Numbered [Quick] Style Sets

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This is the “Readme” documentation to accompany various numbered [Quick] Style Sets based on those distributed with Word.

# Background – Prerequisite knowledge

I urge anyone using these to read:

* [How to create numbered headings or outline numbering in Ribbon Versions of Word by Shauna Kelly](http://www.shaunakelly.com/word/numbering/numbering20072010.html) and
* [[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)

Automatic paragraph numbering not properly applied simply does not work with [Quick] Style Sets. The ones in this set are created following Shauna Kelly’s instructions for all nine levels of a multilevel list. They appear to be stable.

It is important that if you use one of these that you apply numbering using the styles, not the numbering buttons on the Home tab.

The [Quick] Style sets are stored in the folder %Appdata%\Microsoft\QuickStyles\

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# How to use

## There are two large groups of sets

One without the Body Text Style visible unless already used. The other with the Body Text Style both visible and in the [Quick] Styles Gallery.

First pick one of the sets that are distributed with Word that you like in general. Download and use the [Quick] Style Set sampler to easily see what these look like in a document. Then choose one of the sets that matches the one you chose and uses the numbering setup that best matches what you want and put it in the QuickStyles folder.

I recommend against moving all of the sets in this zip folder into your QuickStyles folder other than temporarily. It will only add confusion to your use.

See also the one developed with custom paragraph styles at the beginning of the list. \_ \_Custom Heading Styles Numbered. It has its own information. You can use it as a document template to get details.

Note that Word [Themes](https://www.addbalance.com/usersguide/styles.htm#Themes) will change how any of these look. (Not Office or Windows Themes, though, Word Themes.

[Quick] Style Sets generally have no document content. Many of these do have content, though. Content does not interfere with use as a set. The content is simple.

# Three numbering styles, all attached to the built-in heading styles

I used three numbering styles. You can modify these, but follow Shauna Kelly’s methods to do so, starting at level 1 and using the Define New MultiLevel List dialog. The numbering style used is reflected in the name of the [Quick] Style Set.

|  |  |  |
| --- | --- | --- |
| **Legal** | **Outline** | **Contract (my name)** |
| 1,  1.1  1.1.1  1.1.1.1  1.1.1.1.1  1.1.1.1.1.1  1.1.1.1.1.1.1  1.1.1.1.1.1.1.1  1.1.1.1.1.1.1.1.1 | I.  A.  1.  a)  (1)  (a)  (i)  (a)  (i) | Article I  Section 1.01  (a)  (i)  1)  a)  i)  a.  i. |

# Formatting in List Numbers

Those numbering styles have Indent setting not shown above. Again, following Shauna Kelly’s directions and making modifications through the Define New MultiLevel List dialog you can change how these look. To change the basic font and paragraph settings, modify the heading styles, themselves.

| **Built-In Name** | **Legal numbering** | **Outline numbering** | **Contract numbering** |
| --- | --- | --- | --- |
| Basic (Elegant) | X |  |  |
| Basic (Simple) | X | X | X |
| Basic (Stylish) | X | X | X |
| Black & White (Capitalized) | X |  | X |
| Black & White (Classic) | X |  | X |
| Black & White (numbered) | X |  |  |
| Black & White (Word) | X | X | X |
| Casual | X | X | X |
| Centered | X | X | X |
| Distinctive | X | X | X |
| Elegant | X | X | X |
| Fancy | X | X | X |
| Formal | X | X | X |
| Lines (Distinctive) | X | X | X |
| Lines (Simple) | X |  |  |
| Lines (Stylish) | X | X | X |
| Manuscript | X |  | X |
| Minimalist | X |  | X |
| Modern | X | X | X |
| Newsprint | X |  |  |
| Perspective | X | X | X |
| Shaded | X | X | X |
| Simple | X | X | X |
| Thatch | X | X | X |
| Traditional | X | X | X |
| Word 2003 | X |  |  |
| Word 2010 | X | X | X |

# Custom Paragraph Styles attached to numbering

There is one style set created using custom paragraph styles. It is named “\_Custom Heading Styles Numbered.” The underscore is there so that it shows up first in the list on the Design tab. This is the set described in the March 12, 2024 post in this discussion: [[Quick] Style Sets can include numbering attached to Built-In Heading Styles](https://answers.microsoft.com/en-us/msoffice/forum/all/quick-style-sets-can-include-numbering-attached-to/f099f9e1-8700-4219-a9ba-5617dbc1936b).

That Style Set is its own ReadMe. You can open it or create a document based on it to get more information about it. Such content does not interfere with use as a [Quick] Style Set but does make the template bigger.

# TOC Heading Style set for no numbering

The distributed [Quick] Style Sets have the style TOC Heading based on Heading 1. This does not work with numbering attached to Heading 1, so the TOC Heading style in each of these sets is set for no numbering. In addition, the TOC Heading style is set to have no Outline level, so it will not, itself, show up in the Table of Contents.

# How these were made

1. I started with the [[Quick] Style Set Sampler](https://addbalance.com/word/download.htm#QuickStylesSampler) because it made it easier to see the changes. *This would not be required, in that you do not need to see the styles to save a new [Quick] Style Set.*
2. Then I applied one of the sets distributed with Word.
3. Then I applied one of the three list templates in the MultiLevel List drop-down that has the levels attached to the Heading levels.
4. Modify the TOC Heading Style to remove numbering.
5. Save as a new [Quick] Style Set.

**See March 12, 2024 post in** [**this discussion on the Microsoft Answers site**](https://answers.microsoft.com/en-us/msoffice/forum/all/quick-style-sets-can-include-numbering-attached-to/f099f9e1-8700-4219-a9ba-5617dbc1936b)**.** It has illustrations and better directions.

# Body Text Style unhidden and added to [Quick] Style Sets.

The Body Text style has been unhidden in these [Quick] Style Sets and moved to a position in the Gallery.

# Updates – Version

I am hoping to set up a more practical Outline heading list without the wild indents. If I do, I will be adding it to some of these. Updates, if any, will be found on [my downloads page](https://addbalance.com/word/download.htm#QStyleNumbering). This is version 24.4.

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This may be redistributed as a package without modification. Other than the one using custom paragraph styles, the [Quick] Style Sets in this package, themselves, are not copyrighted by me.