

Subject: Modifying existing headers in the gallery

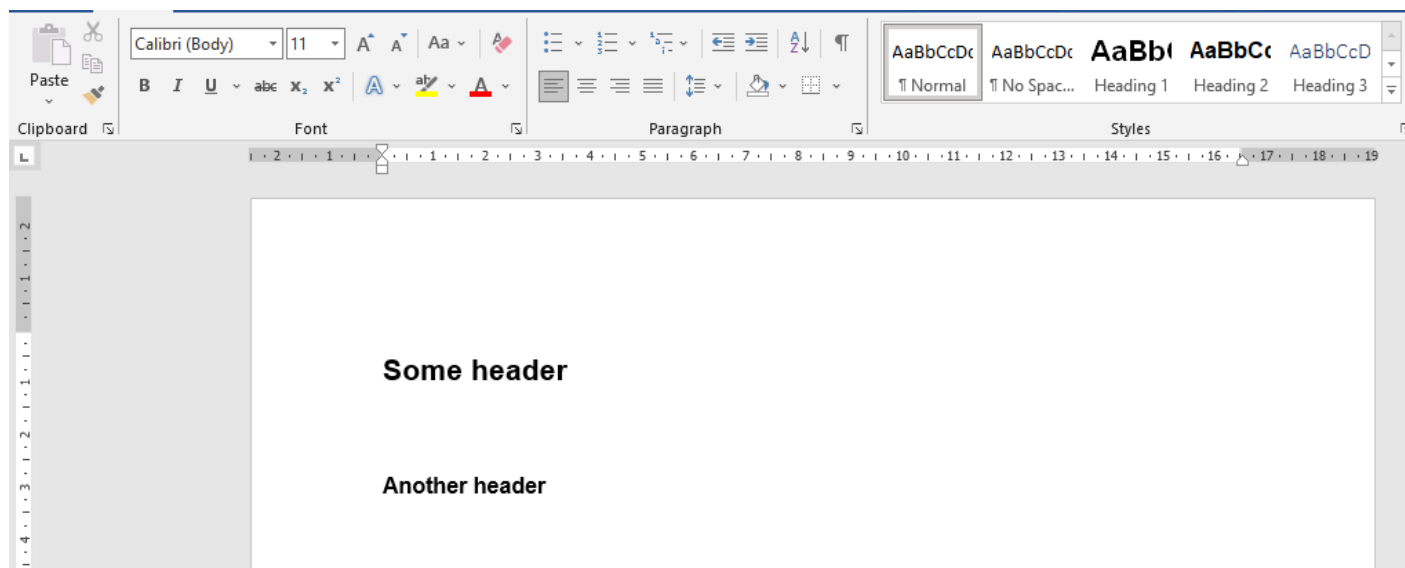
From: Stefano Landi <stefano@slandi.net>

Date: 13/05/2022, 08:01

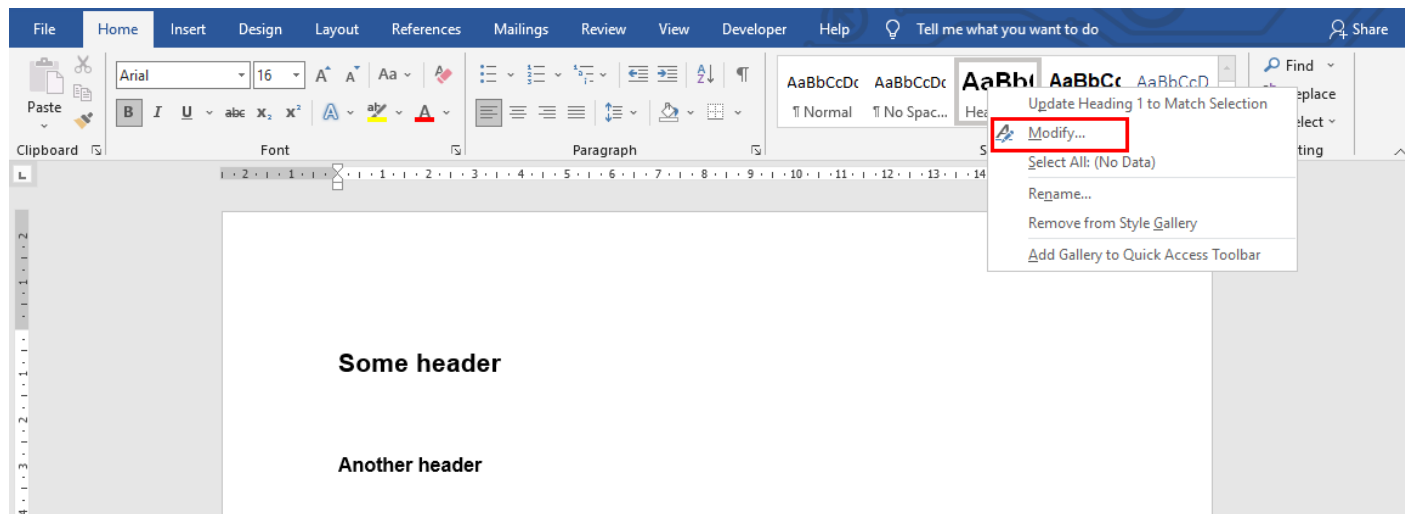
To: "Mizener, Ruth" <ruth.mizener@crl.com>

