

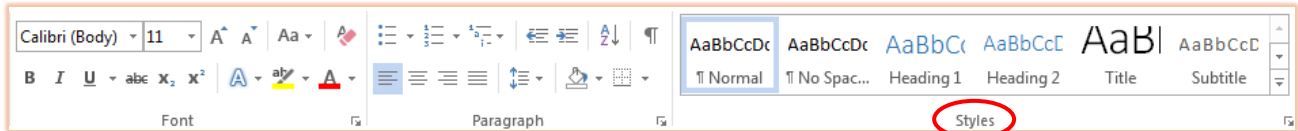
# Styles in Word

Click an item below to find help and guidance on how to get the most out of heading styles in Word:

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# About Heading Styles in Word

**Styles** are sets of formatting options (like font, line spacing and alignment) that you can apply to text in one click. This is more efficient than applying each effect individually, and also increases consistency throughout your document.



Word contains nine built-in Heading styles named **Heading 1** through to **Heading 9**. The real power of Heading styles is that you can use them to create *structure* within your document. This is because Heading styles occur in a hierarchy with Heading 1 at the top level, down to Heading 9 at the lowest. This hierarchy is known as the **outline level**, and allows you to use tools such as **table of contents** and **multilevel numbering**.

Heading name	Outline level	Position within hierarchy
Heading 1	Level 1	1 A main heading
Heading 2	Level 2	1.1 A subheading
Heading 3	Level 3	1.1.1 A sub-subheading

## If you use Heading styles, you can:



Automatically generate a **table of contents** in a matter of seconds.



Apply **multilevel numbering** that will update automatically as you add new headings.



Navigate your document quickly and easily using the **Navigation Pane** to jump from heading to heading.



**Modify** a Heading style and see the changes reflected across **all** headings of the same level in your document.



Increase document **accessibility** for people using screen readers.



Add **Cross-references** to headings quickly and easily.



Include the chapter number in your **Page Numbering**, e.g. 1.7 (chapter 1 page 7).



Include the chapter number in your **Captions**, e.g. Figure 3.2 (chapter 3 figure 2).



Insert **Hyperlinks** to your document headings by clicking **Link to Place in This Document** and choosing from your Heading styles.



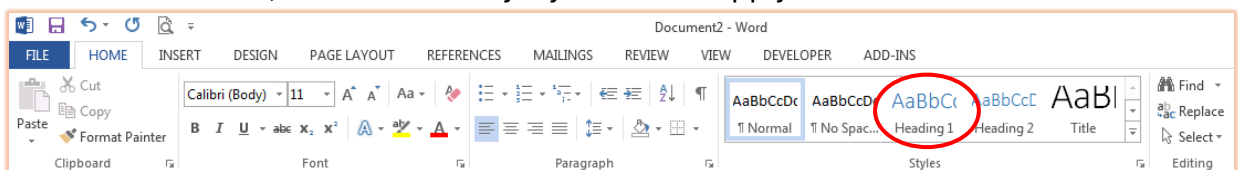
Increase **stability** in your document. If you accidentally delete a Heading style, Word will reset it to the default formatting but you won't lose the structure.

# How to apply Heading Styles

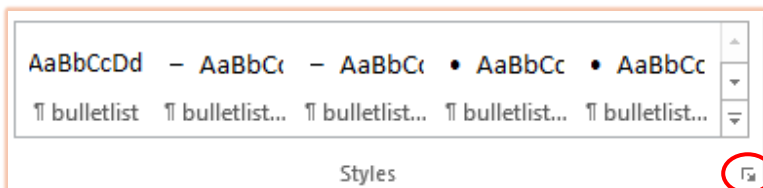
1. Click on a heading in your document.
  - You don't need to select the text, just position your cursor within the paragraph.
2. Decide which Heading style you want to apply – you are unlikely to ever use them all!
  - **Heading 1** For the most important headings in your document.
  - **Heading 2** For any subheadings in your document.
  - **Heading 3** For any sub-subheadings in your document.

**Tip** - Don't worry if you don't like the look of a Heading Style. You can modify this later!

3. Click the **Home** tab, then click the style you want to apply.



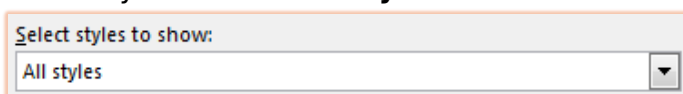
4. Repeat this process for any other headings in your document.
5. If you don't see **Heading 3 to 9**, check your **Style Options** as follows:
  - Click the **launcher arrow** at the bottom right of the **Styles** group.



