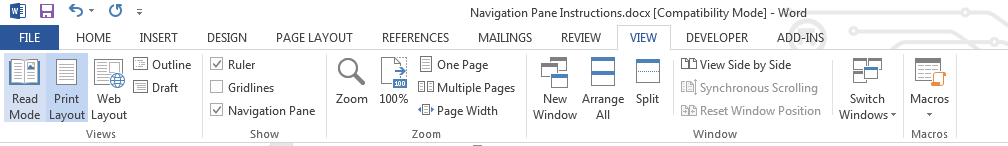
**Navigation Pane**

Opening the Navigation Pane will allow you to move around the document using the section headings.

1. Open the document and click the View tab at the top of the screen



1. Check the ‘Navigation Pane’ box



1. The Navigation Pane will appear on the left side of the screen. Click on the heading of the section that you wish to view.

