## HOW TO DEFINE A CUSTOM MULTILEVEL LIST IN MS WORD ON A PC

*Please note*: This approach only works for numbered lists and outlines. It is not possible to manually add periods before bulleted lists in Word on a PC.

Before beginning

• Decide on the outline schema and characters to be used for each level, such as:

I. Kingdom	I. Kingdom	A. Kingdom	1. Kingdom
A. Phylum	A. Phylum	1. Phylum	a. Phylum
1. Class	1. Class	a. Class	i. Class
a. Order	a. Order	i. Order	(a) Order

- Decide how many leading periods will be used at each level. In the examples below the following schema is used: two periods for the first level, four periods for the second level, and two additional periods for each subsequent level.
- 1. Create a new document in Word. In the ribbon click on Multilevel List.



2. You will see the following dropdown menu. Select Define New Multilevel List.

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		All	~
Current List			
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List Library			
	1)	1	
Nono	a)	1.1	
None	i)	1.1.1	
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<u> ا</u>	Article I. Headi	1 Heading 1	
>	Section 1.01 H	1.1 Heading 2	
•	(a) Heading 3	1.1.1 Heading	
I. Heading 1	Chapter 1 Hea		
A. Heading 2	Heading 2 —		
1. Headin	Heading 3 —		
Lists in Curre	nt Documents		
l.			
A			
1			
↔ <u>C</u> hange L	ist Level		>
<u>D</u> efine Ne	ew Multilevel List	t ┥ —	
Define Ne	w List Style.		
Denne M	<u>List orlyicin</u>		

3. The "Define new Multilevel list" will open. Click on the "More >>" button at the bottom left of the window. This will expand the window and reveal additional options.

Define new Multilevel list	?	×
Click le <u>v</u> el to modify:		
1) 2 3 4 5 6 7 8 9 • • • • • • • • • • • • •		
Number format		
Enter f <u>o</u> rmatting for number:		
1)	<u>F</u> ont	
Number style for this level: Include level number f	rom:	
1, 2, 3, 🗸		$\sim$
Position		
Number alignment:     Left     ▲ligned at:     0*       Text indent at:     0.25*     Image: Set for All Levels	<b>•</b>	
<u>More &gt;&gt;</u> ← OK	Cance	1

4. Under "Position" at the bottom click on the "Set for All Levels" button. A new window will open.

Define new Multilev	el list	? ×
Click level to modify	y:	Apply changes to:
1 1)		Current paragraph 🗸
3		Lin <u>k</u> level to style:
5 i)		(no style) 🗸
6 7	(1)(a)	Level to show in gallery:
8	(i)	Eevel 1
-	a i	ListNum field lis <u>t</u> name:
Number format		
Enter formatting fo	r number:	<u>S</u> tart at: 1 €
1)	<u> </u>	Restart list after:
Number style for th	is level: Include level number from:	~
1, 2, 3,	<u> </u>	Legal style numbering
Position		
N <u>u</u> mber alignment:	Left 🗸 Aligned at: 0 🚔	Follo <u>w</u> number with:
Text indent at:	0.25* Set for All Levels	Tab character $\checkmark$
		Add tab stop at:
<< Less		OK Cancel

5. Change the values in all fields to zero, then click on the "OK" button which will return you to the "Define new Multilevel list" window. Now you are ready to format the outline according to your chosen schema.

Set for All Levels	?	×
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<u>A</u> dditional indent for each level:	0"	÷
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6. At the top left of the "Define new Multilevel list" window, in the "Click level to modify section" click on the number 1 then click on the "Enter number for formatting" field and delete everything in that field.

benne nen mannere	el list	? ×
Click level to modify	:	Apply changes to:
1)		Current paragraph
3		Lin <u>k</u> level to style:
5 i)		(no style)
6 7	(1) (a)	Level to show in gallery:
8	(i)	Level 1
	i.	ListNum field lis <u>t</u> name:
Jumber format		
Enter formatting for	r number:	<u>S</u> tart at: 1 €
Enter f <u>o</u> rmatting for 1)	r number:	Start at: 1
Anter formatting for Nomber style for thi 1, 2, 3,	s level: Include level number from:	Start at: 1
Anter formatting for 1) Number style for thi 1, 2, 3, Position Number alignment:	s level: Include level number from:	Start at: 1
Anter formatting for Number style for thi 1, 2, 3, Position Number alignment: Text indeet at	s level: Include level number from:	Start at: 1  Restart list after: Clegal style numbering Follow number with: Tab character
Ander formatting for Domber style for thi 1, 2, 3, Position Number alignment: Text indent at:	s level: Include level number from:	Start at: 1  Restart list after: Cegal style numbering Follow number with: Tab character Add tab stop at:
Anter formatting for Domber style for thi 1, 2, 3, Position Number alignment: Text indent at:	r number: <u>Eont</u> s level: Include level number from: Left ✓ Aligned at: 0° 0.25° Sgt for All Levels	Start at: 1  Restart list after: Clegal style numbering Follow number with: Tab character Add tab stop at: 0.25 <sup>-</sup>

- 7. In the "Enter number for formatting" field enter two periods and the character you want to use for the first level.
  - a. Note that the default font for these characters may be *sans serif*. If you want to use characters that have *serifs* click on the "Font" button to the right of this field and select the font you want to use. Tahoma and Times New Roman are both fonts with *serifs*.

Click level to modify			Apply shapped to	
click level to modify:			Apply changes to:	
2I. —			Current paragraph	~
3 a)			Lin <u>k</u> level to style:	
5 i) —			(no style)	$\sim$
6 (1)			Level to show in galler	ry:
8 (i)			Level 1	~
1. — a. —			ListNum field lis <u>t</u> name	:
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umber format				
Enter f <u>o</u> rmatting for	number:		Start at: 1	
I.		<u>F</u> ont	Restart list after:	
Number style for this	level: Include level number fr	om:		~
(none)	~	~	Legal style number	ina
sition			С- <u>-</u> ,	
N <u>u</u> mber alignment:	Left $\checkmark$ Aligned at: 0"	+	Follo <u>w</u> number with:	
Fext indent at:	0° Cot for All Lovals	(	Space	$\sim$
<u>.</u>			that tab stop at:	
			0-	
			OK Car	acal

8. Finally, click on the dropdown for "Follow numbers with" and select "Space".

You have now completed setting up the first level of your outline. Repeat steps 6, 7, & 8 for each level you want to define. In most cases defining 2-4 levels will suffice.

Define new Multileve	llist	? ×
Click level to modify		Apply changes to:
1 🔺L		Current paragraph 🗸
<sup>2</sup> 3A. •		Lin <u>k</u> level to style:
5		(no style) 🗸
6 7 (a)		Level to show in gallery:
8 (i)		Level 1 🗸
1 a i		ListNum field lis <u>t</u> name:
Number format		
Enter formatting for	number:	Start at: 1
a.	<u> </u>	··· Restart list after:
<u>N</u> umber style for thi	level: Inclu <u>d</u> e level number from:	Level 3 🗸
(none)	$\sim$	Legal style numbering
Position		
N <u>u</u> mber alignment:	Left 🗸 Aligned at: 0"	Follo <u>w</u> number with:
Text indent at:	0" Set for All Levels	Space 🗸 🗸 🗸
		Add tab stop at:
		0-
<< Less		OK Cancel

9. When finished, click on the "OK" button. Then save the document and this multilevel outline will be saved with it and available for use throughout this document. An example of this multilevel outline schema is shown below.

...I. Kingdom ....A. Phylum .....1. Class .....a. Order