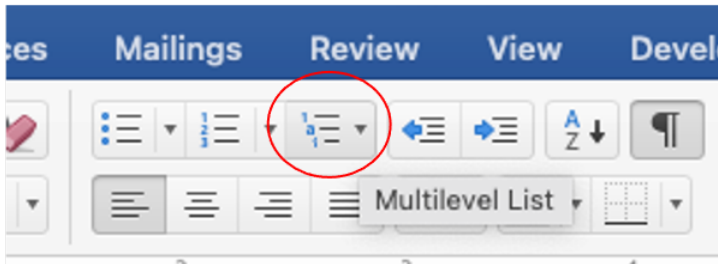


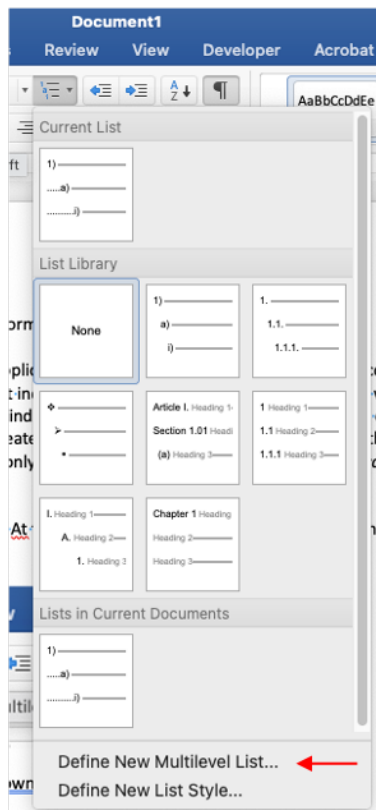
How to Define a Multilevel List in Word for Mac

Please note: This approach only works for numbered lists and outlines. You cannot use this approach with bulleted lists, and it is not possible to manually add periods before bulleted lists in Word for Mac.

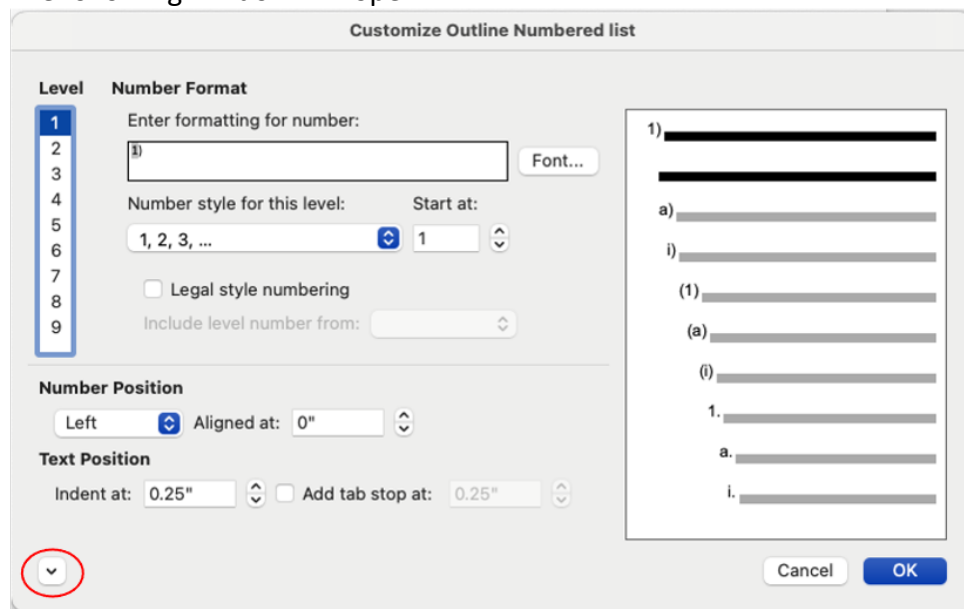
1. Create a new document in Word. At the top of the screen in the ribbon, click on the multilevel list icon:



