

Project 4-1: Simple Outlining

1. Open the project file `grimm-source`.
2. Save your document as `project_4-1_outline`.
3. Switch to Outline View. Enable **Outline Tools > Show First Line Only**.
4. Double click the plus icon next to each section to collapse it into its heading.
5. Expand “Hans in Luck.”
6. Before the “After a time he thought” line, insert a new line, Heading 2 (one indent level beyond “Hans in Luck,” which has the Heading 1 style), reading **Shepherd**.
7. Similarly, insert Heading 2 **Setting Out** right beneath the title “Hans in Luck,”
Goose before the line “The next man he met was a countryman...,” **Grinder** before the line “As he came to the next village,” and **Stone** after the line “Then who so blythe.”