Hi Ruth,

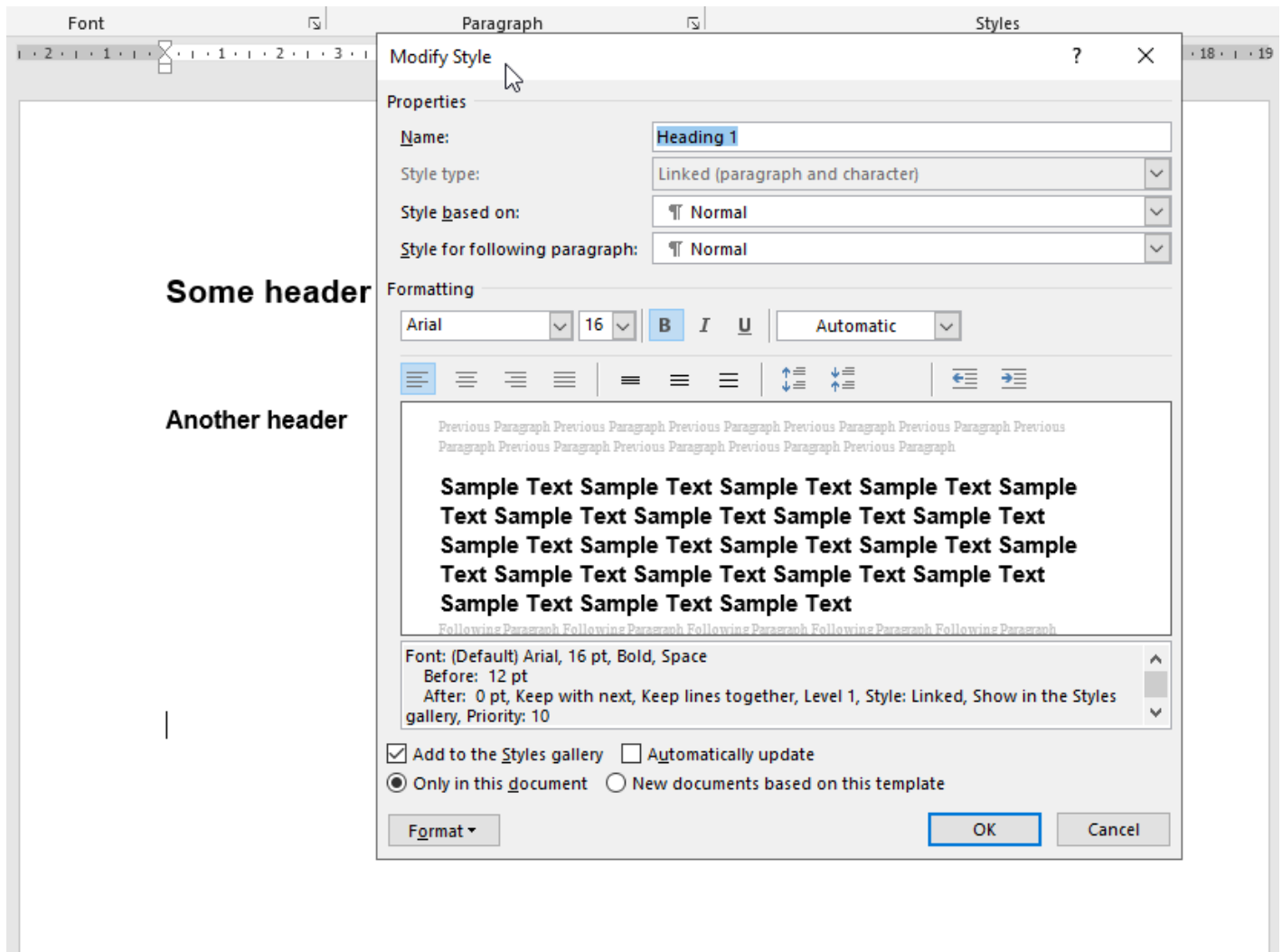
So I've set up a very simple document with two different headers.



