Document with numbering tutorial

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About this tutorial

This is a Word .docx document created in response to [this question on the Microsoft Tech forum](https://techcommunity.microsoft.com/discussions/word/heading-1-to-begin-at-1-1-heading-2-at-1-2-in-outline-numbered/4398203). It uses the TOC Heading style here in this color to distinguish from the styles being used in the numbering. Here the Built-In Heading styles are used. The styles can be modified to suit. The numbering and indents for them must be controlled through the Define New MultiLevel List Dialog. This is for Ribbon versions of Word (desktop applications). All screenshots are from the Windows desktop application but the same processes work using the Mac desktop application.

See also:

* [Automatic Numbering in Word - my 5-page pdf](https://www.addbalance.com/usersguide/AutomaticNumbering.pdf)
* J[ason Morrell's series of YouTube videos on Automatic Numbering](https://www.youtube.com/watch?v=n70UutcLm6U&list=PLp6cX9mN-SNq-n28y-LXolJtqpySyuybc)
* [How to create numbered headings or outline numbering in Ribbon Versions of Word by Shauna Kelly](http://www.shaunakelly.com/word/numbering/numbering20072010.html)

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Goal

What is shown below is the numbering requested.

Chapter 1: Introduction

1.1 Blah [in Hading 1 Style]

1.1.1 Blah Blah [in Heading 2 style, continuing list from Heading 1]

1.2 Bloop [In Heading 1 Style, continuing list from within this chapter]

1.2.1 Bloopy [In Heading 2 Style]

Chapter 2: The Next Chapter

2.1 Blah

2.1.1

2.1.2

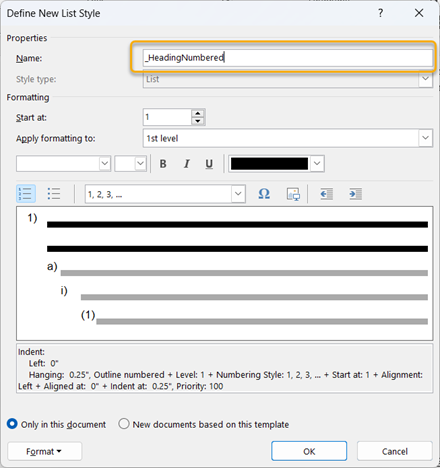
2.2

Process

The Chapter Heading will be level 1. What has been described as Heading 1, will be level 2 and so forth.

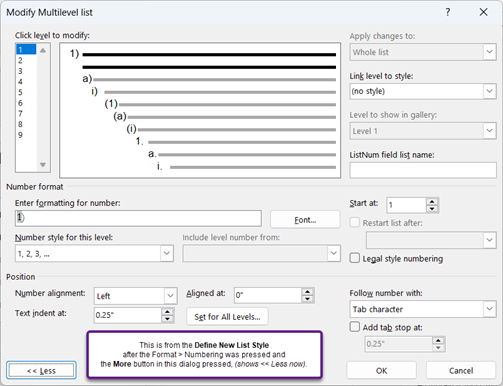
Have your insertion point (cursor) in the paragraph you want to bel Level 1. In this case it would be a Chapter title.

We start with the Define New List Style dialog.

1. Give the style a name. Here, the name is \_Heading Numbered.

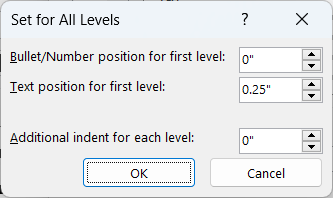
2. Then click on the Format button in the lower-left corner and Choose Numbering. This brings up the Modify MultiLevel List Dialog.

Modify MultiLevel List Dialog.

The first thing I do with this dialog is click on the **More** button in the lower left corner. This expands the dialog and changes the button to “**<<Less**.”

That expanded dialog is shown to the right.

Set Indents for all levels. Level 1 dialog

1. Set the Number Style for number to “1,2,3…”
2. Click on the Set for all levels button. That brings up the dialog shown below. Set the increments you want. (*This can be done later*.)  
   
3. This is set to all be on the left margin (0) with a slight indent for the text at this level.
4. No additional indent is set.
5. Then Click on OK.