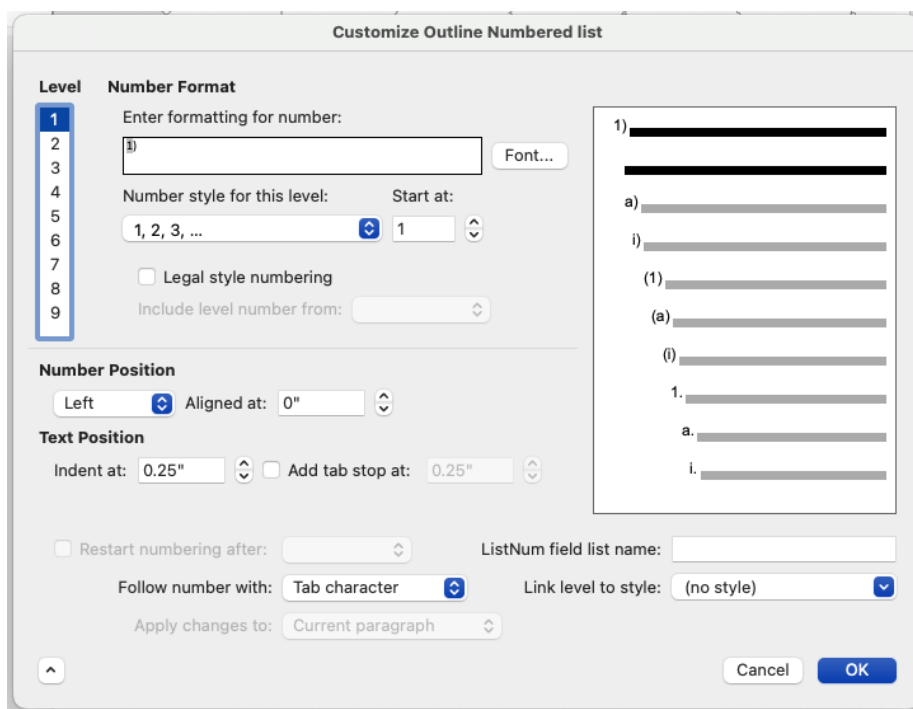
2. You will see the following dropdown menu. Select Define New Multilevel List.



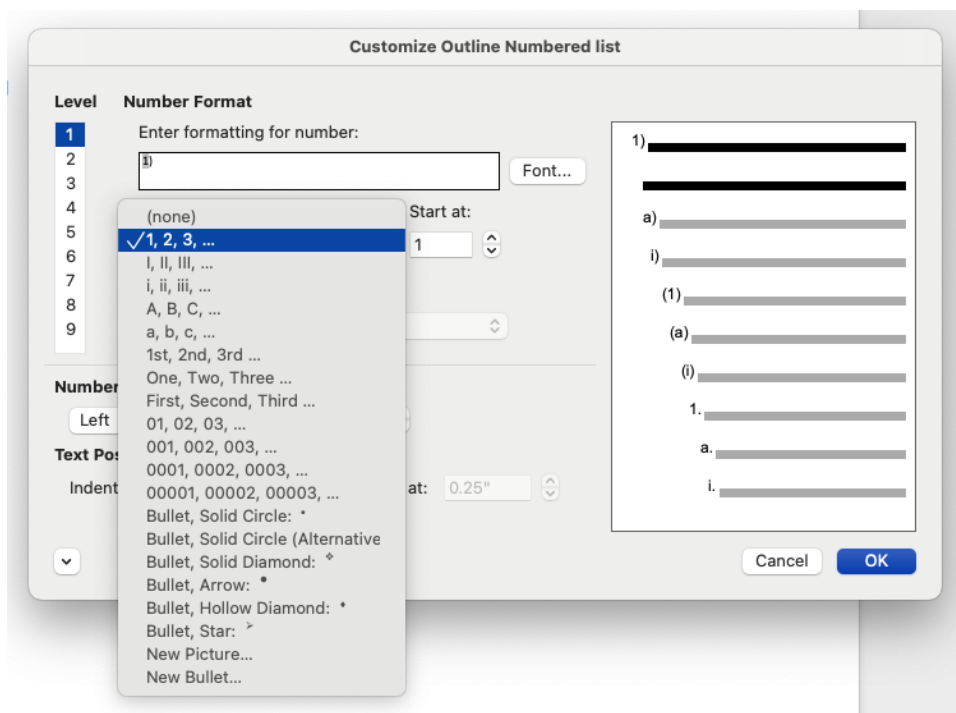
The following window will open:



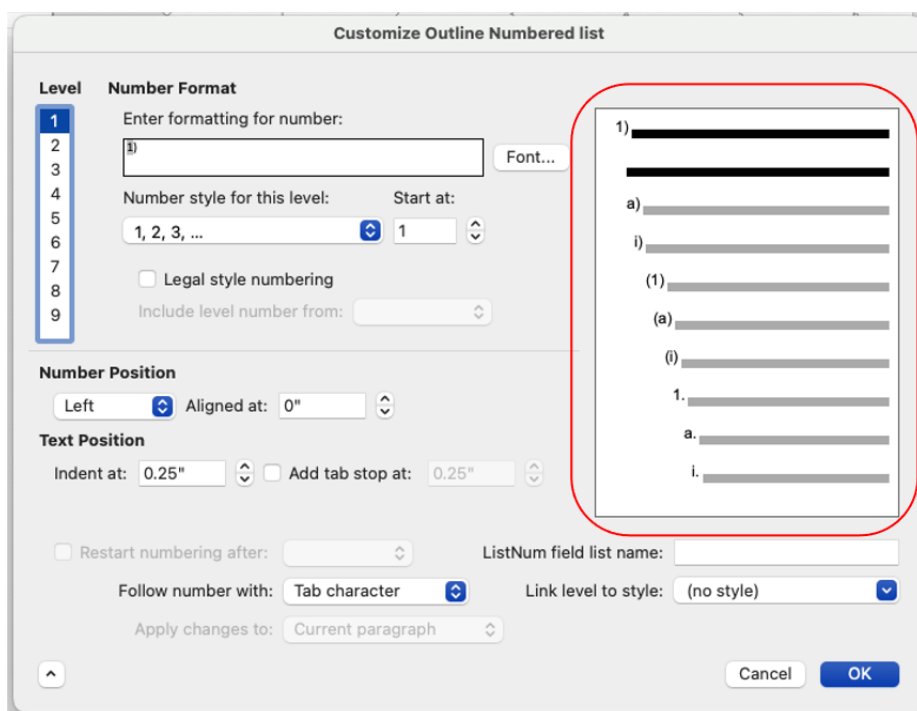
3. If the hat character in the lower left-hand corner is pointing down, click on it so it is pointing up and shows more options. When it is pointing up, you will see the following screen:



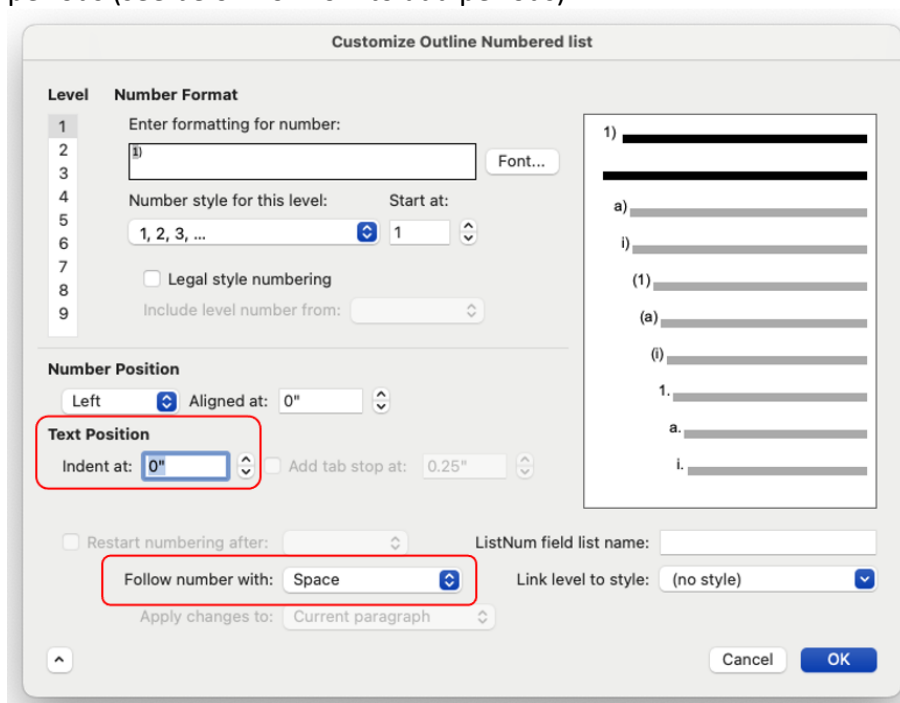
4. Determine what kind of list you would like to create by clicking on 'Number style for this level,' and it will open up the following dropdown list. Note that if you do not change the font, the list will be in the same font as the rest of the document.