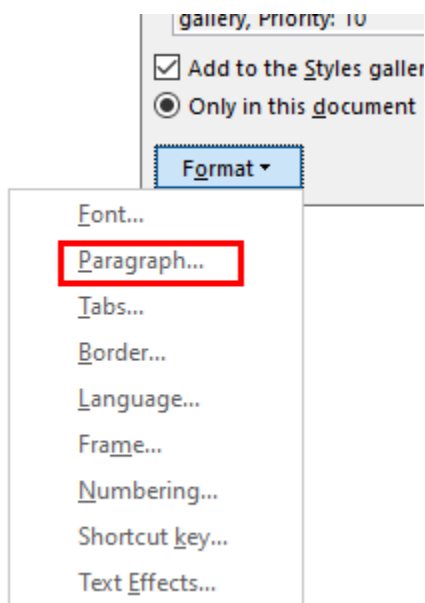
To modify an existing header, right-click on the Header in the gallery at the top and click **Modify...**



The **Modify Style** dialog box appears from where you can change the font type, size, colour, etc....

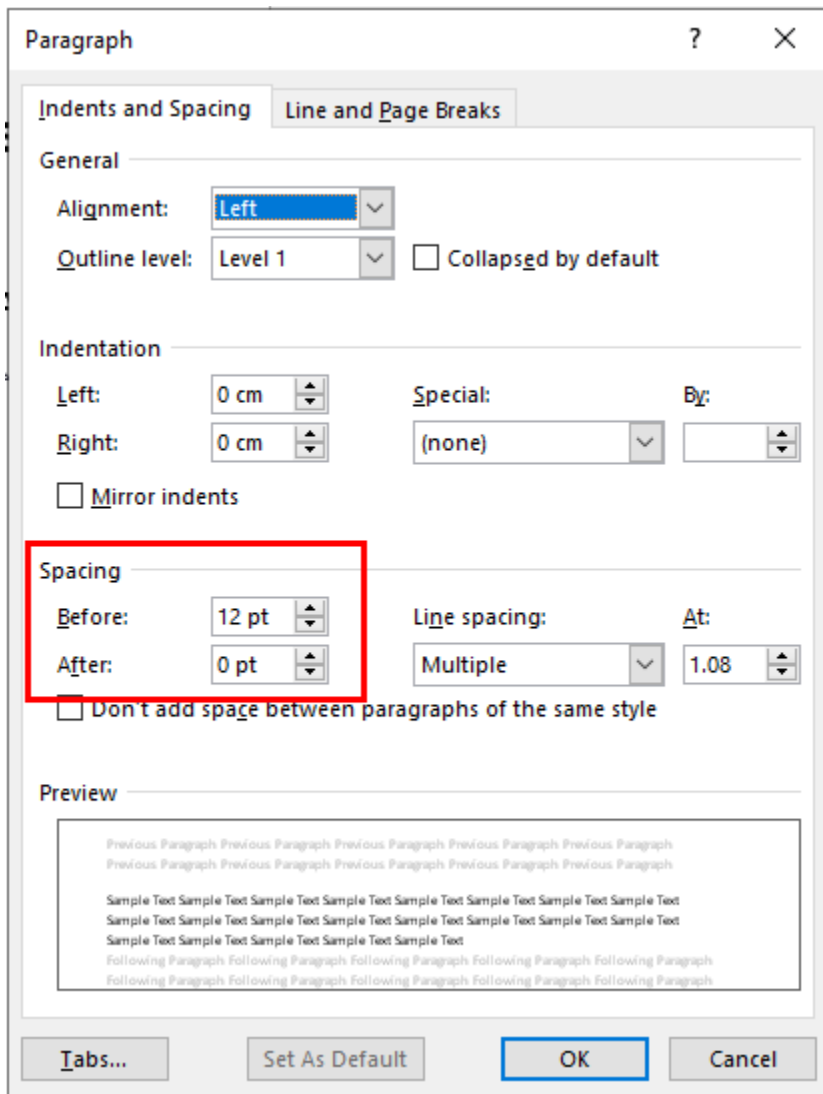


To change the spacing before and after the heading (paragraph