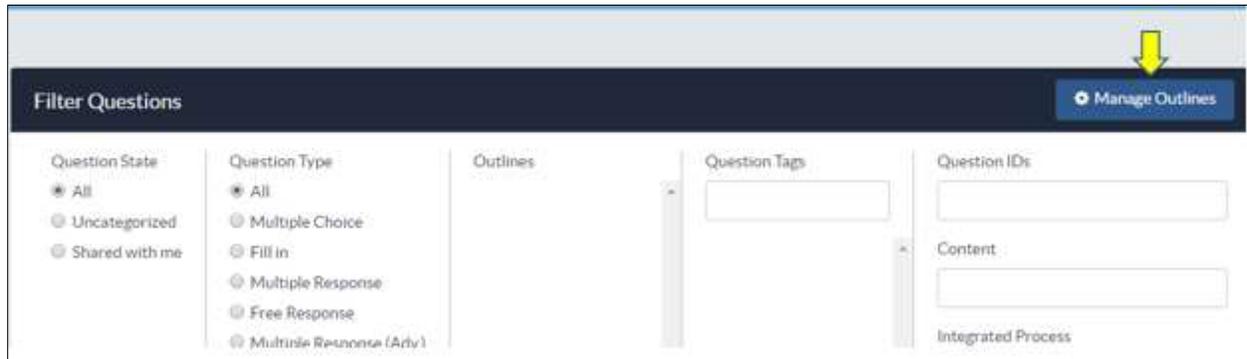


Creating an Outline

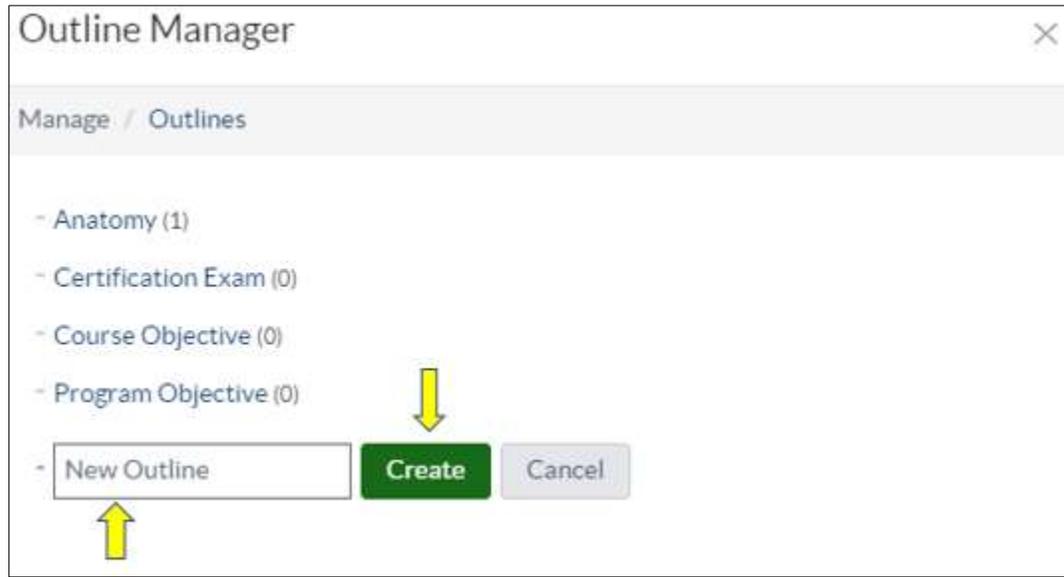
1. Click **Content**
2. Select **Manage Content**
3. Click **Manage Outlines**