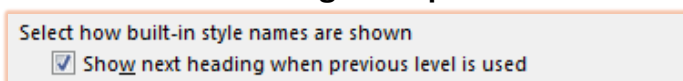
- The **Styles** pane will open at the right of the screen. Click **Options...**



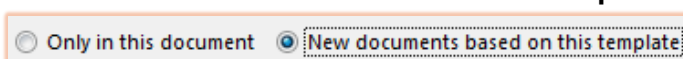
- Select styles to show: **All styles**.



- Tick **Show next heading when previous level is used**.



- Select **New documents based on this template**.



- Click **OK**.

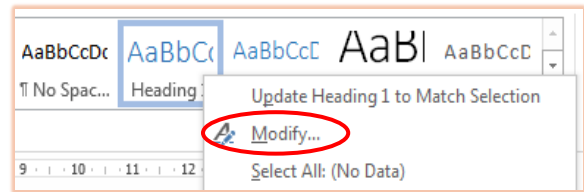
**Tip** – If you apply a style by mistake, just click to apply a different style, e.g. Normal.

Once you have applied Heading styles, click **View**, then tick **Navigation Pane**. You can then use the Navigation pane (left of window) to go directly to a specific heading within your essay.

## Change the format of Heading styles

1. To change the formatting of a Heading style:

- Click the **Home** tab.
- In the **Styles** gallery, right-click the Heading style you want to edit.
- Then click **Modify...**



2. In the Modify Style dialog, make your formatting changes then click **OK**.
3. The Heading style will update throughout your document.

# Multi-level Numbering for Headings

When you are writing a long document such as a dissertation or thesis, 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 a numbering 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.

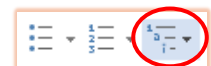
Heading Style	Number format	
Heading 1	1	A main heading
Heading 2	1.1	A subheading
Heading 3	1.1.1	A sub-subheading

<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

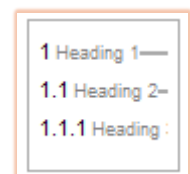
## How to apply multilevel numbering

Before applying multilevel numbering to your document, you must first apply Heading styles to your heading text. Help is available in the section of this document: Using Heading Styles in Word.

1. Click the **Home** tab, then click the **Multilevel List** icon.
  - This opens the **List Library**.



2. 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.



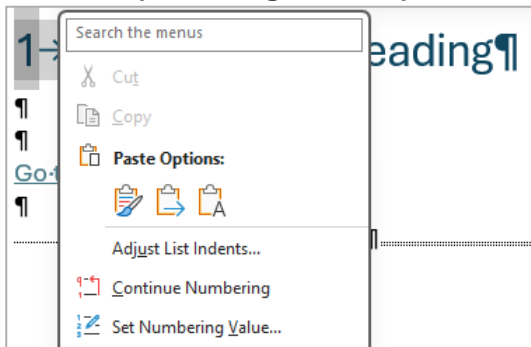
3. Multilevel numbering will be applied to all of your Heading styles.

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

## Customise multilevel numbering

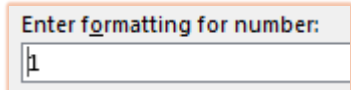
In general, we recommend that you **avoid altering your multilevel numbering** as this can cause problems. However, you can make small changes such as adding the word 'Chapter' before your main headings.

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



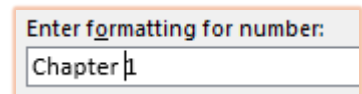
5. Select **Adjust List Indents...** from the shortcut menu. The Define new Multilevel list box appears.

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



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

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



8. Click **OK**.

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



**Note:** by default Word includes a tab character between the number and the subsequent heading text, creating quite a large gap. If you'd prefer a smaller gap, click the **More** button in the Define new Multilevel list box, then select **Space** from the **Follow number with** drop-down list.

## Hide the Numbering on Heading 1 Style

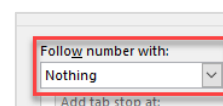
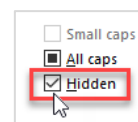
Sometimes you don't want numbers to appear at main chapter headings (and within the Table of Contents) but you do want to keep numbering visible on the other paragraph heading styles in a document.

## Apply the styles and numbering

1. Apply heading styles to the document. (See the section 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 the section Multi-level 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