

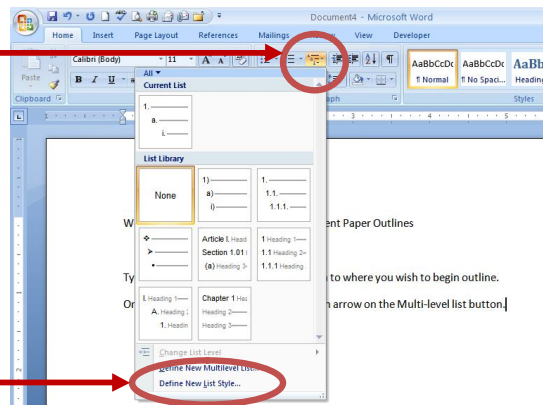
Instructions for Creating an Outline Using Automatic Numbering (Word 2007)

Type any title information and move down to where you wish to begin the outline. The instructions below will enable you to create a new outline style with the number formatting you need, AND to save this format for easy use in creating future outlines as well as the current one.

The instructions below assume that you wish to create an outline that uses the following **numbering styles**. (Spacing is not discussed in this handout.) If this is not the case, you'll need to make different number formatting selections at the appropriate levels.

- I. Thought one – *Roman numeral followed by a period at this level*
 - A. Sub-thought one – *Capital letter (indented) followed by a period at this level*
 - 1. 3rd outline level – *Arabic numeral (indented again) followed by a period at this level*
 - 2. 3rd outline level – *Arabic numeral (indented again) followed by a period at this level*
 - a. 4th outline level – *Lowercase letter (indented yet again) followed by a period at this level*
 - b. 4th outline level – *Lowercase letter (indented yet again) followed by a period at this level*
 - B. Sub-thought two – *Capital letter (indented) followed by a period at this level*
- II. Thought two – *Capital letter (indented) followed by a period at this level*

On the **Home** command tab, click the down arrow on the Multilevel list button.



Choose **Define New List Style**.

The steps:

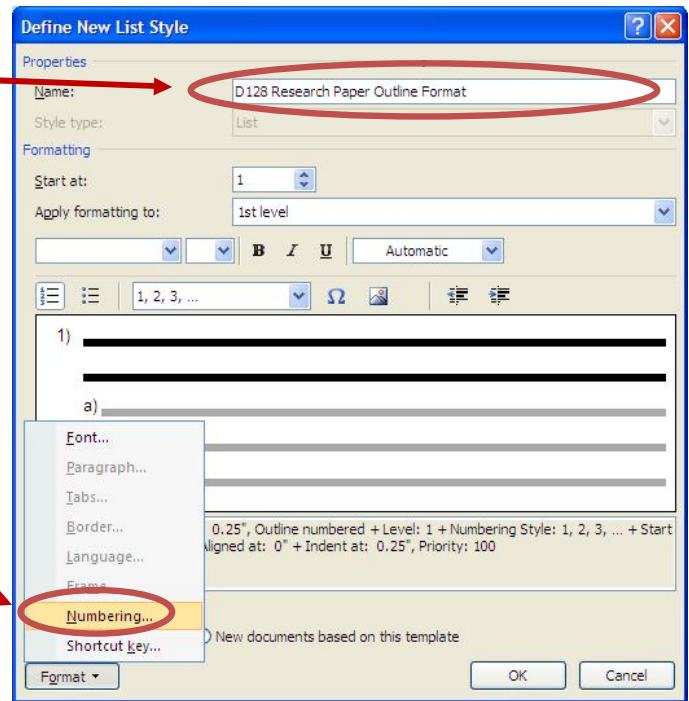
First, you'll **give your new style a name**. For this example we'll call it ***D128 Research Paper Outline Format***.

Next, you'll **define the number formatting** to be used at each level of the outline.

Last, (optional) you'll indicate if you wish to **use the outline format in other documents at a later date**.

