


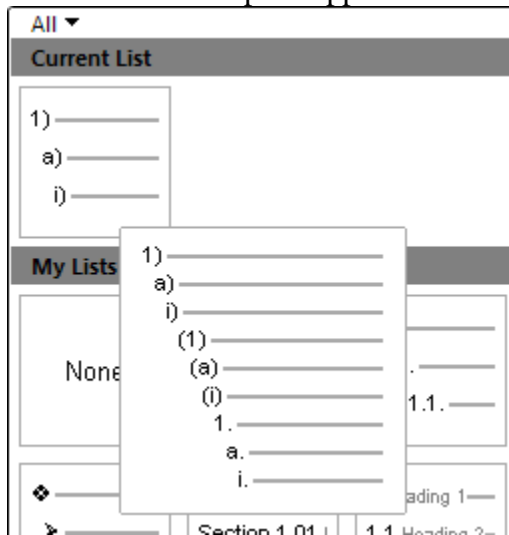
## Using Outline Numbering

Word can automatically outline for you using different levels and sublevels of bullets and numbers. Word also allows you to customize your own outline settings. For more information on customizing, refer to Customizing the Settings and Levels.

### Creating the Outline

You can use Word's default outlines through the *Multilevel List* button, which is found on the *Home* command tab.

1. From the *Home* tab, in the *Paragraph* group, click **MULTILEVEL LIST**  the *Multilevel List* pane appears.





2. Select the appropriate option
3. Type the desired text
4. Press **[Enter]**  
a new level at the same heading number appears.

### Promoting and Demoting Text

In the *Outline* view, you can promote and demote lines of text to adjust your outline. Promoting a line of text moves it to the left (up a level); demoting text moves it to the right (down a level).

1. Select the text to be promoted or demoted

2. To demote, from the *Home* command tab, in the *Paragraph* group, click **INCREASE INDENT**   
Text is demoted to the next level of the outline.
3. To promote, from the *Home* command tab, in the *Paragraph* group, click **DECREASE INDENT**   
Text is promoted to the next level of the outline.
4. To end the outline, press [**Enter**]

## Other Helpful Hints

While forming your outline, special needs may arise. For example, you may want to renumber a list so it restarts at the number one at a given point. You may also want to include a non-numbered/lettered line, called a soft return, beneath a numbered/lettered item.

### Restarting Numbering with the Number One

1. Right click the numbered line to be restarted » select *Restart at 1*

### Adding a Line without a Number/Letter

1. Place your insertion point at the end of the line before your desired non-numbered line
2. Press [**Shift**] + [**Enter**]
3. Type the desired information
4. When finished, press [**Enter**]  
The next numbered/lettered line appears.

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