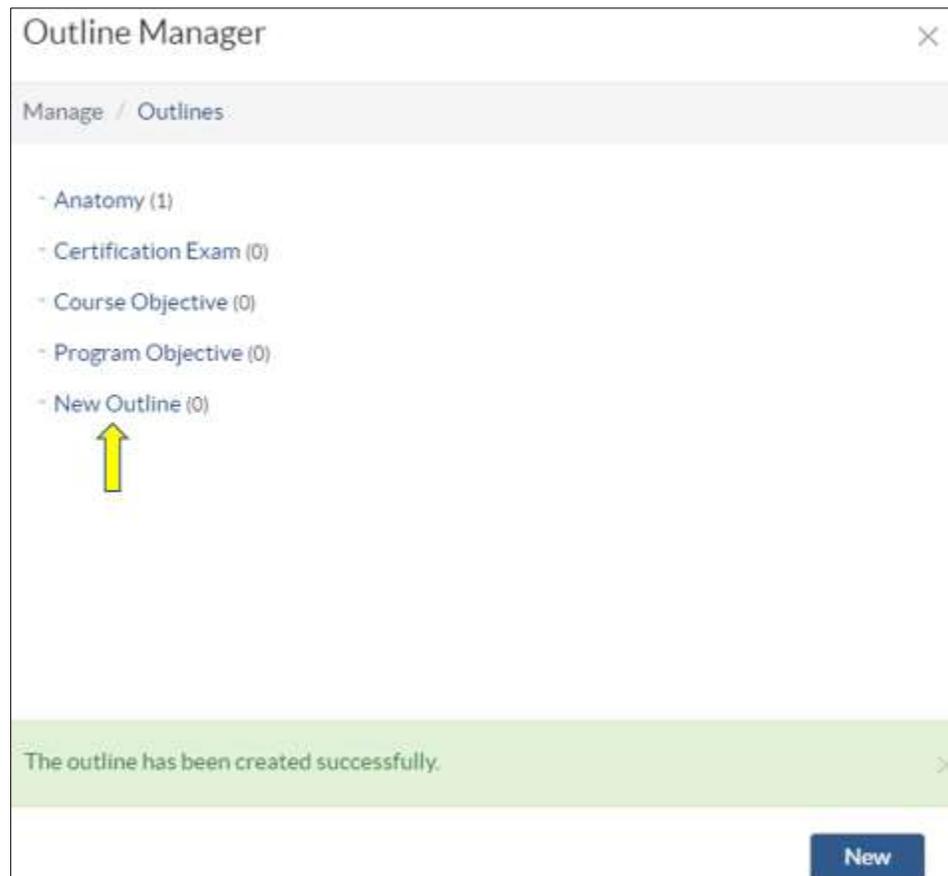
4. Click **New**



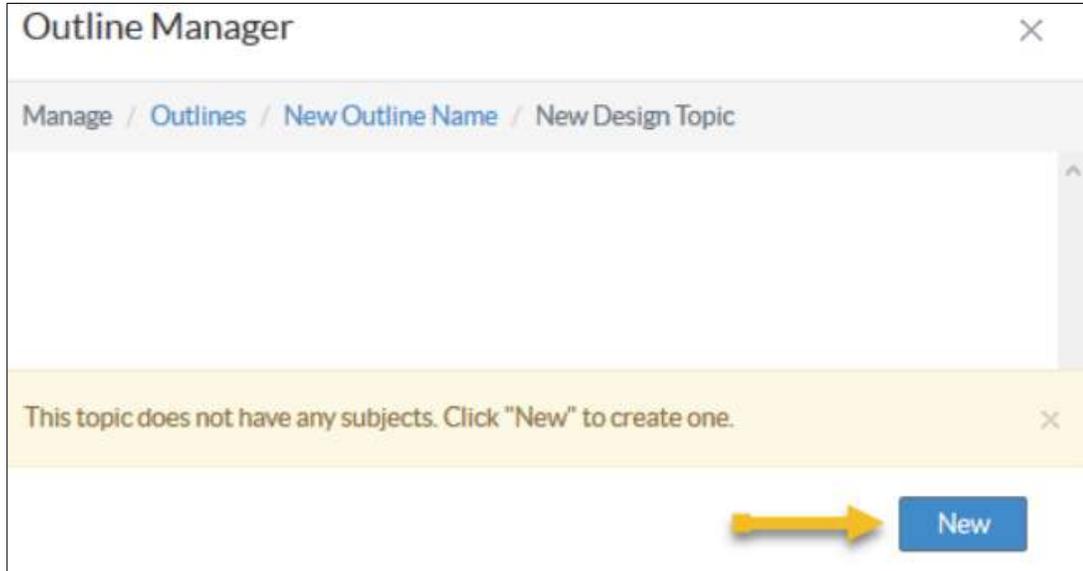
5. Type a name for the outline and click **Create**



