# Headings and Numbering

Correct numbering in Word 2010 allows for chapter numbering and caption chapter numbering (for figures and tables) in one multilevel numbering list. It also allows automatic generation of a Table of Contents.

These instructions will create this numbering style

Chapter One Heading 1

  1.1. Heading 2

    1.1.1. Heading 3

      1.1.1.1. Heading 4

        1.1.1.1.1. Heading 5

Massey University
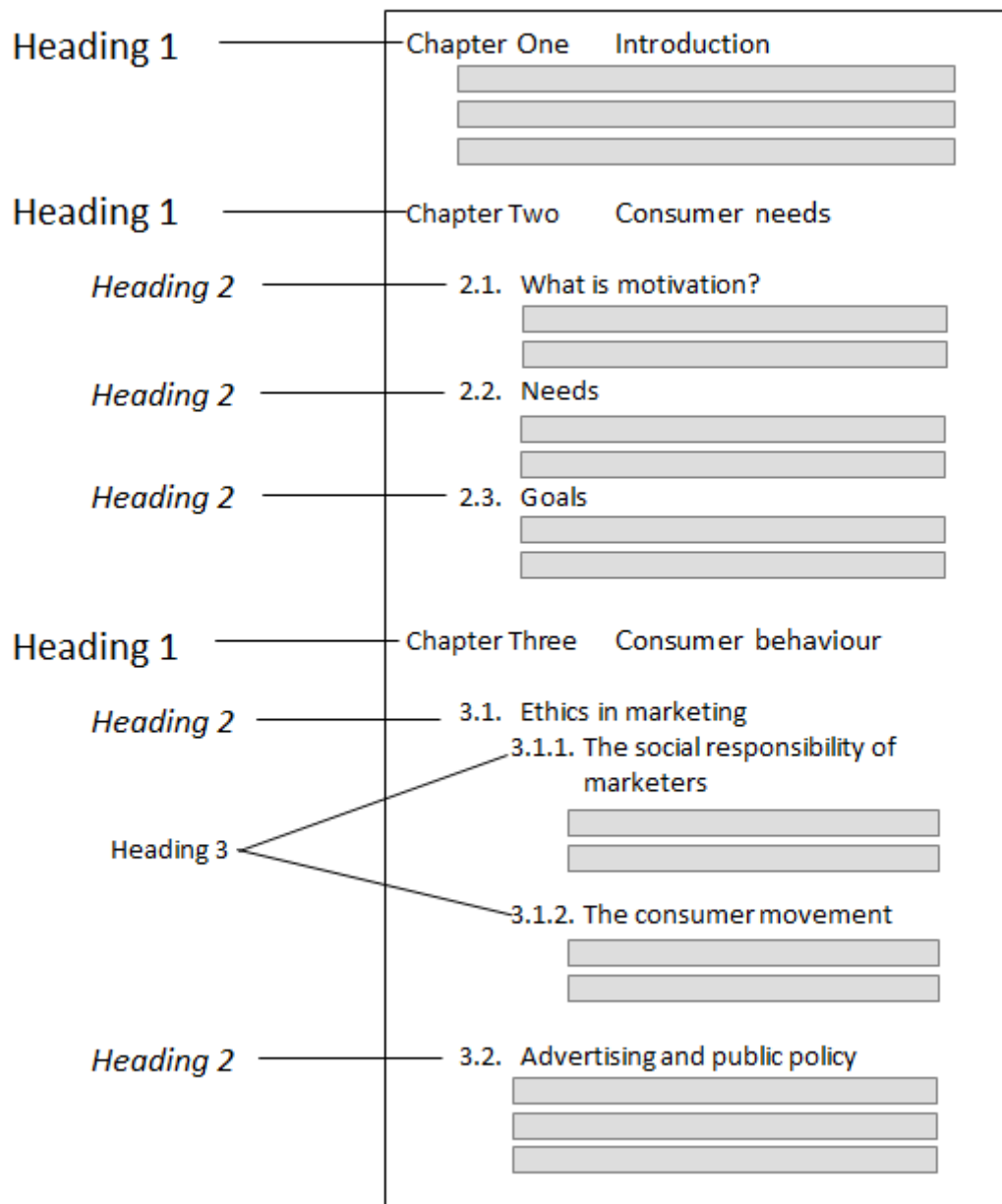
1. Type out your list (depending on the number of levels you require as shown). Do this anywhere on a current document, perhaps at the start or on a new document.
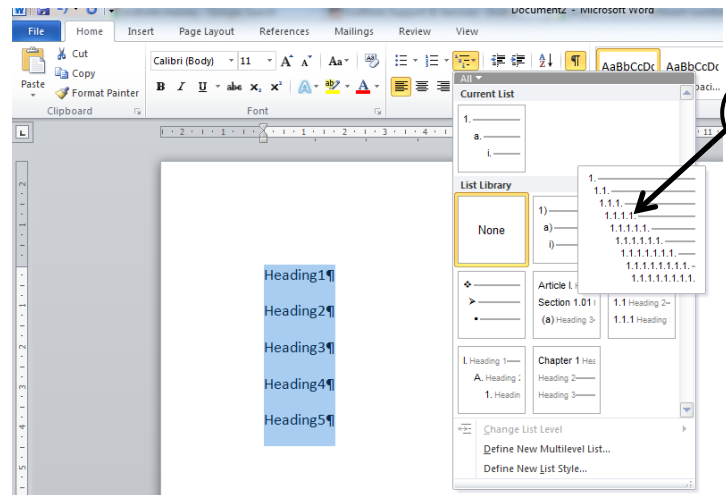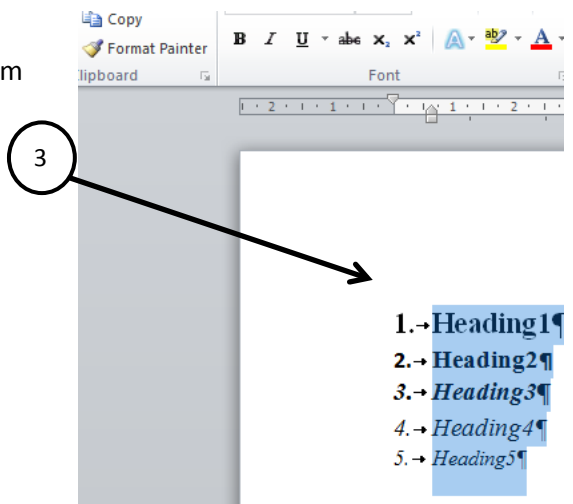
Heading1¶

