## 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.

Docum	nent1		
Review	View	Developer	Acrol
₩≣ * <b>●</b> ≣	◆∃ A		AaBbCcD
Current List			
1)	-		
a)	-		
i) ———	-		
List Library			
	1)	1.—	
None	a)	1.1	
	i) —		
*	- Article I.	Heading 1- 1 Heading	g 1
·	- Section	ding 3-1.1.1 Heat	ading 3-
·			
L Heading 1-	Chapter	1 Heading	
A. Heading 2-	- Heading	2	
1. Heading	3 Heading 3		
Lists in Curr	ent Docu	ments	
1)	-		
a) ———	-		
	-		

## The following window will open:

	Customize Outlin	e Numbered li	st
Level 2 3 4 5 6 7 8 9	Number Format Enter formatting for number: Number style for this level: Start at: 1, 2, 3, Legal style numbering Include level number from:	Font	1) a) i) (1) (a)
Numb	per Position		(i)
Lef	ft 📀 Aligned at: 0" 🗘		1
Text P	Position		a
Inde	ent at: 0.25" 🗘 🗆 Add tab stop at: 0.25'	0	i
$\odot$			Cancel

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:

Level	Number Format							
1	Enter formatting for i	number:		_		1)		
2	1)			F	ont			
4	Number style for this	level:	Start at:			a)		
5 6	1, 2, 3,	٢	1	•		D		
7	Legal style num	berina				(1)_		
8 9	Include level numb	er from:		0		(a)		
						(0)		
Numbe	er Position					()		
Left	t 📀 Aligned at:	0"	0			1		
Text Po	osition						a.	
Inden	nt at: 0.25"	Add tab stop	o at: 0.25"		0		i	
Re	estart numbering after:		٥	Listi	Num field li	st name:		
	Follow number with:	Tab charact	ter ᅌ		Link level	to style:	(no style)	

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.

	Custo	omize Outline	Numbered li	st		
Level N	lumber Format					
1	Enter formatting for number:					
2	n			1)		
3	<b>E</b> /		Font			
4		Start at:				
5	(none)	Start at.		a)		
6	√ I, Z, 3,	1 🗘		i)		
7	I, II, III,					
8	A. B. C			(1)		
9	a, b, c,	0		(a)		
	1st, 2nd, 3rd					
lumber	One, Two, Three			(i)		
Turriber	First, Second, Third			1		
Left	01, 02, 03,	2				
Text Po:	001, 002, 003,			a.		
Indent	0001, 0002, 0003,	at. 0.25"	<u> </u>	i		
muent	00001, 00002, 00003,	at. 0.20	v			
	Bullet, Solid Circle (Alternative					
~	Bullet, Solid Diamond: *				Cancel	ОК
	Bullet, Arrow: •					
	Bullet, Hollow Diamond: *					
	Bullet, Star: >					
	New Picture					
	New Bullet					

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.

		astoninze Outline	i univereu	1131		
_evel	Number Format					
1	Enter formatting for number:		1	1)		
2	1)		Font			
4	Number style for this level:	Start at:		a)		
5	1, 2, 3,	3 1 🗘		D		
7	Legal style numbering			(1)		
9	Include level number from:	٥		(a)		
Numbe	er Position	^		(i) 1.		
Len	Aligned at: 0"	•		a.		
lext Po		-				
inden	Add tab	stop at: 0.25				
🗌 Re	estart numbering after:	۵ L	istNum field	list name:		
	Follow number with: Tab cha	aracter ᅌ	Link lev	vel to style: (r	no style)	
	Apply changes to: Current	t paragraph 🛛 🔇	2			

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).

	Enter formatting for number:			
2	1)			1)
3			Font	
1	Number style for this level:	Start at:		a)
5	1, 2, 3, ᅌ	1		i)
7	Legal style numbering			(1)
9	Include level number from:		٥	(a)
				(i)
umbe	er Position			1
Left	Aligned at: 0"	•		
ext Po	osition			a
Inden	it at: 🚺 🗘 💭 Add tab sto	p at: 0.25"	÷	i
Re	estart numbering after:	0	ListNum field	list name:
	Follow number with: Space	٢	Link leve	el to style: (no style)

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

Enter formatting for	number:			1)		
a)			Font	a)		
Number style for th	s level:	Start at:				
a, b, c,	٢	a û		i)		
Legal style nur	nbering			(1)		
Include level num	ber from: Leve	el 1 🜔		(a)		
J				(-)		
mber Position				(1)		
in our our our our						
Left 📀 Aligned at:	0.25"			1.		
Left Oracle Aligned at:	0.25"			1. <sub>1</sub> a	I	
Left O Aligned at: t Position dent at: 0.5"	0.25"	at: 0.5"	<>	1. <sub>1</sub> a	i	
Left Older Aligned at: t Position dent at: 0.5"	0.25"	at: 0.5"	\$	1. <sub>1</sub>	i	
Left  Aligned at: t Position dent at: 0.5" Restart numbering after:	0.25"	at: 0.5"	ListNum field I	1. <sub>1</sub> a st name:	i	
Left O Aligned at: t Position dent at: 0.5" O C Restart numbering after: Follow number with:	0.25"	at: 0.5"	ListNum field I	1. <sub>1</sub> a st name: to style:	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	t
Level Number Format          1       Enter formatting for number:         2       Font         3       Font         4       Number style for this level:       Start at:         5       a, b, c,       a         7       Legal style numbering         9       Include level number from:       Level 1	1) i) (1) (2)
Number Position         Left       Aligned at:       0"       0"         Text Position       Add tab stop at:       0.5"       0	(i) 1 a i
Restart numbering after: Level 1      ListNum field lis     Follow number with: Space      Link level     Apply changes to: Current paragraph	st name: to style: (no style) 🗸

8. Continue the same proce	ess for as many levels as	s you think you will use.	Level 3:
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Level	Number Format					
1	Enter formatting for n	umber:		1)		
2	······b		Font	)a)		
4	Number style for this I	level: Start at	:	0		
5	i, ii, iii,	😋 i	\$			
7						
8	Legal style numb	pering		(1)		
9	Include level numbe	r from: Level 1	$\bigcirc$	(a)		
	B Min-			()	)	
Numbe	er Position				1	
Len	Alighed at: 0	·			a	
Text Po	osition					
Inder	nt at: 0"	Add tab stop at: 0"			l.	
🔽 R	estart numbering after:	Level 2 📀	ListNum fie	eld list name:		
	Follow number with:	Space [	Cink I	level to style:	(no style)	
		Overset a second b	_			
	Apply changes to:	Current paragraph				

## Level 4:

		Cust	omize Outline	Numbered lis	st		
Level	Number Format						
1	Enter formatting for r	number:			1)		
2 3	(1)			Font	a)		
4	Number style for this	level:	Start at:		i)		
5	1, 2, 3,	6	1		(1)		
7	Legal style num	bering					
9	Include level numb	er from:	6		(a)		
Numbe	r Position				(i)		
Left	Aligned at:	0"	<b>\$</b>		1.		
Text Po	osition				a.		_
Inden	ıt at: 🚺 🗘 🗆	Add tab sto	op at: 1"	-	i.		
🔽 Re	estart numbering after:	Level 3	0	ListNum field I	list name:		
	Follow number with:	Space	0	Link leve	l to style: (r	no style)	
	Apply changes to:	Current pa	aragraph	٥			
•						Cancel	ОК

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.