spacing) click the **Format** at the lower left corner and then click **Paragraph...**

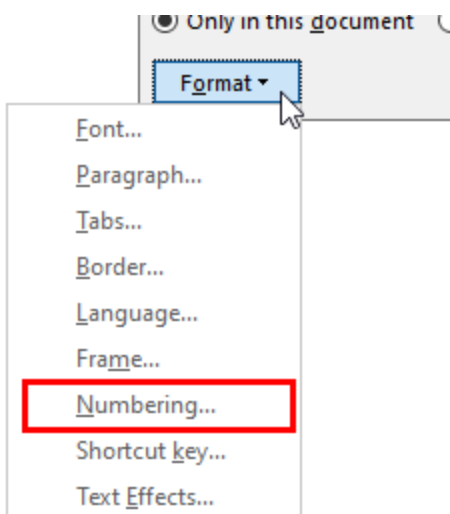


The Paragraph dialog box allows you to change a bunch of parameters for the heading. I usually only

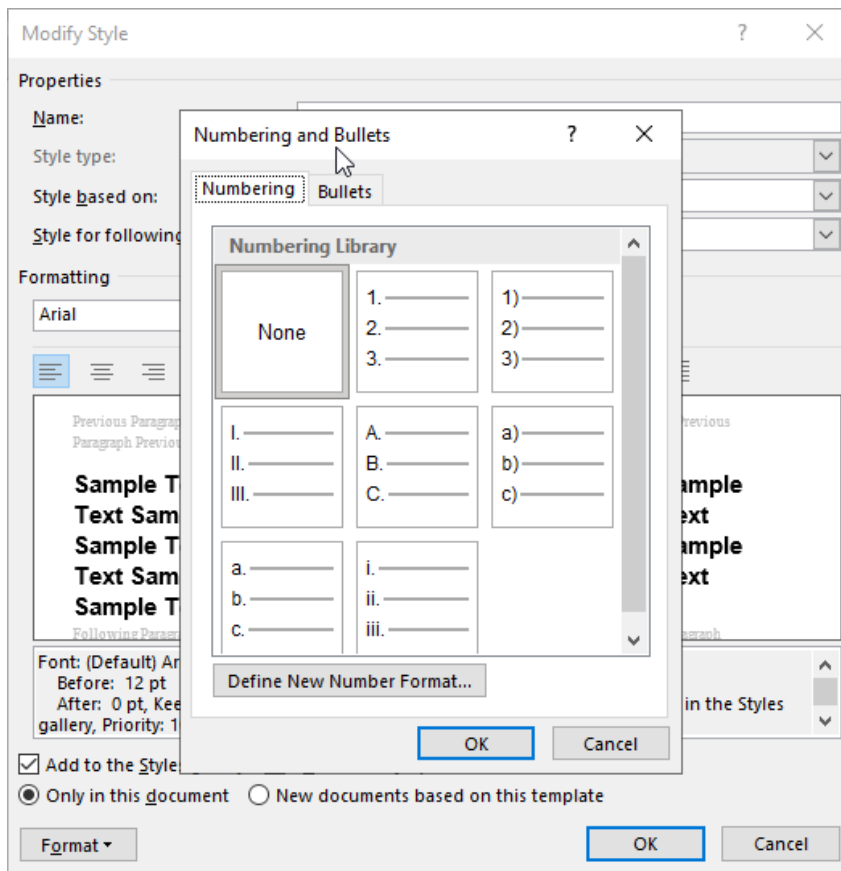
change the spacing before and after, but you can also change indentation, spacing, etc...