Heading2¶

Heading3¶

Heading4¶

Heading5¶

2. Highlight the list and apply the following **Multilevel** numbering style shown:
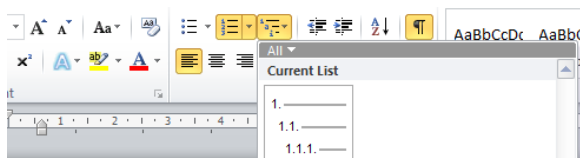
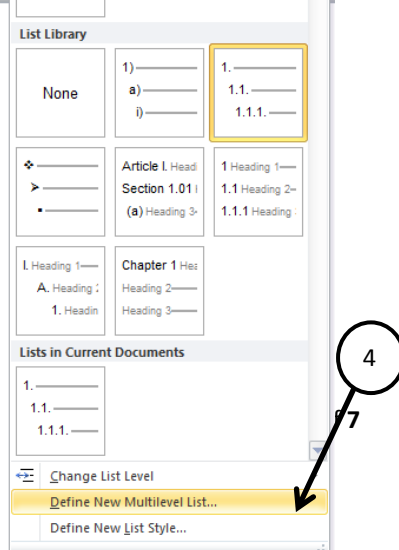3. Format the different levels to appear how you want them to (change font type, colour, bold, italics etc.)
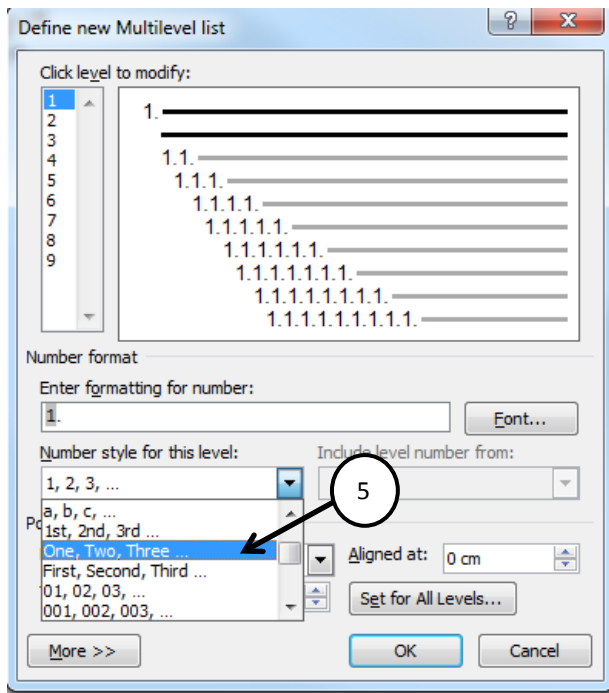
4. Select the list once again and

