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.

Further help and support

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