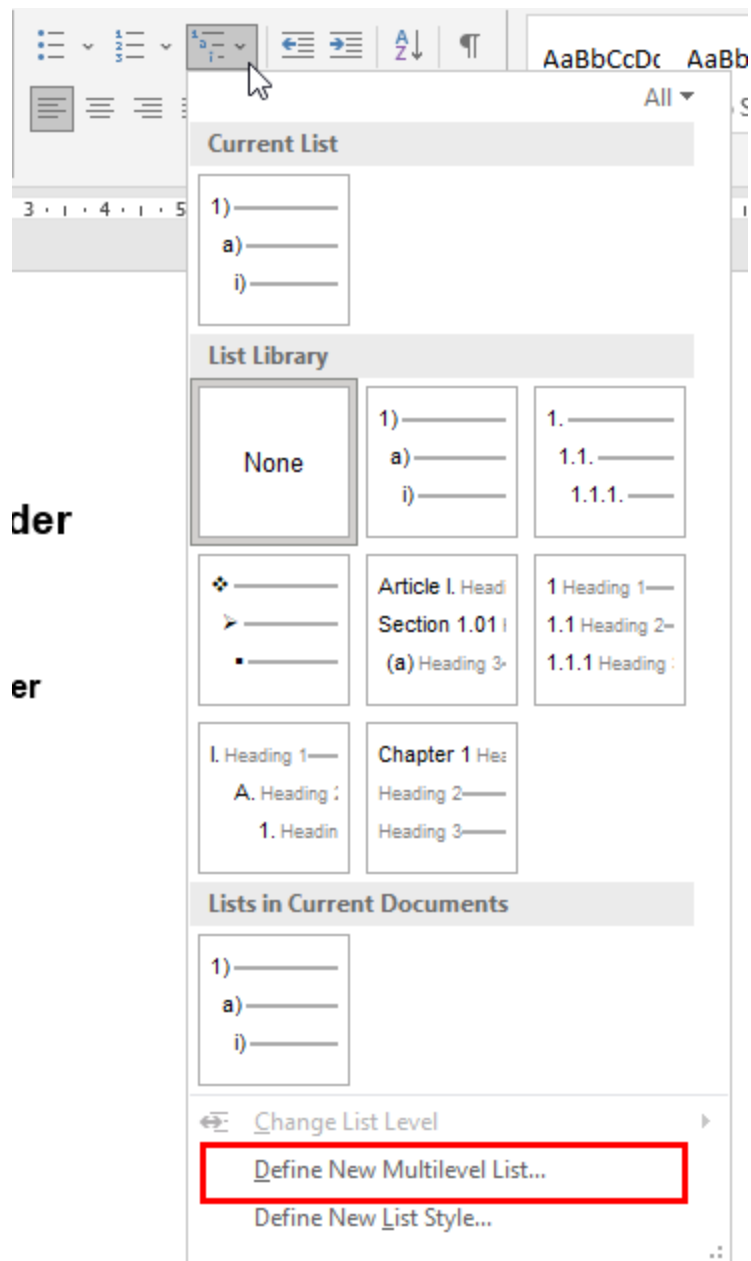
To change numbering of a Heading, go back to the **Modify Style** by clicking Cancel or OK from the Paragraph, click **Format...** button again and select **Numbering...**



