Using the Navigation Pane in Word

The Navigation Pane is a handy feature in Word 2013 which can be used in three different ways;

- To view all of your document's headings and pages in a clear, top-to-bottom format
- To restructure chunks of content just by dragging the headings
- To easily locate all instances of specified text

In this article you will find out how to use the Navigation Pane as follows:

- Display or hide the Navigation Pane
- Organise headings and rearrange text in a document
- Navigate your document using page thumbnails
- Search for text dynamically in a document
- Search for items other than text
- Where has the replace command gone?

Display or Hide the Navigation Pane

To display the Navigation pane:

- Choose the View tab and click the Navigation Pane option in the Show group.

  ![Navigation Pane in Word](image)

- When the Navigation Pane check box is ticked, the Navigation Pane is displayed.

  To hide the Navigation Pane, simply click the Navigation Pane check box to remove the tick.
By default the Navigation pane is first shown docked at the left of the document window, but you can drag it to a different location by its title bar.
Organise Headings and Rearrange Text in a Document

In order to use the following features, your document must contain headings (paragraph headings that you have formatted with the heading styles Heading 1 to Heading 9).

Navigating

Using the left-hand tab of the Navigation pane is a useful way to quickly move to a particular point in a document by clicking the heading in the pane.

Ensure the HEADINGS tab in the Navigation Pane is selected:

Simply click the required heading to go to that part of your document.

Multi-level headings ( & )

If your document contains structured headings (e.g. you have used the built-in style Heading 1 for main headings and then Heading 2, 3 etc. for sub-paragraph headings), then the structure of your headings is represented in the navigation pane.

Use or to expand or collapse the heading levels.

Rearrange text

The document can be easily reorganised by moving the headings in the Navigation Pane.

In the HEADINGS tab of the Navigation Pane, use the mouse to drag a heading up or down the list of headings.

All sub-headings and text will automatically be safely and completely moved with the heading you drag, provided they are not expanded.
**Organise headings**

Right-click a heading in the Navigation Pane for a shortcut list of options for organising the headings in your document.

- **Use Promote** and **Demote** to move the selected heading up or down within the hierarchy of your document structure. E.g. Promote would change a heading formatted as heading 3 to heading 2.
- **Use New Heading Before** or **New Heading After** to insert a new heading into your document at the specified point in relation to the selected heading. You can then simply type the text for the new heading and it will already be formatted to the corresponding heading style.
- **Use Delete** to remove headings and all related text without the hassle of trying to select it all in the document view!

**Whoops!**

Don’t forget, you can always use the Undo button if things don’t go according to plan.

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Navigate Your Document Using Page Thumbnails

The PAGES tab of the Navigation pane displays thumbnails of a document's pages. Again, this is a useful way to quickly move to a particular point in the document but the pages cannot be reorganised or moved.
Search for Text Dynamically in a Document

The **RESULTS** tab provides a new way of searching in a document.

- Ensure the **RESULTS** tab of the Navigation Pane is selected.

  *From the document, press [CTRL]+[F] to open the Navigation Pane and display the results tab.*

Type the text to search for in the search box at the top of the Navigation pane.

- As the text is typed Word will automatically start to search in the document.

All matches to the search text are not only highlighted in the document view, but also listed in the Navigation Pane.

- Simply click the required match in the navigation pane to go directly to the corresponding part of the document.

- You can use the navigation buttons at the top of the search results in the navigation pane to move to the next or previous match.
Using the other tabs of the Navigation Pane when in search mode

- If you use the headings tab of Navigation Pane while in search mode, headings containing the search text are highlighted:

![Navigation Pane with headings tab](image)

- If you use the pages tab of the Navigation Pane while in search mode, you get a filtered view of your document – only showing the pages that contain the search text:

![Navigation Pane with pages tab](image)

End the Search

- Click the cross next to the search box to exit search mode when you have finished:

![Navigation Pane with search box](image)
Searching for items other than text

To search a document for graphics or tables, click the magnifying glass symbol at the top of the Navigation pane and select Graphic or Tables:

(you will need to exit search mode if you have done a previous search)

Where has the Replace Command Gone?

You can still use the Replace command, in the same way that you may be familiar with using it from previous versions of Word.

To access the Replace command:

- Click the magnifying glass symbol at the top of the Navigation pane or, if you are in the middle of a search, the drop down arrow next to it and select Replace.
- This will display the old style find and replace dialogue box that you may have used in previous versions of Word.
Click the More button to access advanced find and replace options such as match case and formatting.

This dialogue box also contains the old style Find command and the GOTO command – so if you’ve been missing them, don’t worry they haven’t completely disappeared! You can also call this dialogue up with [CTRL]+[H]

ANOTHER TIP: To use the advanced search options when doing a search rather than a replace, click the magnifying glass symbol at the top of the Navigation pane and select Advanced find (don’t forget to click the More button once in the dialogue box to access the advanced find options).