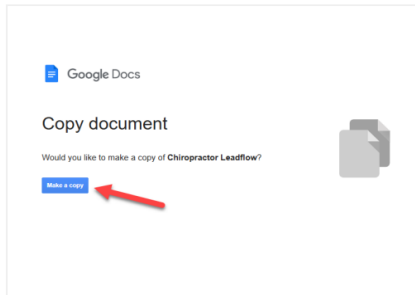
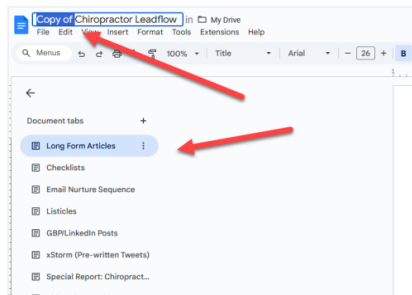


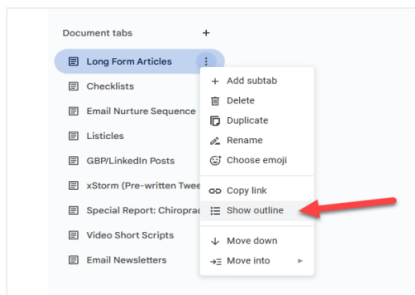
# How to Use Google Doc's Tab Feature



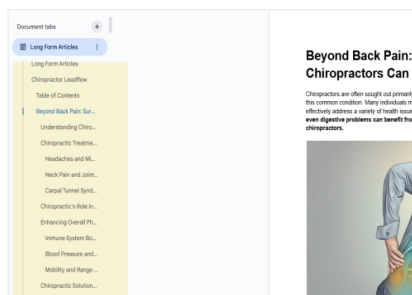
**1** Once you click the link provided you will be asked to make a Copy of the document. This will allow you to put it inside your Google Drive and edit as needed.



**2** Change the name of the document and be sure to put it in the folder you want on your Google Drive. You can see all of the documents listed in their own tab.



**3** To see the options and open the outline view simply click on the three dots and this window will appear.



**4** From there you can easily go through the different sections of the document.