

MS Word- Hide Numbering from Heading 1 Style

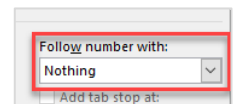
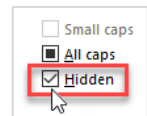
This guide describes how to hide the numbering on the Heading 1 paragraph style while keeping numbering visible on the other paragraph heading styles in a document. This is useful when you have used multilevel numbering but don't want numbers to appear at main chapter headings and within the Table of Contents.

Apply the styles and numbering

1. Apply heading styles to the document. (See our guide [Using heading styles in Word](#) for more details on how to do this)
2. Apply numbering to your paragraphs via the Multilevel list button on the Home tab. (See our guide [Multilevel numbering for headings](#) for more details on how to do this)

Adjust the numbering

1. Place the cursor **in the number** of a Heading 1 paragraph then **right-click** the number.
2. Choose **Adjust Line Indents** from the shortcut menu. The **Define new Multilevel list** window appears.
3. Click the **Font** button and select **Hidden**. Click **OK**.
4. Click the **More >>** button and click the **Follow number with** drop-down list.
5. Click **Nothing** then click **OK**.



Note: You will see the number displayed alongside Heading 1 in the Style gallery and at the start of the paragraph if you have the Show/Hide button switched on, but it will not print or be shown in the Table of Contents.



Due to a bug, Word will insert a space before the first character of any TOC 1 items. The easiest way to deal with this is to manually remove the extra space after you have finished editing your Table for Contents.

Table of Contents	
This is the first chapter of my document	2
1.1 This is a Subheading	2
1.2 This is Another Subheading	2
My Second chapter	2
2.1 First Subheading in Chapter 2	2
2.2 Second Subheading Chapter 2	2

This is the first chapter of my document
1.1 This is a Subheading
1.2 This is Another Subheading

My Second chapter
2.1 First Subheading in Chapter 2
2.2 Second Subheading Chapter 2

Further help and support

Use MyIT to log calls with the University's IT Service Desk: <https://myit.abdn.ac.uk>