

# How to turn on the outline of the outline on Google Docs

Google Docs' Outline Documentation will help viewers to track the content of documents more objectively.

Document Outline on Google Docs is the outline item displayed on the left side of the interface, the table of contents for the document content. With this index, viewers will easily follow the document through the title section, know the general content of the entire content in different sections.

Besides creating a table of contents in Google Docs with the Table of contents option, now you just need to activate the Outline Document to display the document tracking index. The following article will show you how to enable Document Outline on Google Docs.

1. Create a list of tables in Word automatically
2. Create automatic table of contents in Word 2003
3. Prepare voice text on Google Docs

## Instructions turn on Google Docs Outline Document

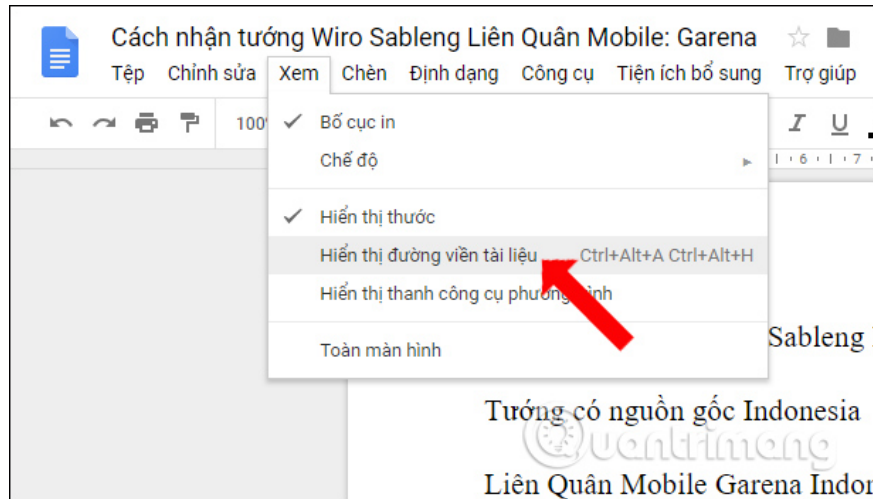
### Step 1:

At the content of the document, we first need to create the title for the content through the **Title (Heading)** on Google Docs.

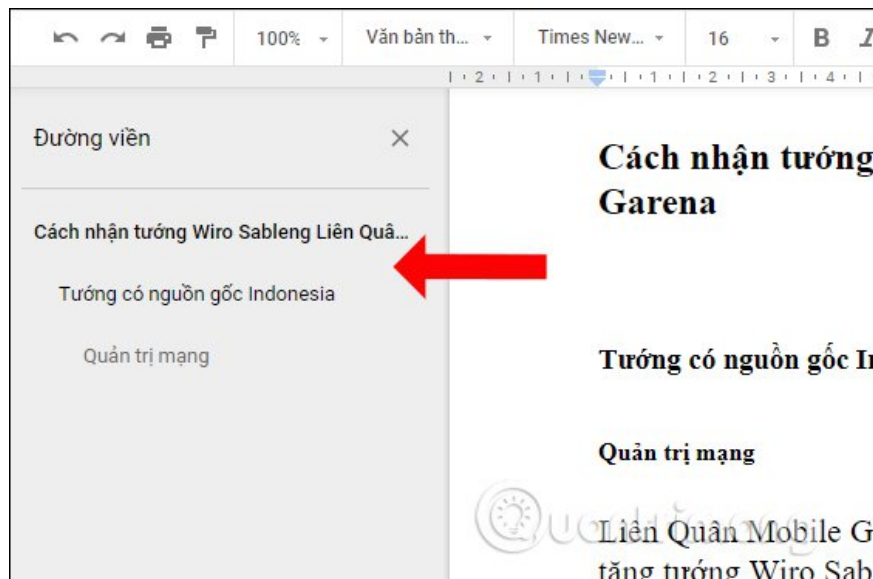


## Step 2:

Continue to click on **View** (View) and then select Show document outline (Show document outline). In addition, we can also press the shortcut combination Ctrl + Alt + H or Ctrl + Alt + A to perform quickly.



The result will display the Outline item on the left side of the interface. We will see the Title entries in the document. This index will always display on the left side of the screen and when you click on any item, you will be immediately moved to that item in the content.



This Outline Document section helps you move quickly to the content you need to see, instead of having to search yourself as before. The Document Outline interface will always be fixed to the left of the screen no matter where the user sees the document.

See more:

1. Instructions for cutting and rotating photos on Google Docs
2. How to change the default font on Google Docs

### 3. Instructions for creating tables, deleting tables in Google Docs

I wish you all success!

You finished reading the article "**How to turn on the outline of the outline on Google Docs**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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