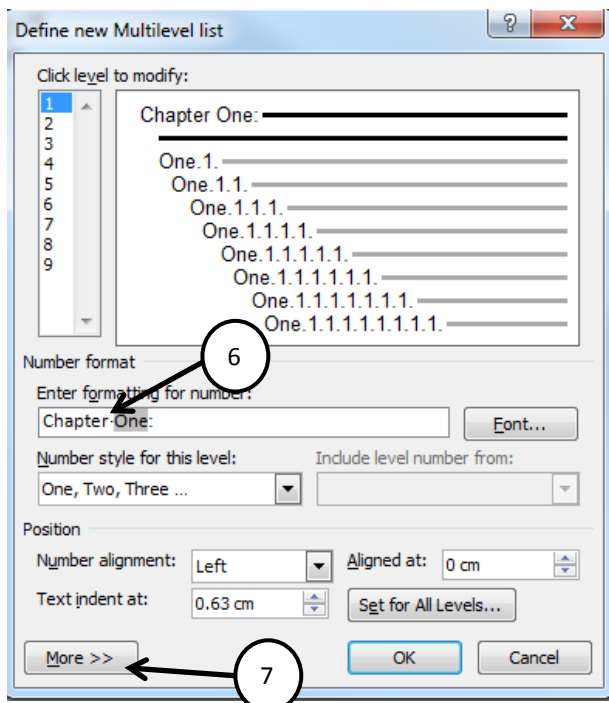   Go to multilevel list **> Define new multilevel list**