That brings all levels to the left side with the same spacing.

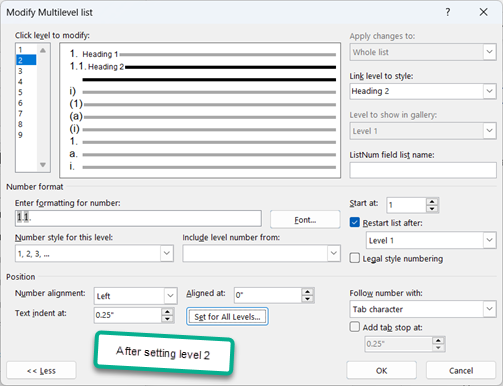
There is a shaded 1 followed by ) in the box to Choose Number Format. Delete the ) and type a period/full stop.

1. On the right side, link this level to the style Heading 1.

Level 2

1. Click on “2” in the levels. It will become blue and you will be working with Level 2.
2. Erase everything in Enter Formatting for number.
3. In the dropdown for Number style for this level, pick 1,2,3. This inserts the shaded level 2 number.
4. In the Enter formatting box, move the cursor to in front of the 1 that was inserted.
5. Under the Font button is the box to Include number from:
6. Use the dropdown to choose Level 1. Another shaded 1 will appear.
7. Add a period between the two and another after the second.
8. On the right side, link this level to the Heading 2 style.

Here is what you should see.

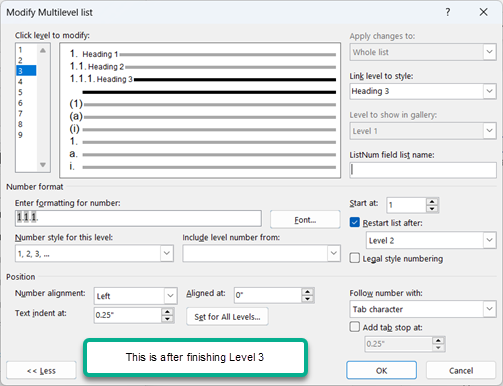


Level 3

1. Click on “3” in the levels. It will become blue and you will be working with Level 3.
2. Erase everything in Enter Formatting for number.
3. In the dropdown for Number style for this level, pick 1,2,3.
4. In the Enter formatting box, move the cursor to in front of the 1 that was inserted.
5. Under the Font button is the box to Include number from:
6. Use the dropdown to choose Level 1. Another shaded 1 will appear.
7. Type a period between the two numbers.
8. Repeat using the dropdown to choose Level 2. Another shaded 1 will appear.
9. Type another period between the two numbers and add a period after the third 1.
10. Add a period between the two and another after the second.
11. On the right side, link this level to the Heading 2 style.

The default setting is to restart the numbering in this level after Level 2, which is what we want.

This is what I see in the Modify MultiLevel List dialog.



The rest of the levels

Generally, I go through all nine levels but this is not required for this demo.

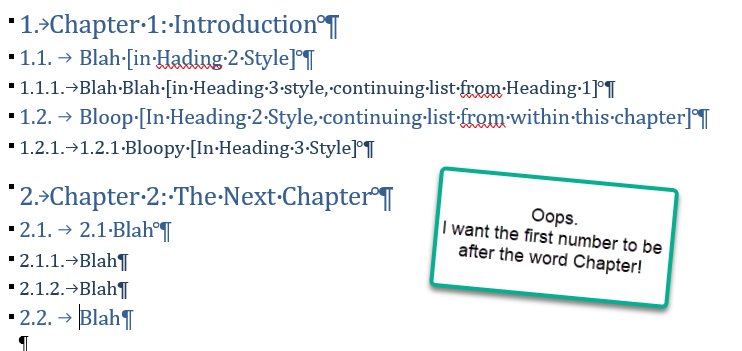
We will click on OK here because I’m lazy.

Click on OK in the Define List Style dialog as well.