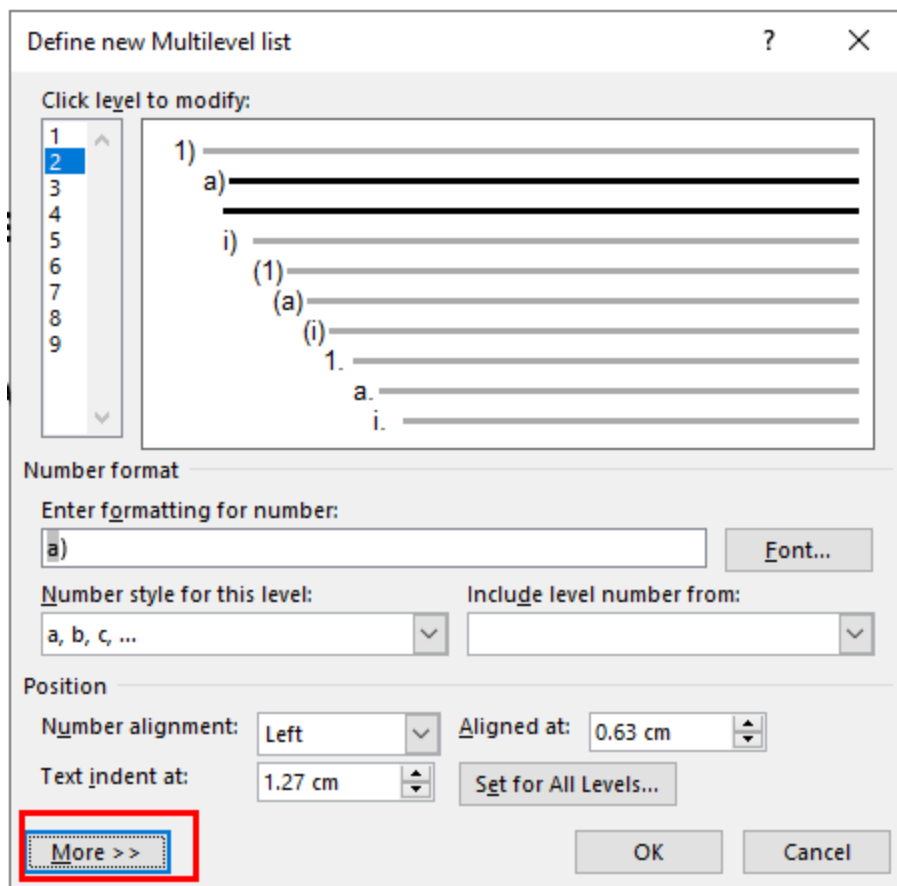
The **Numbering and Bullets** window appears from where you can choose a *Regular* one-level numbering. Note this window does NOT allow you to assign a Multi-level numbering to the heading, that is done in another window as shown later.



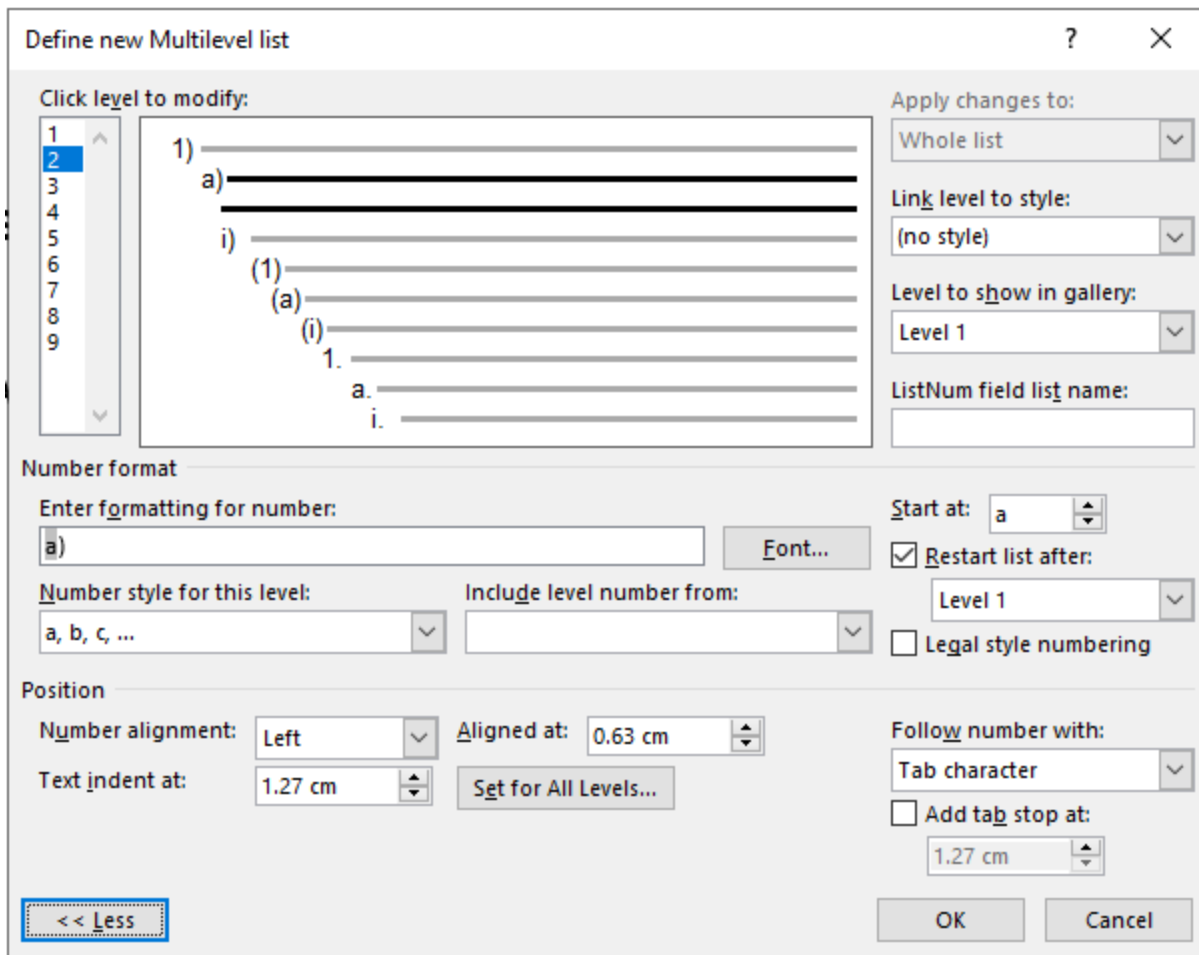
To **Add** or **Modify** a multi-level numbering to a heading click the multi-level numbering icon then select **Define New Multi-level List...**