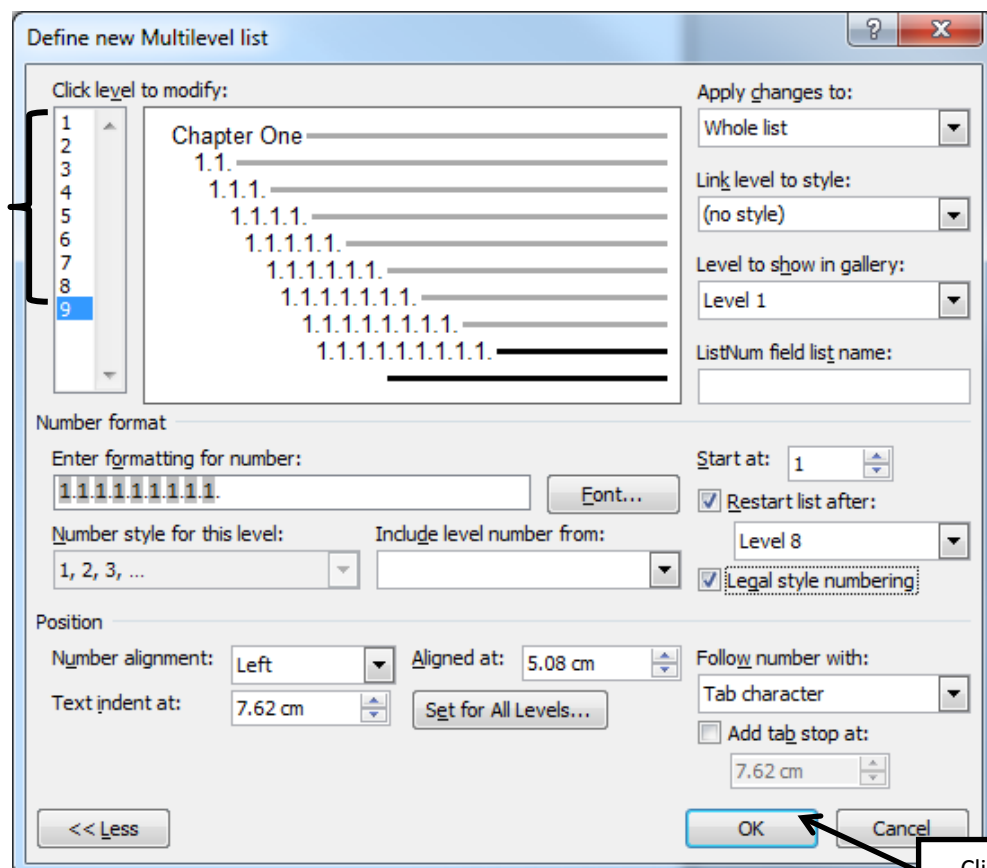5. Change the number style for the first number to "One, Two, Three …"
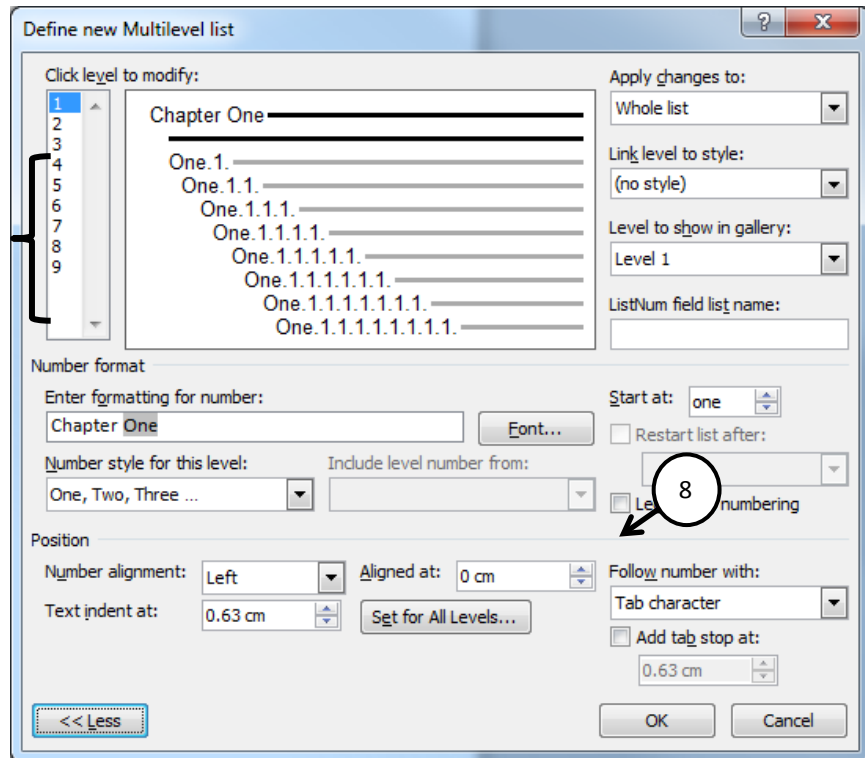

6. Type the word "**Chapter**" before the number in the number format text box; you can also change the separator after the number One.
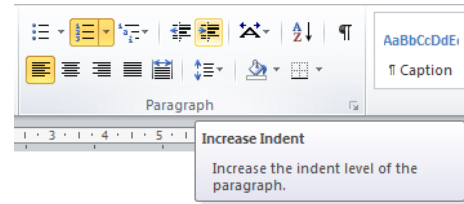

7. Click on the **More**

8. On the **More** >> button, **tick** "**Use legal style numbering**" for the remaining levels (each level apart from 1).


