PRODUCTIVITY

Document Map in Kingsoft Writer 2013

The Document Map function in Writer 2013 helps to easily navigate a long document. By applying different levels of headings, we can easily jump around the document.

Click here to learn how to use document map in Writer document.

Word

Document Map in Kingsoft Writer 2013

MS Word 2007	Kingsoft 2013
1. To use document map effectively, highlight all the headings of the paragraph and click **Heading 1** style. 2. Click the **View** tab on the ribbon to display navigation map. 3. Select the **Document Map** check box in the **Show/Hide** group. 	1. Select the heading you would want to display in document map and click style **Heading 1.** 2. To display the map, click **View** tab menu 3. Look for the **Document Map** and click the drop-down. Note: The drop down list allows you to choose the placement of the document map within the screen, either on the right or left side of the document.
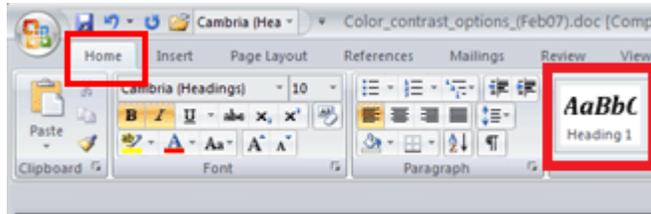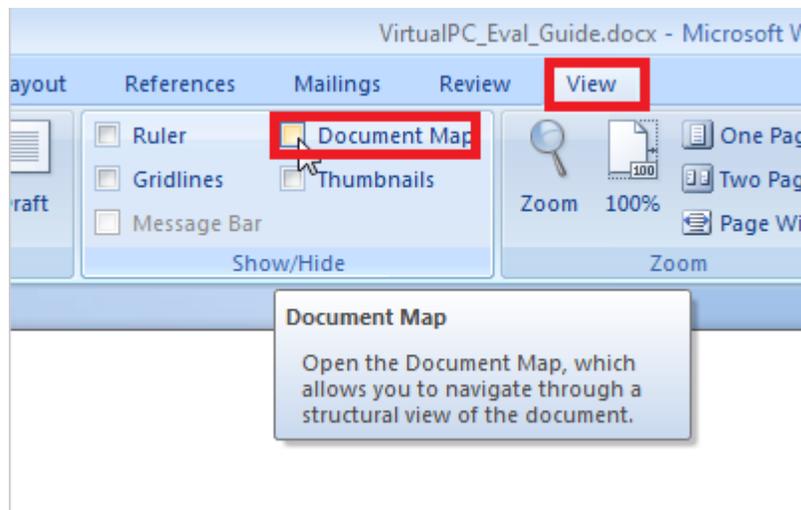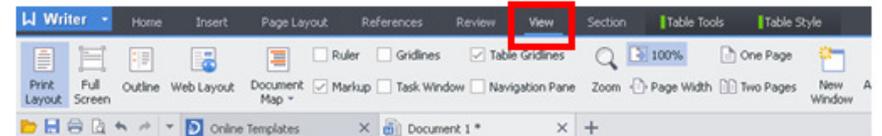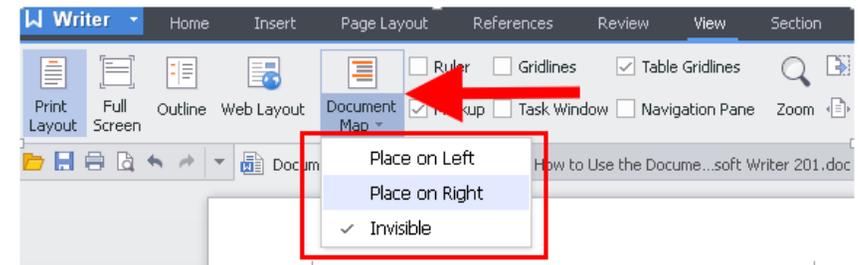
Example: Right side

4. A pane displays on the left side of the Word window. Click on any heading in the outline to quickly jump to that section of your document.
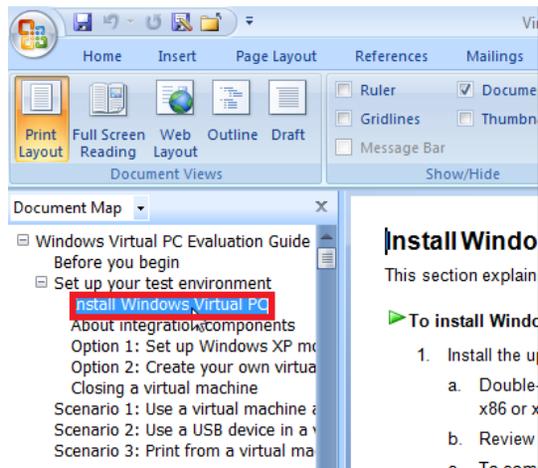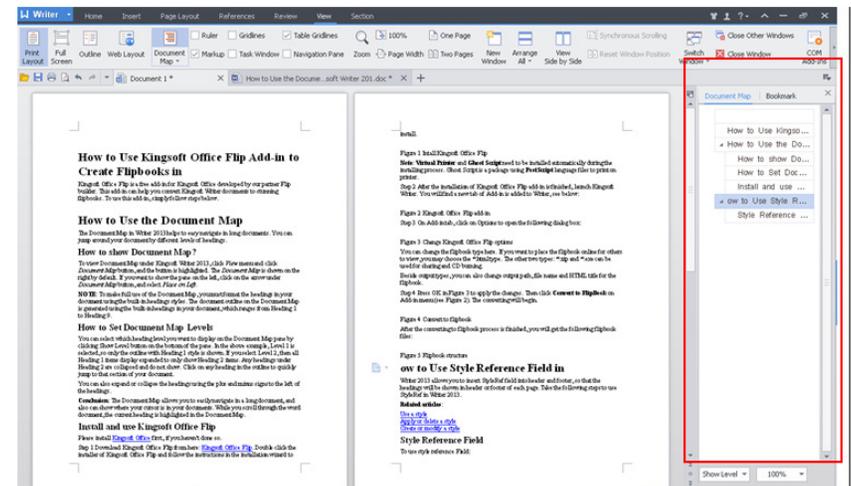
4. After showing the document map, you may now select any topic from the document map and it will direct you to that part within the document.

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