## **Creating an Outline**

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

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Filter Questions					Manage Outline
Question State	Question Type	Outlines	 Question Tags	(	Question IDs
Uncategorized	Multiple Choice				
Shared with me	© Fill in			÷.	Content
	Multiple Response     Erce Permanen				
	Multinie Response (Adv)				Integrated Process

## 4. Click New

Outline Manager	×
Manage / Outlines	
- Anatomy (1)	
- Certification Exam (0)	
- Course Objective (0)	
- Program Objective (0)	
	JL
	New

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

Outline Manager			×
Manage / Outlines			
<ul> <li>Anatomy (1)</li> <li>Certification Exam (0)</li> <li>Course Objective (0)</li> <li>Program Objective (0)</li> </ul>	1		
- New Outline	Create	Cancel	

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

Outline Manager	×
Manage / Outlines	
- Anatomy (1)	
- Certification Exam (0)	
- Course Objective (0)	
- Program Objective (0)	
- New Outline (0)	
The outline has been created successfully.	×
	New

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** 

×
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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.