Click Ok

9. Insert **Tab** stops (**TAB** key or **Increase Indent** button) to indent the levels of the headings. (Place cursor between number and heading or with the number selected.)
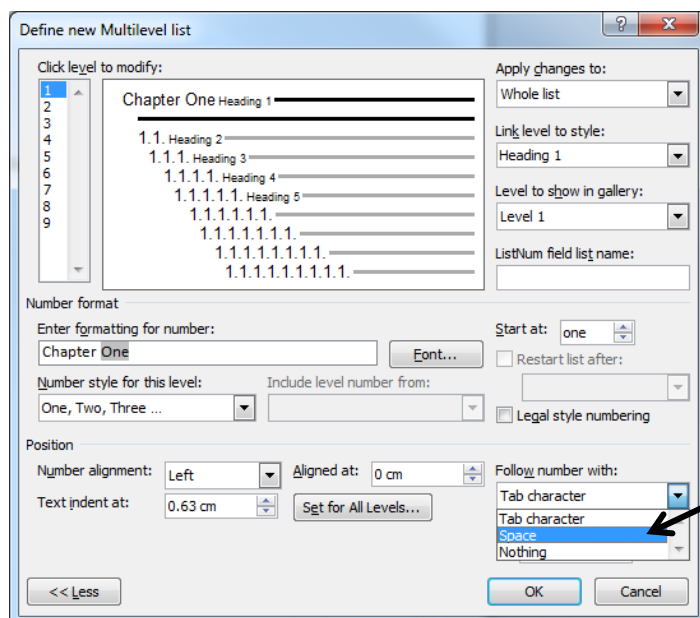

Increase Indent
Increase the indent level of the paragraph.

Chapter One	Heading 1		
Chapter Two	Heading 2		
Chapter Three	Heading 3		
Chapter Four	Heading 4		
Chapter Five	Heading 5		

One tab → Chapter One   Heading 1
Two Tabs → 1.1.   Heading 2
Three Tabs → 1.1.1. Heading 3
Four Tabs → 1.1.1.1.   Heading 4
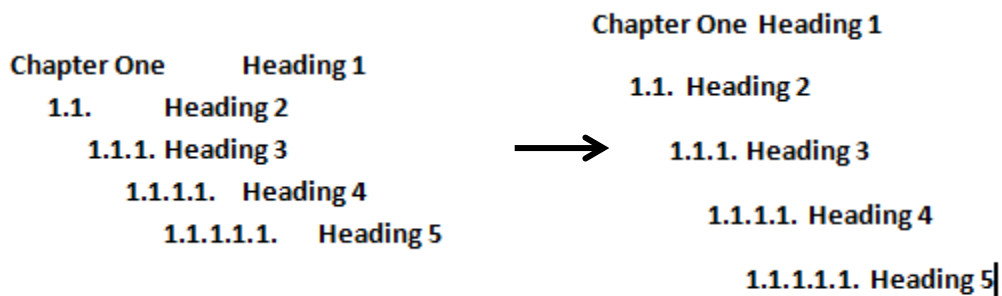Five Tabs → 1.1.1.1.1.   Heading 5

10. At this point (as shown in above picture) you may notice that the gap between the number and the heading is not the same for all levels. To make this distance consistent, select the list again and click on **Define New Multilevel list again**.