Apply the Appropriate Styles to each heading

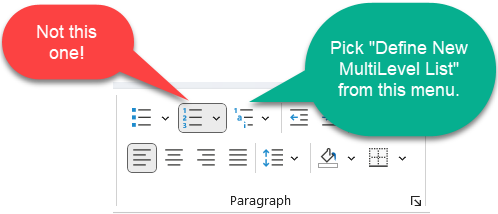
You can do this by selecting the entire paragraph and applying the style or by clicking in the left margin and then picking the style.[[1]](#footnote-1)

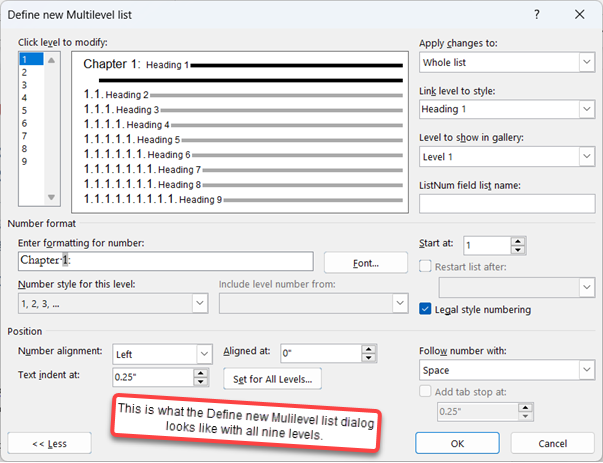
This is what I see after applying the Styles. Oops.



Modifying the List

We need to fix level 1 to include the word Chapter!

1. To modify the MultiLevel List we created, go to the first paragraph formatted as level 1. That would be the first paragraph using the Heading 1 style. This is where we go no matter which level it is we want to change!
2. We were working in the **Modify** MultiLevel List dialog. *However, there is no way to get back to that dialog!*
3. We need to use the dropdown for MultiLevel List, NOT the one to its right.  
   
4. We use, instead, the **Define** New MultiLevel List to modify our list. When you choose that you are back where we left off. You should be at Level 1.
5. In front of the shaded 1 in the Enter Formatting for Number box, type “Chapter “ with the space.
6. Delete the period after the number 1 and type a colon.
7. Then on the right side, you want to follow this with a space rather than a tab.
8. I followed through here on the remaining 6 levels as an exercise.



Finished Product Using the Styles Linked

# Introduction

## Blah [in Hading 2 Style]

### Blah Blah [in Heading 3 style, continuing list from Heading 1]

## Bloop [In Heading 2 Style, continuing list from within this chapter]

### Bloopy [In Heading 3 Style]

# The Next Chapter

## 2.1 Blah

### Blah

### Blah

## Blah

The heading styles can be formatted to appear the same as body text (font & color) using the Modify Style dialog. The Indents and Numbering, though, must be changed in the Define New MultiLevel List dialog.

I removed the typed numbers. What appears is based on the Styles.

Quick Style Set Available

Included with this is a **Quick Style Set** that has the headings with this numbering. The Quick Style Set is a .dotx template. If you open it or create a document based on it, you will have instructions for its use.

* [[Quick] Style Sets and Word Themes in Microsoft Word](https://answers.microsoft.com/en-us/msoffice/forum/all/quick-style-sets-and-word-themes-in-microsoft-word/444d4195-a28a-43bb-b035-facd84f7bd44)
* [[Quick] Style Sets can include multilevel numbering attached to styles](https://answers.microsoft.com/en-us/msoffice/forum/all/quick-style-sets-can-include-multilevel-numbering/f099f9e1-8700-4219-a9ba-5617dbc1936b)

Version , Copyright and Update Information

Copyright ©. Updates, if any can be found on my downloads page at [MultiLevel Numbering Tutorial Document](https://addbalance.com/word/download.htm#MultiLevelNumberingTutorial01). This may be copied and redistributed without further permission so long as distributed as a whole and without charge.

Donations are welcomed, though.

1. Do not select anything other than the entire paragraph because that will not give you the paragraph style because these are “linked” rather than “paragraph” styles. The linking here has nothing to do with the linking to styles we have been doing here. See [Character Style v Paragraph Style v Linked Style](https://www.addbalance.com/usersguide/styles.htm#Character) for more. If you have “Disable Linked Styles” checked in your Styles Pane you do not need to worry about this. [↑](#footnote-ref-1)