

# 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.

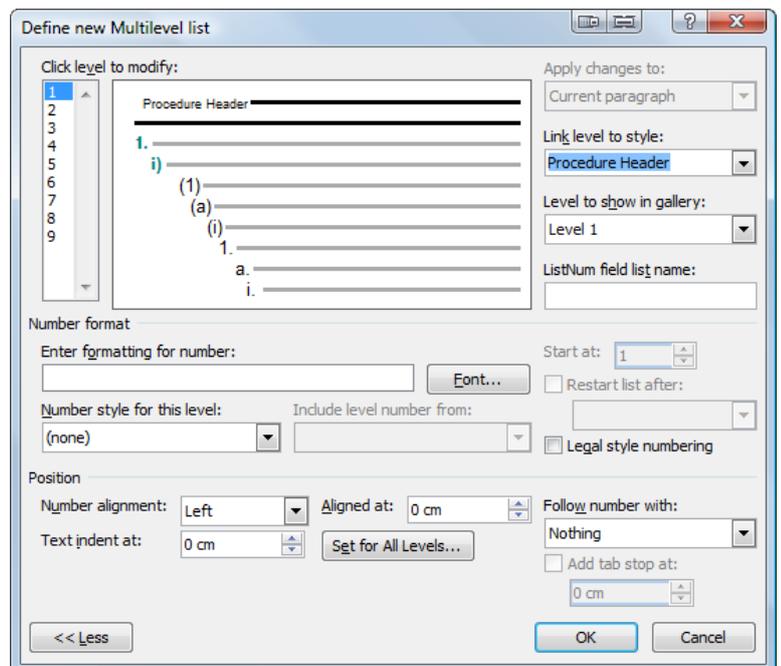
For the next steps, we'll assume that you've already created a Procedure header as a replacement for Heading 4.

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.

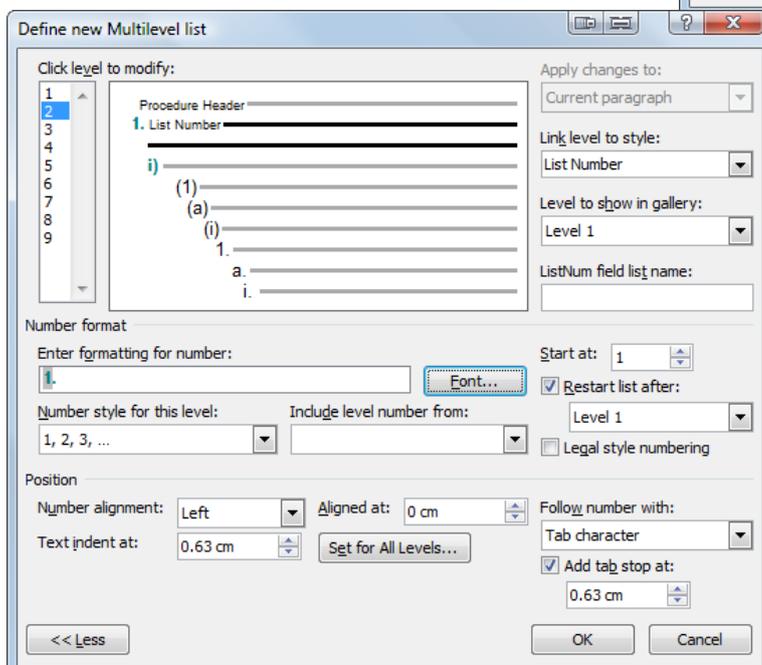
- 1. Open the Word document template.
- 2. Click  **Define New Multilevel List...**
- 3. In the dialog, click **More>>** to expand the advanced options.

We now need to define our first level.

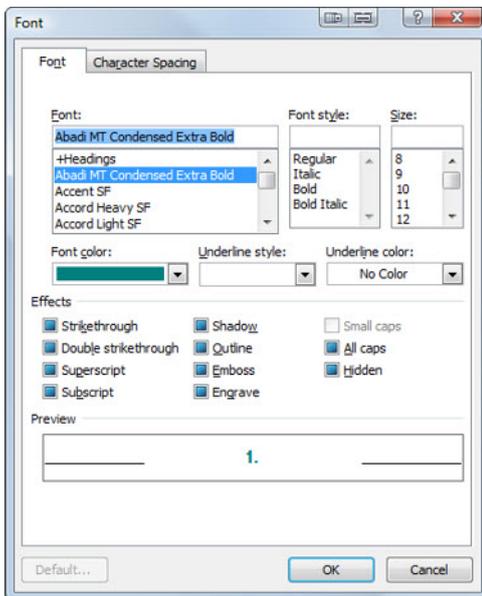
- 4. On the left-hand side, ensure that Level 1 is selected. Then:
  - i) In the **Link Level to Style:** dropdown, select **Procedure header**.
  - ii) In the **Number format** section, set the **Number Style for this level:** to **(none)** and clear the **Enter formatting for number:** field.
  - iii) 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**.



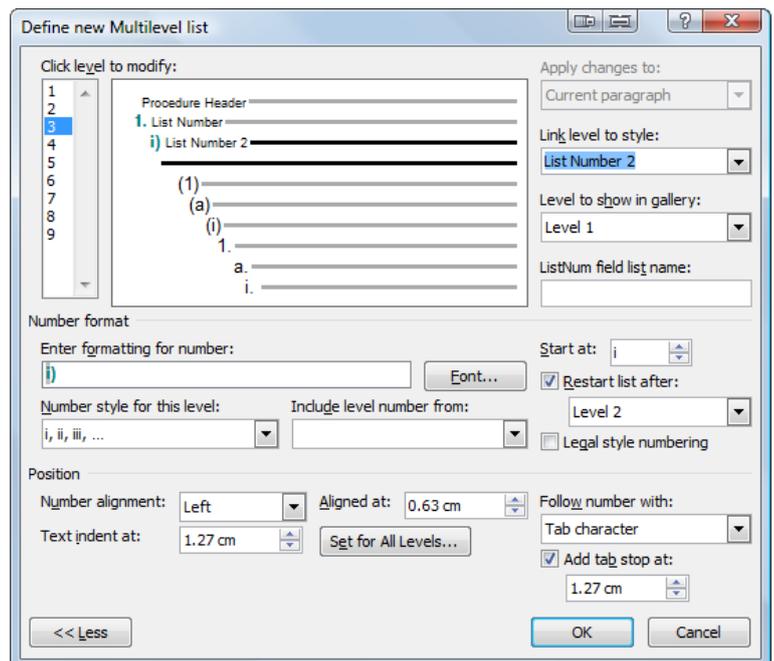
6. Optional: To format the number, click **Font...**

- i) In the dialog, set 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, 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!