

# Working with Long Documents

## “How do I apply multilevel numbering to my headings and subheadings in Word?”

When you are writing a long document such as a dissertation or thesis, it may be appropriate to structure your content using headings and subheadings.

If so, it is useful to number your headings and subheadings so that you can refer to them elsewhere in your document, a table of contents for example.

Instead of spending time numbering your headings manually, it is more efficient to apply **Heading styles** to your document headings and subheadings. You can then choose an 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.

Heading Style	Number format
Heading 1	1 A main heading
Heading 2	1.1 A subheading
Heading 3	1.1.1 A sub-subheading

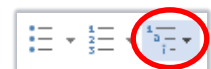
<b>1</b>	<b>HEADING</b>
1.1	SUBHEADING
1.1.1	<i>Sub-subheading</i>
1.1.2	<i>Sub-subheading</i>
1.2	SUBHEADING
1.3	SUBHEADING
<b>2</b>	<b>HEADING</b>
2.1	SUBHEADING
2.2	SUBHEADING

### How to apply multilevel numbering

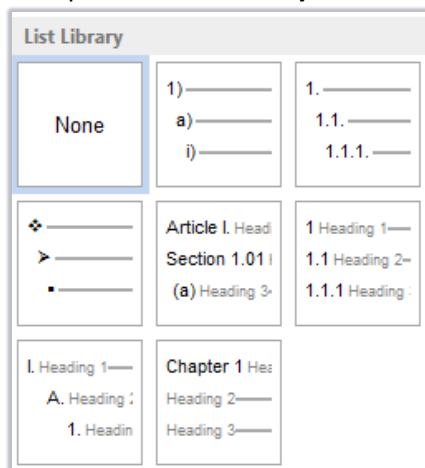
Have you applied Heading Styles?

Before applying multilevel numbering to your document, you must first apply Heading styles to your heading text. Help is available in our guide: [“What are Heading styles and how do I use them in Word?”](#)

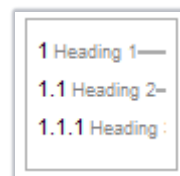
1. Click the **Home** tab, then click the **Multilevel List** icon.



– This opens the **List Library**.



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- From the drop-down list, select: **1 Heading 1, 1.1 Heading 2, 1.1.1 Heading 3**.
    - This list applies numbering to the Heading styles in your document.



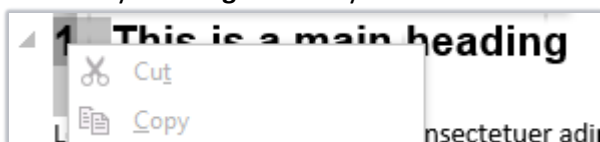
- Multilevel numbering will be applied to all of your Heading styles.

*Tip* - You do not need to update your multilevel numbering, Word will do it for you.

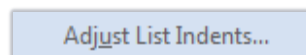
## Customising multilevel numbering

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.

- Locate any **Heading 1** text in your document and right-click the number.

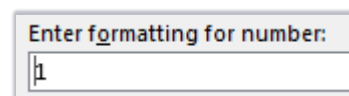


- Select **Adjust List Indents...** from the drop down list.

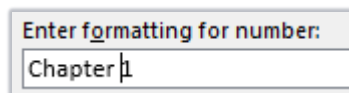


- Click *before* the number in the **Enter formatting for number:** box.

*Important* - Do not delete or change the number!

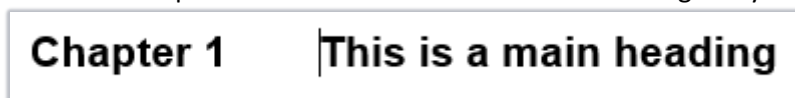


- Type the word **Chapter** followed by a **space**.



- Click **OK**.

- The word 'Chapter' will have been added to each Heading 1 in your document.



## Further information and help

If you want to learn about any Microsoft product in more detail you can use [Microsoft's Office Support](#) for tutorials, videos and helpful hints.

- For essay formatting requirements, e.g. margins and line spacing, please check with your School.
- Click **File** from the Ribbon, then **question mark** (top right) or press **F1** at any time for help within Word. Search for keywords, e.g. *numbering*.
- You can also use MyIT to log calls with the University's IT Service Desk: <https://myit.abdn.ac.uk>

