**To collapse or expand all headings in Microsoft Word, follow these steps:**

1. Right-click on any heading in the Diary they are in a gold color.
2. Move your mouse over “Expand/Collapse” on the popup menu.
3. Select “Collapse All Headings” from the submenu to collapse all the headings in your document, or “Expand All Headings” to expand all the headings again.

This is the second version of the diary, and the html files are the 3rd. The first copies are in tables, but this makes the documents very long in text.

In some of the latter years the files are not summarized yet, and this means that you have to look above the highlighted red text for number that are not highlighted. 2019 END, 2020, 2021,