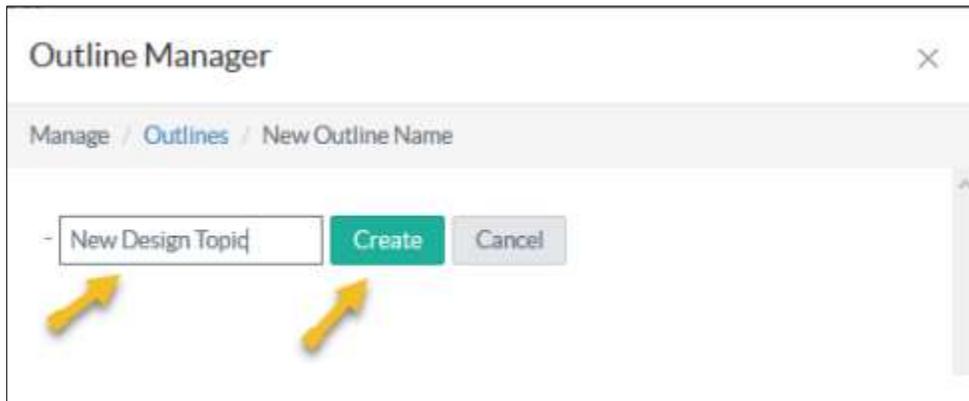
6. Click the name of the new outline to add Topics



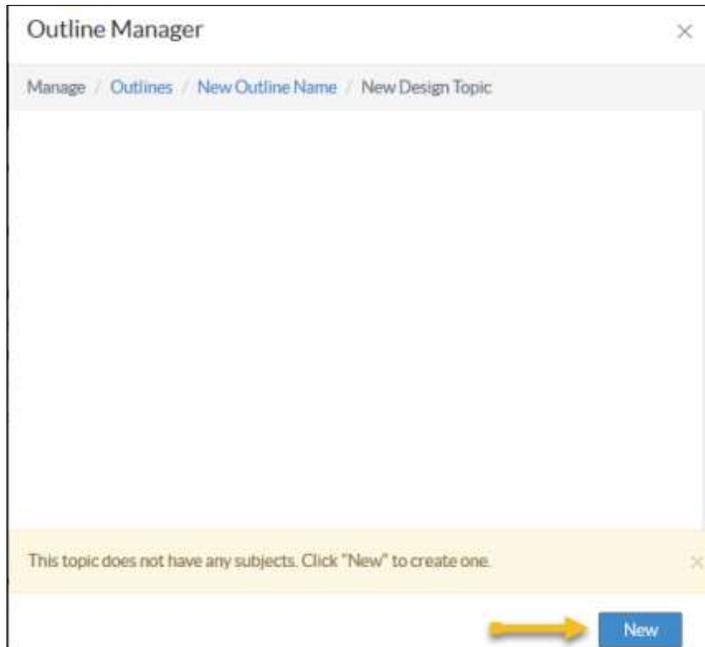
7. Click **New** to add a new Topic. You can add as many Topics as needed.