Then, you'll **use your format!**

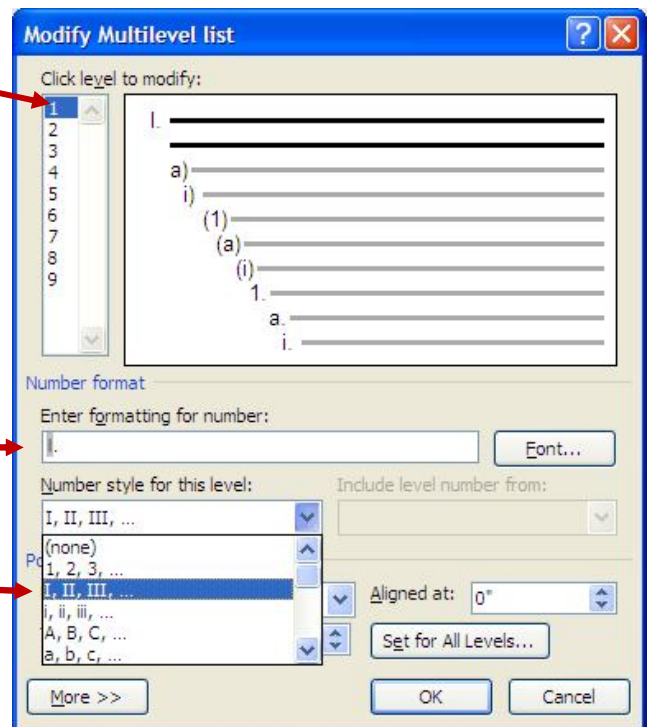
Begin by giving your new list style a name.



Next, click the **Format** button, select **Numbering**, and define the number format for each level that you know you'll be using. You don't necessarily need to define all 9 levels unless you plan to use all 9!

On the Numbering dialog box:

First, make sure you have clicked on the "1" in the **level list**.



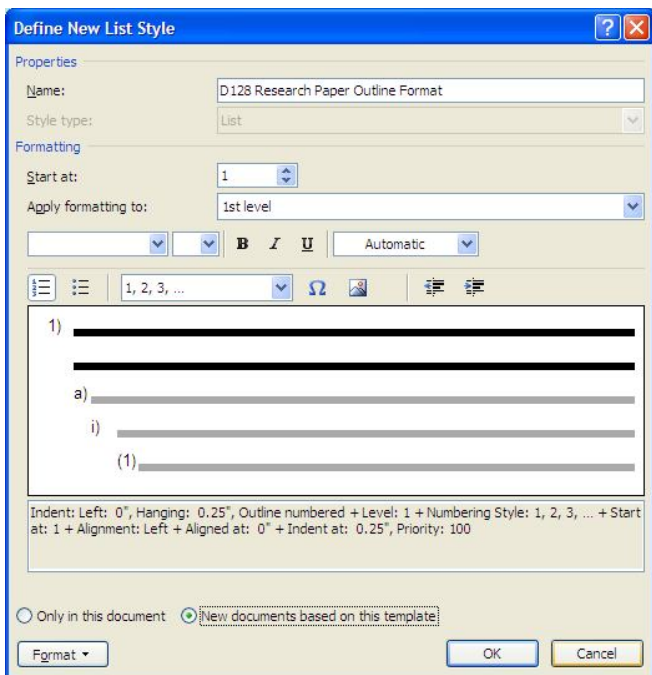
Replace the ")") with a "." in the **Enter formatting for number** box. (**After** the number.)

Use the dropdown to change the number style for this level to **I, II, III, ...**

Repeat these steps for each level that you'll be using in your outline. Be sure to correct any punctuation in the "Enter formatting for number" box and also to select the desired numbering *style* for that level. (At least 4 levels is recommended.)

Note: You shouldn't have any problems with your indentation when you finally type the outline. However, if you do for some reason, this is the screen that you'll need to come back to determine and correct the problem.

Click **OK** when done.



Last but not least, if you think you might wish to use the outline format again at a later point, click on **New Documents based on this template** to enable this option. (This saves your new style as part of Word’s “Normal” template, which is presumably the one you are using at this time.) Otherwise, this format will only be available in the document where you have just defined it.

Note: Even if you select the above, the outline format will only be available on the computer where you do this... not all computers you use!

Then just choose **OK** to return to your document and begin working on your outline!

Typing the Outline:

To begin working on your outline, you must first select your new style:

Click the dropdown arrow on the **Multilevel list** button and select your new style, which should be displayed there.

As soon as your roman numeral “I” appears, begin typing, then press [Enter].

A roman numeral 2 (II.) should appear. If this is what you want, just type. If you want to make a subpoint, i.e., number it “A.”, then press the [Tab] key to move in one level in the outline hierarchy.

In other words, press **[Tab]** to indent one level and adjust numbering style, and press **[Shift]+[Tab]** to move OUT one level and adjust numbering style.

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|-----|--------------------|---|
| I. | Thought one | (press [Enter] at the end of the line) |
| | A. Sub-thought one | (press [Tab] before typing to move in to this level, type, press [Enter] when done) |
| | B. Sub-thought two | (press [Enter] when done) |
| II. | Thought two | (press [Shift]+[Tab] before beginning to type this line, type, press [Enter] when done) |
| | A. Sub-thought one | (press [Tab] before typing to move in to this level, type, press [Enter] when done) |
| | B. Sub-thought two | |