5. Select the type of list you would like to use. As a reminder, you *cannot select bullets*. Once you select the list type, you will see a preview of what the list will look like on the right side of the screen.



6. You will need to do some editing on this screen. For the 'Text Position,' set the Indent to 0". Change 'Follow the number with' from 'Tab character' to 'Space.' You should decide how many periods you want to use for indenting each level. If you do not want to indent the first level, do not add any periods (see below for how to add periods).



7. When you have made the changes described above, move to Level 2 by clicking on it in the Level window.

Customize Outline Numbered list

Level

1
2
3
4
5
6
7
8
9

Number Format

Enter formatting for number:
a) Font...

Number style for this level: a, b, c, ... Start at: a

☐ Legal style numbering

Include level number from: Level 1

Number Position

Left Aligned at: 0.25"

Text Position

Indent at: 0.5" ☐ Add tab stop at: 0.5"

☒ Restart numbering after: Level 1 ListNum field list name:

Follow number with: Tab character Link level to style: (no style)

Apply changes to: Current paragraph

Cancel OK

1)
a)
i)
(1)
(a)
(i)
1.
a.
i.

Note that the default for 'Number Position' for Levels below 1 is to have the Level aligned at some predefined spacing (e.g., 0.25"). This should be changed to 0" for this and all of the subsequent levels. As with Level 1, you should edit the 'Text Position' to 0" and set 'Follow number with' to 'Space.' To add the periods, place the cursor in front of the symbol in the 'Enter formatting for number' window and type them in. Note that when you add the periods, you can also see them in the list preview.

Customize Outline Numbered list

Level

1
2
3
4
5
6
7
8
9

Number Format

Enter formatting for number:
.....a) Font...

Number style for this level: a, b, c, ... Start at: a

☐ Legal style numbering

Include level number from: Level 1

Number Position

Left Aligned at: 0"

Text Position

Indent at: 0" ☐ Add tab stop at: 0.5"

☒ Restart numbering after: Level 1 ListNum field list name:

Follow number with: Space Link level to style: (no style)

Apply changes to: Current paragraph

Cancel OK

1)
.....a)
i)
(1)
(a)
(i)
1.
a.
i.

8. Continue the same process for as many levels as you think you will use. Level 3:

The screenshot shows the 'Customize Outline Numbered list' dialog box with Level 3 selected in the 'Level' list. The 'Number Format' section has 'Enter formatting for number:' set to '1)' and 'Number style for this level:' set to 'i, ii, iii, ...'. The 'Number Position' section has 'Left' selected and 'Aligned at:' set to '0"'. The 'Text Position' section has 'Indent at:' set to '0"'. The 'Restart numbering after:' checkbox is checked and set to 'Level 2'. The 'Follow number with:' is set to 'Space'. The 'Link level to style:' is set to '(no style)'. The 'Apply changes to:' is set to 'Current paragraph'. The 'ListNum field list name:' is empty. The 'Font...' button is visible. The preview on the right shows the list structure for levels 1 through 3.

Level 4:

The screenshot shows the 'Customize Outline Numbered list' dialog box with Level 4 selected in the 'Level' list. The 'Number Format' section has 'Enter formatting for number:' set to '1)' and 'Number style for this level:' set to '1, 2, 3, ...'. The 'Number Position' section has 'Left' selected and 'Aligned at:' set to '0"'. The 'Text Position' section has 'Indent at:' set to '0"'. The 'Restart numbering after:' checkbox is checked and set to 'Level 3'. The 'Follow number with:' is set to 'Space'. The 'Link level to style:' is set to '(no style)'. The 'Apply changes to:' is set to 'Current paragraph'. The 'ListNum field list name:' is empty. The 'Font...' button is visible. The preview on the right shows the list structure for levels 1 through 4.

9. Once you have defined all of your levels, click OK. You can now use this list throughout the document. Please note that if you create a new document, you will need to define a new list. You might consider reusing the list formatting by saving the document, deleting any text, entering your new text and then saving the new document using 'Save as' and changing the name of the document.