8. Type a name for the new topic and click **Create**

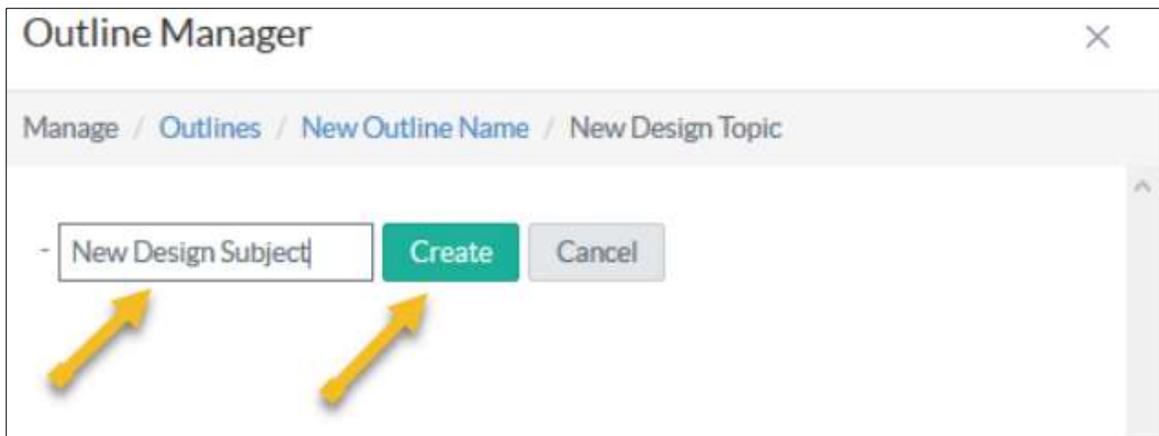


9. Click the name of the Topic to add a Subject

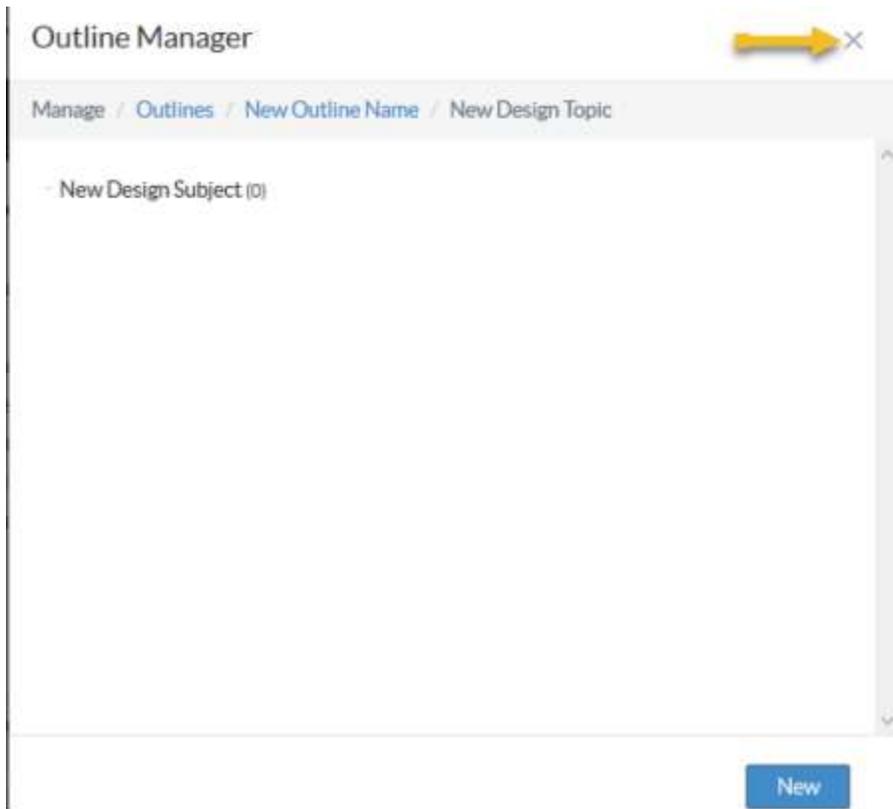


10. Click **New** to add a Subject

11. Type a name for the Subject and click **Create**. You can add as many Subjects as needed.



12. Click the "X" to close the window and return to your Content.



13.