Numbered lists in Word

In the Resource and User Guides, each new process is formatted using a numbered list. In Word, these lists are mapped to the List Number style. However, due to the way lists are programmed in Word, as soon as you reapply the list style, all selected text is renumbered as on continuous list. However, there is a relatively simple way to correct this and it can be applied to the template used to create Word documents from the RoboHelp output.

In Word, we'll need to create a new multi-level list where our procedure heading is actually the top level of our list, followed by List Number and List Number 2. This way, we can specify that List Number must always start at 1 whenever it immediately follows Procedure header:

**Procedure header: (list level 1)**

1. List Number (list level 2)
   i) List Number 2 (list level 3)

Notice that we've had to use a Procedure header style instead of Heading 4. This is because Word does some strange things to its default headings, therefore Heading 4 does not work well when assigned to a multi-level list. The best thing to do is to create a Procedure header style first, then select all Heading 4 text and change it to be the Procedure header style.

For the next steps, we'll assume that you've already created a Procedure header as a replacement for Heading 4.

The following procedure specifically looks at the formatting applied to the Resource Guide, however, it would be easy to apply the specific User Guide formatting instead.

1. Open the Word document template.
2. Click **Define New Multilevel List...**
3. In the dialog, click **More>>** to expand the advanced options.

We now need to define our first level.

4. On the left-hand side, ensure that Level 1 is selected. Then:
   i) In the Link Level to Style: dropdown, select **Procedure header**.
   ii) In the Number format section, set the Number Style for this level: to **(none)** and clear the Enter formatting for number: field.
   iii) In the Position section, set the Aligned at: to 0cm and Text indent to 0cm. Set Follow number with to nothing.

Next we need to define level 2.

5. On the left-hand side, ensure that Level 2 is selected. Then:
   i) In the Link Level to Style: dropdown, select **List number**.
   ii) In the Number format section, set the Number Style for this level: to 1,2,3, and in the Enter formatting for number: field, and add a period after the page number variable.
   iii) Ensure that the Restart list after: option is selected and set to **Level 1**.
   iv) In the Position section, set the Aligned at: to 0cm and Text indent to 0.63cm. Set Follow number with to Tab character. Select the Add tab stop at: option and set it to 0.63cm.
6. Optional: To format the number, click **Font...**
   i) In the dialog, send the **Font** to Abadi MT extra bold.
   ii) In the **Font Colour** drop-down menu, click **More colours...** and on the **Custom** tab, set the colour to RGB 1,127,127. Click **OK**.
   iii) Click **OK** to apply the font formatting.

Back in the Define new Multilevel list dialog. The final step is to define level 3.

7. On the left-hand side, ensure that Level 3 is selected. Then:
   i) In the **Link Level to Style:** dropdown, select **List number 2**.
   ii) In the **Number format** section, set the **Number Style for this level:** to i,ii,iii, and in the **Enter formatting for number:** field, and add a bracket after the page number variable.
   iii) Ensure that the **Restart list after:** option is selected and set to **Level 2**.
   iv) In the **Position** section, set the **Aligned at:** to 0.63cm and **Text indent** to 1.27cm. Set **Follow number with** to **Tab character**. Select the **Add tab stop at:** option and set it to 1.27cm.

8. When you are happy with all of the settings, click **OK** to accept the new multilevel list.

**The finishing touch!**

1. In the styles tab, select all of your **List number** text.
2. Click once to reapply the style.
3. All lists should renumber starting correctly at 1!
4. Save the template!

Each time you create a document from the template, you will probably have to reapply the List number (and List bullet) styles to get them to format properly. However, this time, all lists following a Procedure header should always start at 1!