

Navigation Pane



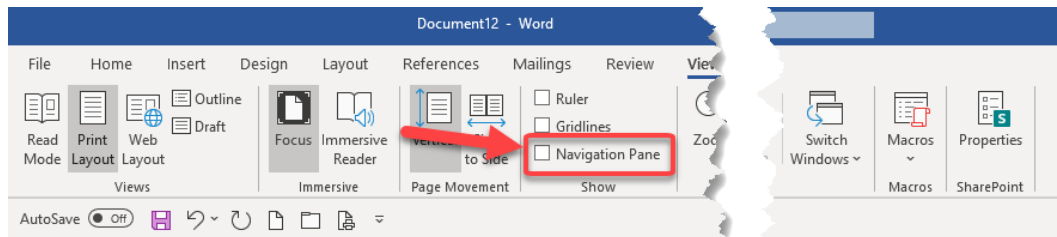
Overview

The Navigation Pane provides a way to move easily through a Word document. You can navigate by headings, pages or by searching for specific items. It is also a good way to see the document structure.



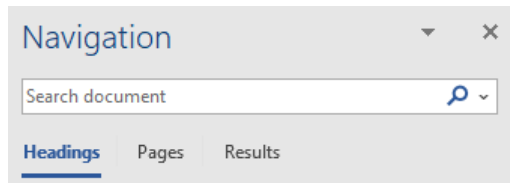
Location

The **Navigation Pane** is located in the **Show** section of the **View** Tab

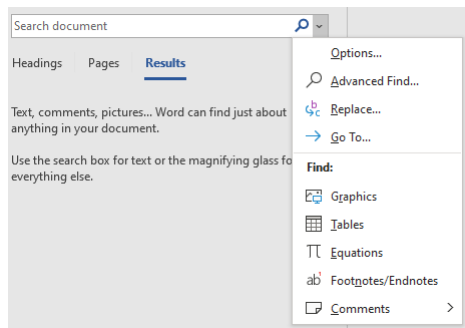



What It Can Do

1. Browse the document by headings or pages

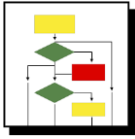


2. Search the document for words, phrases, graphics, tables etc.



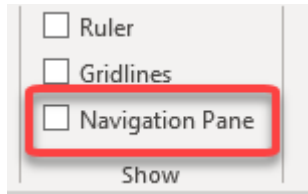
 The search box has the same capabilities as the Find and Advanced Find features from the Home tab

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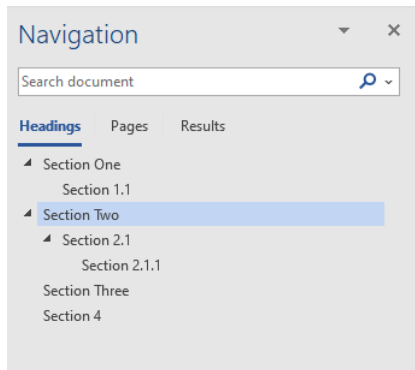


How to Reorder the Document

1. Click the check box next to **Navigation Pane** on the **View** Tab



2. Go to the heading section



3. Drag the headings into the new order you want