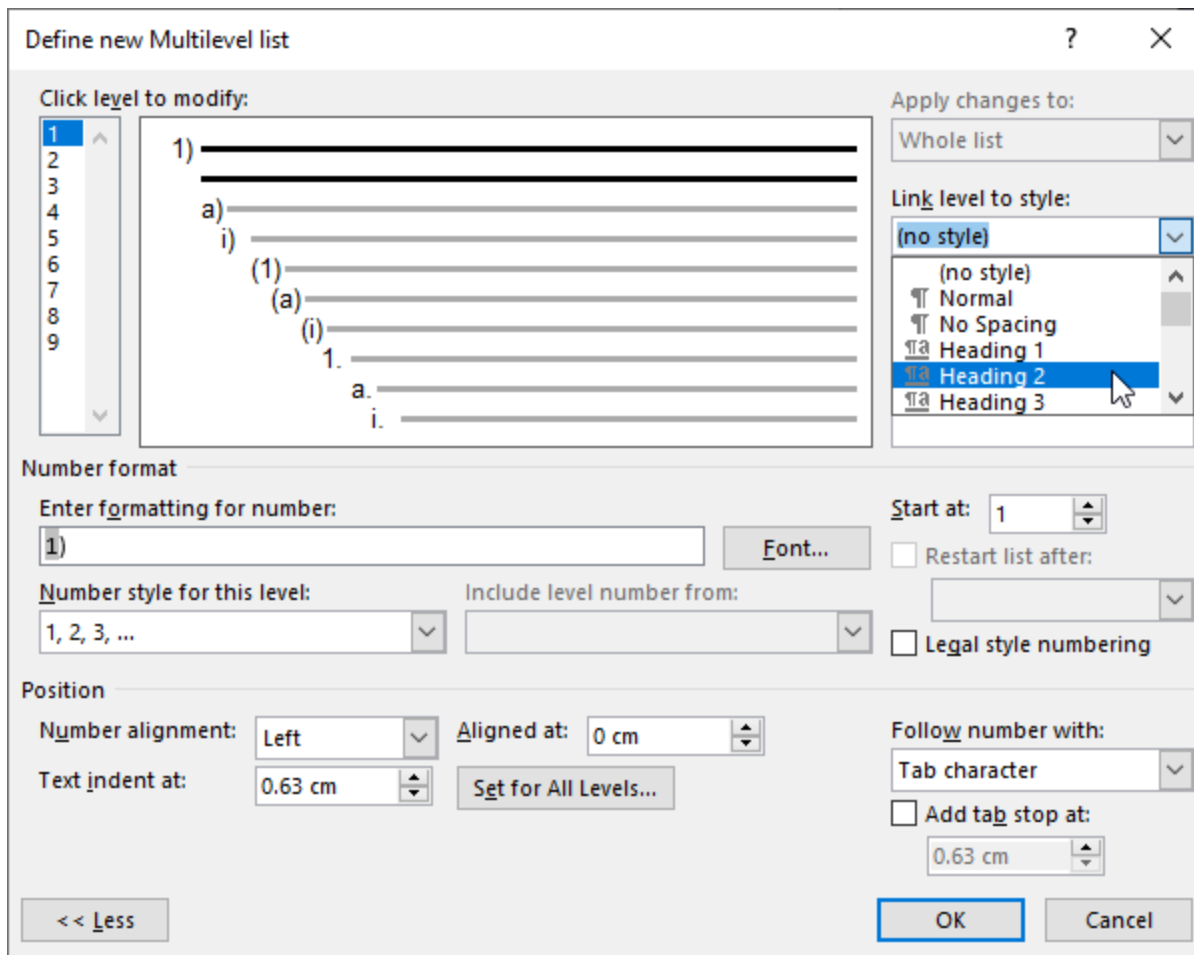
Click **More** at the bottom left of the dialog box as we need to assign the numbering to a style (header)



