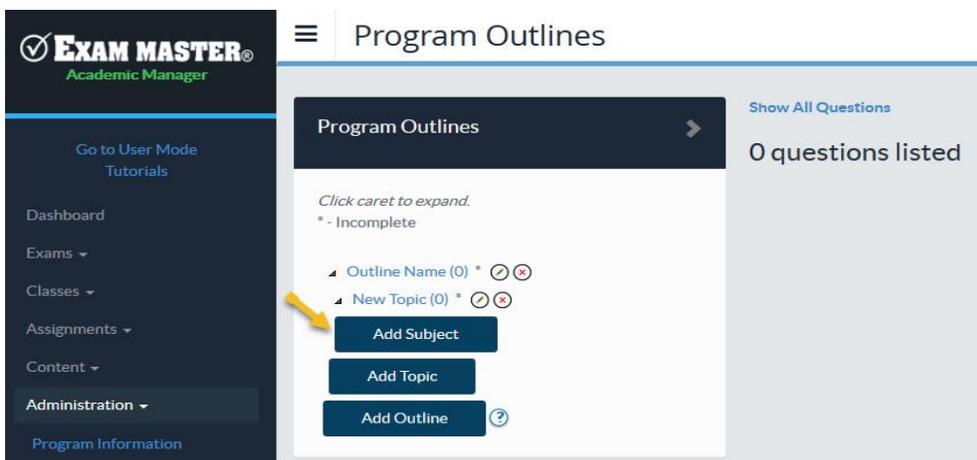
7. Enter a **Topic** and click **Add**



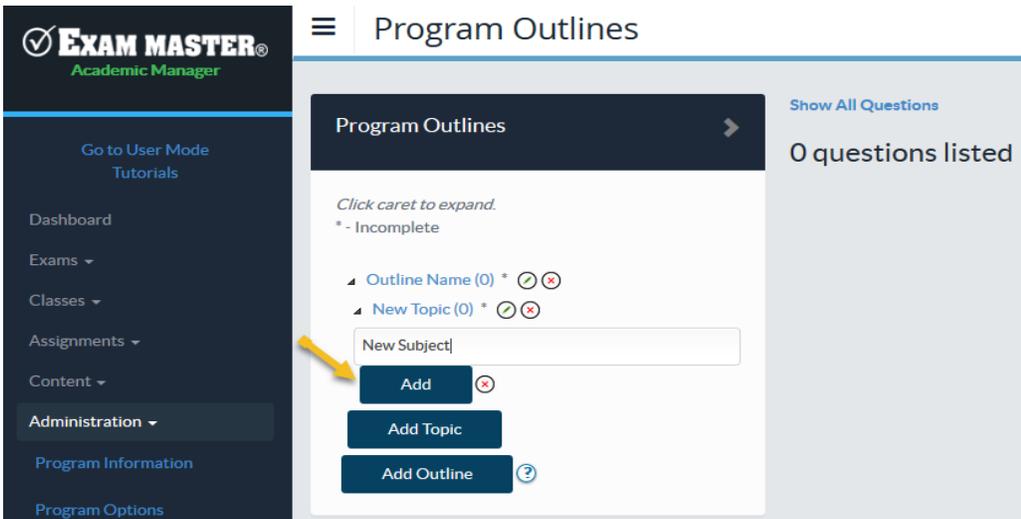
8. Click the caret to the left to add a Subject to the topic or Click **Add Topic** to add more topics.



9. Click **Add Subject**



10. Enter a Subject and click **Add**



11. Continue the process by adding additional Subjects or Topics as necessary