1.→ **Heading1¶**
2.→ **Heading2¶**
3.→ **Heading3¶**
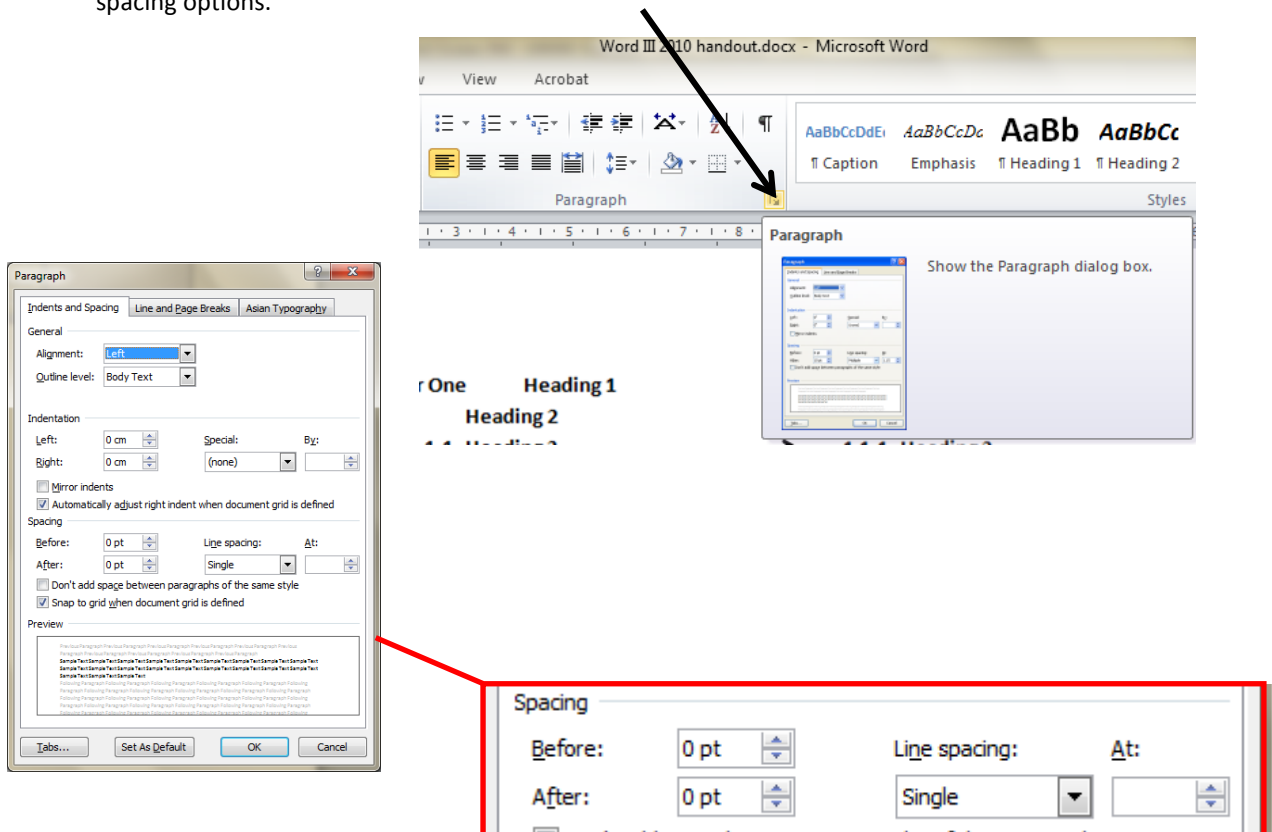4.→ **Heading4¶**
5.→ **Heading5¶**
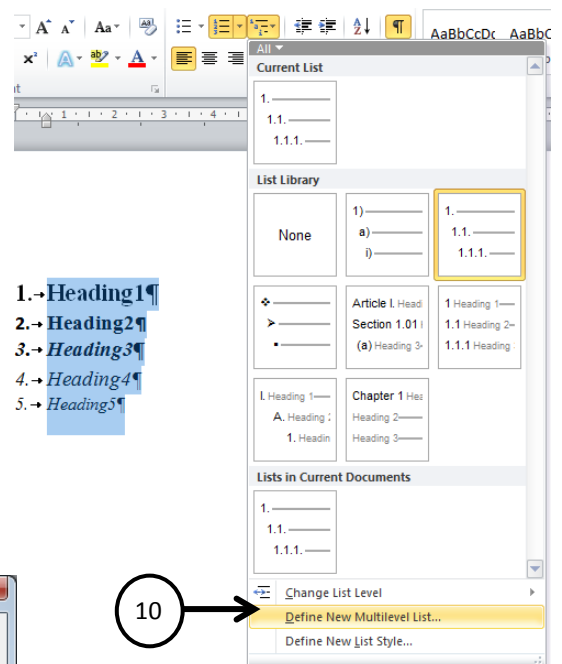
11. Change the **Follow number with** drop-down to **Space** instead of Tab, because Tab stops can be different sizes. Do this for **All Levels**

