

## **“Freedom Team here”**

*(P—Freedom Focus—Adm—Template (2)) P—Freedom Teams—“Freedom Team here”*

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*Wr\p\ft\5-2-24 “1-1-1111” (Today’s date here)*

## **To Those Interested in “Freedom Team here,”**

### **Please, do your own research:**

We seek to have Primary Source links, not as recommendations, but to assist us in finding facts and best resources so that we are equipped to make our own best decisions. We strongly encourage everyone to be diligent and discerning as they do their own research.

### **Stay in touch:**

The pages of Freedom Focus are always under development.

We welcome additions, comments and questions.

Contact us at [FactsforFreedom@protonmail.com](mailto:FactsforFreedom@protonmail.com).

### **Disclaimer:**

*The resources and links contained in these pages are not intended as recommendations. Please always do your own research. Freedom Focus assumes no liability or responsibility for the accuracy of the content or any consequences that could arise from action upon it. Information provided may contain copyrighted material whose use has not been specifically authorized by the copyright owner. Information is provided to advance the understanding of these issues. We believe this constitutes a “fair use” of the copyrighted material as provided for in section 107 of the US Copyright Law.*

This sequence begins with a “Table of Contents,” so that you can see the content, and then the document moves into the information and links. If you right-click on an external link, you will be able to open it in new tab. There are also links on some phrases that will connect you to related blocks within the document.

(Internal links:

1. In the tool bar, click on “Insert.”
2. Highlight the “Destination word or phrase,” the word or phrase to which you want the reader to be able to jump.
3. In the tool bar at the top, go to the “Links” block.
4. Select “Bookmark.”
5. Create a name for the “Destination.”
6. Click on “Add.”
7. Highlight the “Activation word or phrase,” the word or phrase that you want to use as a link to the Bookmarked “Destination word or phrase.”
8. In the tool bar at the top, go to the “Links” block.
9. Select “Link.”
10. To the left, click on “Place in this document.”
11. Select the Bookmark name you created for the “Destination word or phrase.”
12. Click “Ok.” )

(L = Layer.

L 1 is for the Headline, which will become the Table of Contents.

L 2 is for the detail on the topic.

Fill in the Headlines and the details.

When ready to create a table of contents, click anywhere in the table, aka matrix.

In the tool bar at the top, select “Layout.”

In the last block to the right, select “Sort.”

In the window that comes up, near the bottom, be sure “Header Row” is selected.

In the top line of this window, select the drop down and select “L.”

Click on “Ok.”

See below for sample with Table of Contents.

Directly below is a Sample not yet sorted for Table of Contents:

| # | L | Topics and Sub-Topics   |
|---|---|---|
| 1 | 1 | <b><u>“Freedom Team”—Topic</u></b>  |
| 1 | 2 | <b>“Freedom Team”—Topic</b><br>1. Statement<br>2. Link<br>3. Recipe to link to be sure<br>a. Details<br>4. Next Statement |
| 2 | 1 | <b><u>“Freedom Team”—Topic</u></b>  |
| 2 | 2 | <b>“Freedom Team”—Topic</b><br>1. Statement<br>2. Link<br>3. Recipe to link to be sure<br>a. Details                      |
| 3 | 1 | <b><u>“Freedom Team”—Topic</u></b>  |
| 3 | 2 | <b>“Freedom Team”—Topic</b><br>1. Statement<br>2. Link<br>3. Recipe to link to be sure<br>a. Details                      |

Sample: Sorted by L’s to create Table of Contents:

| # | L | Topics and Sub-Topics   |
|---|---|---|
| 1 | 1 | <b><u>“Freedom Team”—Topic</u></b>  |
| 2 | 1 | <b><u>“Freedom Team”—Topic</u></b>  |
| 3 | 1 | <b><u>“Freedom Team”—Topic</u></b>  |
| 1 | 2 | <b>“Freedom Team”—Topic</b><br>5. Statement<br>6. Link<br>7. Recipe to link to be sure<br>a. Details<br>8. Next Statement |
| 2 | 2 | <b>“Freedom Team”—Topic</b><br>4. Statement<br>5. Link<br>6. Recipe to link to be sure                                    |

|   |   |  |
|---|---|--|
|   |   | a. Details   |
| 3 | 2 | <b>“Freedom Team”—Topic</b><br>4. Statement<br>5. Link<br>6. Recipe to link to be sure<br>a. Details |