Introduction to Multilevel Numbering in Word (2013)
IT Documentation Team, December 2014. (Reviewed July 2015)

This fact sheet is part of our Working with Long Documents series.

About Multilevel Numbering

Word contains several Multilevel List options. For long documents, we recommend that you choose the list option that applies Multilevel Numbering to your Heading Styles. This means your numbering will automatically update if you add more Heading Styles to your document.

<table>
<thead>
<tr>
<th>Heading Style</th>
<th>Number format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading 1</td>
<td>1</td>
<td>A main or chapter heading</td>
</tr>
<tr>
<td>Heading 2</td>
<td>1.1</td>
<td>A subheading</td>
</tr>
<tr>
<td>Heading 3</td>
<td>1.1.1</td>
<td>A sub-subheading</td>
</tr>
</tbody>
</table>

How to apply Multilevel Numbering

Have you applied Heading Styles?

Before applying Multilevel Numbering to your document, you must first apply Heading Styles to your Heading text. For help, please see our Introduction to Heading Styles fact sheet.

1. Click the Home tab.
2. In the Paragraph group, click on the Multilevel List icon.
3. From the drop-down list, select: 1 Heading 1, 1.1 Heading 2, 1.1.1 Heading 3.
4. Multilevel Numbering will be applied to all of your Heading Styles.

You do not need to update your Multilevel Numbering, Word will do it for you.

Customise Multilevel Numbering

In general, we recommend that you avoid altering your Multilevel Numbering as this can cause problems. However, you can make small changes such as adding the word ‘Chapter’ before your main headings.

1. Locate any Heading 1 text in your document.
2. Right click the number.
3. Select Adjust List Indents... from the drop down list.

4. Click before the number in the Enter formatting for number: box.

Do not delete or change the number!

5. Type the word Chapter followed by a space.

6. Click OK.

The word ‘Chapter’ will have been added to all of your Heading 1 text

Chapter 1  This is a main heading

Further information and help
Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk
For IT training materials, see www.abdn.ac.uk/tad