12. The distance between the number and heading should now be uniform.

Chapter One   Heading 1
  1.1.   Heading 2
    1.1.1. Heading 3
      1.1.1.1. Heading 4
        1.1.1.1.1.   Heading 5

→

Chapter One Heading 1
  1.1. Heading 2
    1.1.1. Heading 3
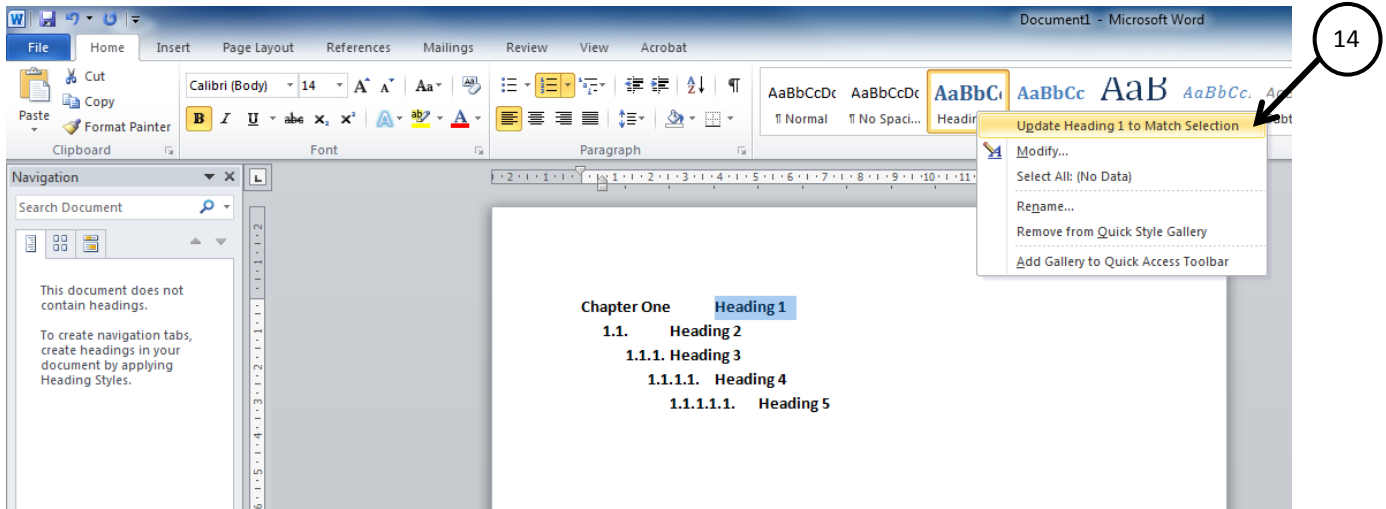   1.1.1.1. Heading 4
        1.1.1.1.1. Heading 5

13. You may also like to select the **Line spacing** and **paragraph** spacing for these headings. Select the list at once and adjust if they are all to be the same, or select individually and adjust if they have different spacing options.

14. Select each heading level and **right click** on the corresponding heading style (at the top of the Home menu) and click on **Update Heading (x) to Match Selection** to update the styles (one at a time) and do this for all heading levels.

15. Once this is done the styles should have the appropriate numbers and you can now remove the text used to create these.

This text can now be **deleted** as it was used only to create the heading styles

The heading styles should look like this and you can use these styles for your heading throughout your document.