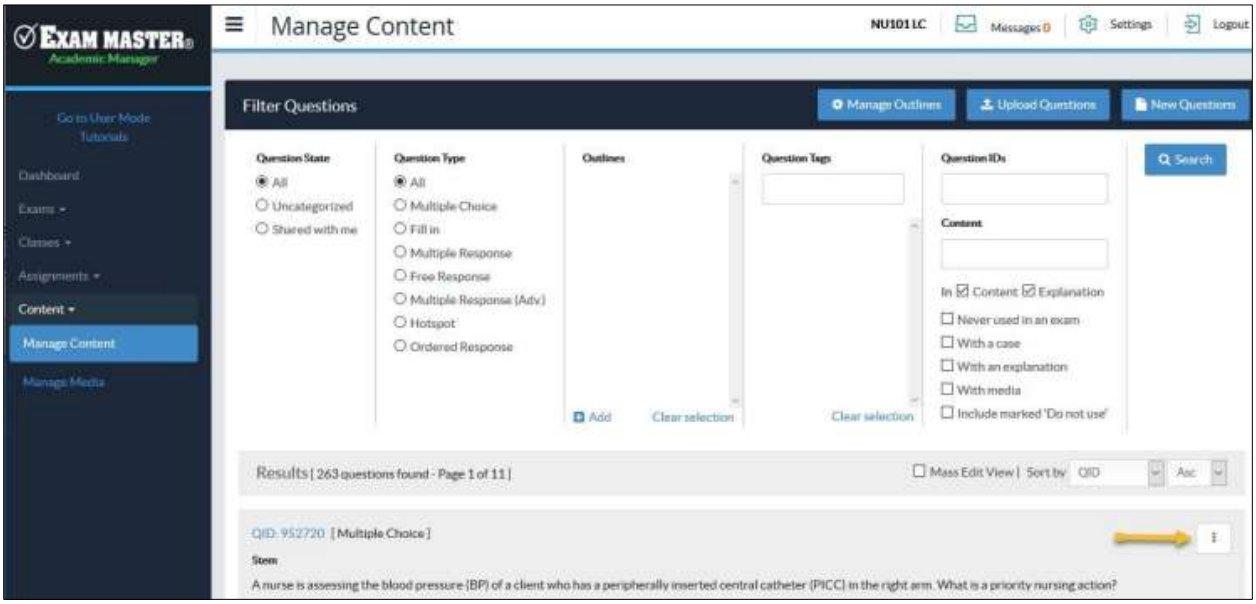
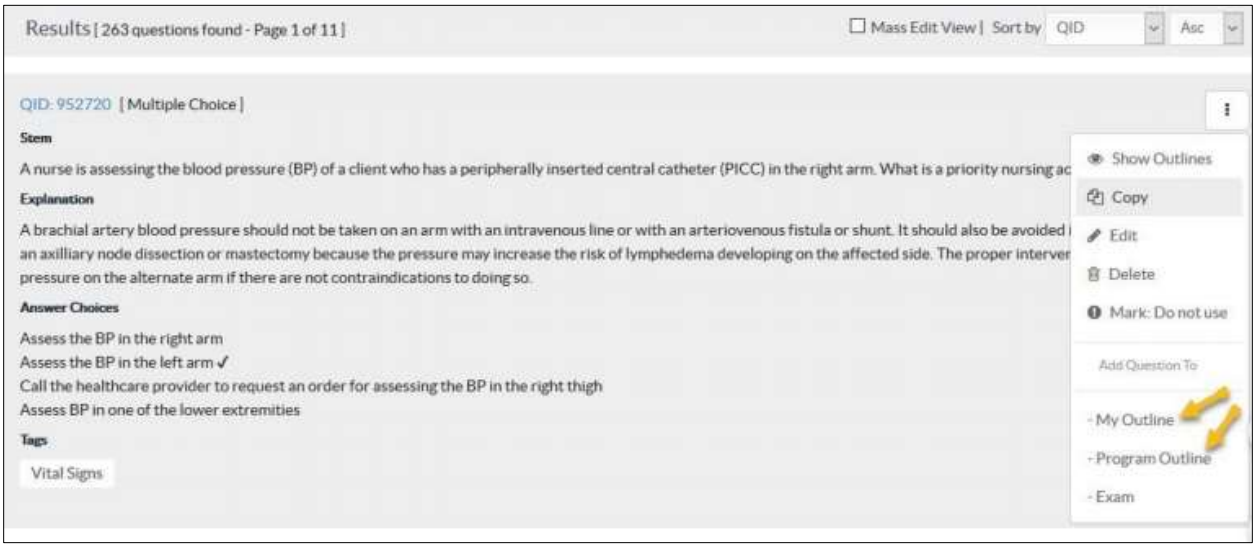
Associating Questions to an Outline

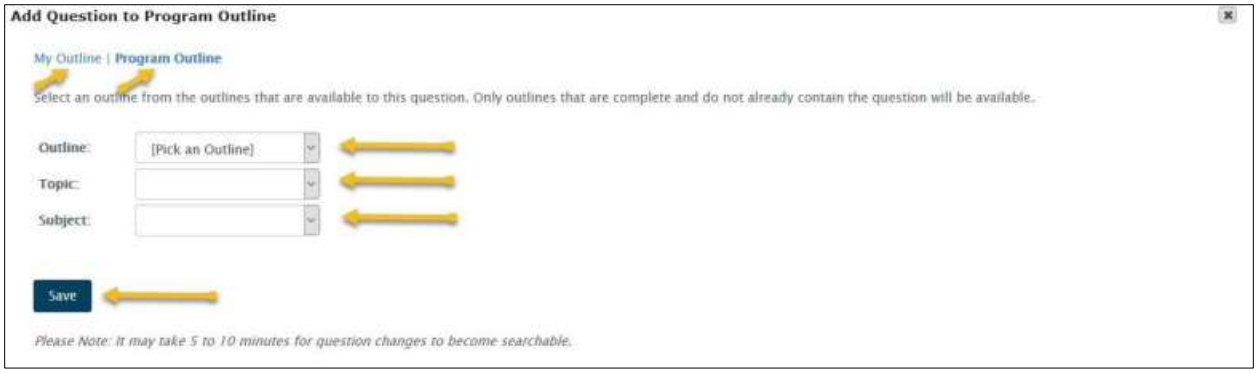
1. Click **Content**
2. Select **Manage Content**
3. Click the **Menu Options** button



4. Click either **My Outline** or **Program Outline** (depending on where you would like the question associated)



5. Select the **Outline**, **Topic**, and **Subject** you want the question associated to per your outline selection.
    a. Once on the new window for selecting your **Outline**, **Topic**, and **Subject**, you can switch between **My Outline** and **Program Outline** to change previous associations.
6. Click **Save**
7. Close the window.



**Each question can be associated to several outlines, but it can only appear once in the same outline.