This opens up the advance functions on the right hand side of the dialog box.

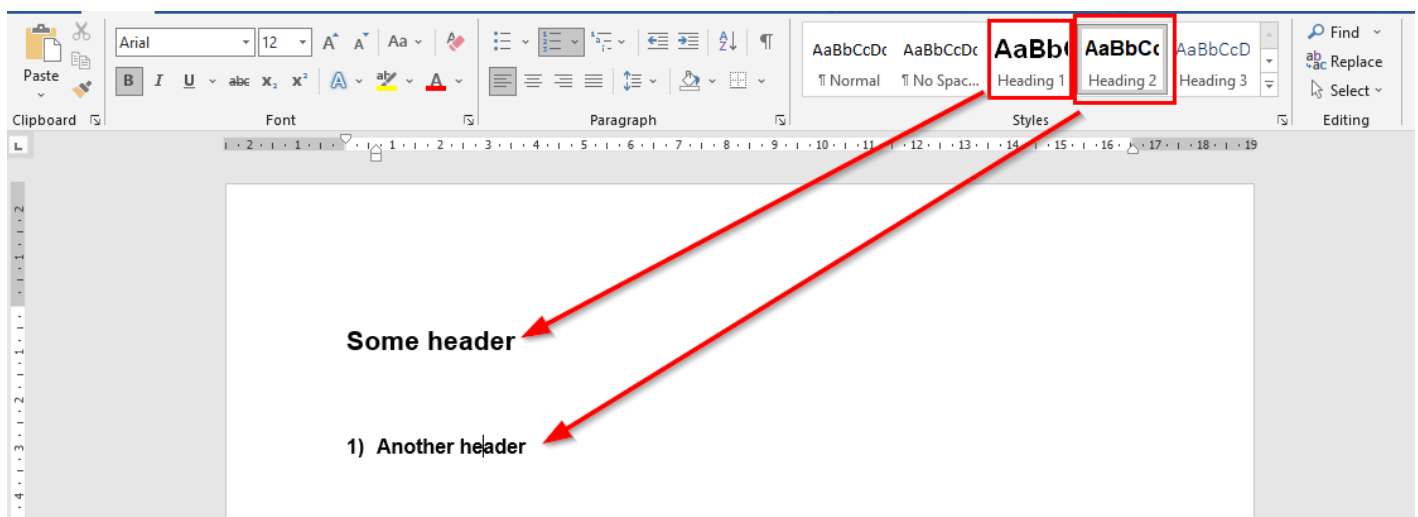


Set each level to the type of numbers or letters you want AND at each level assign it to a style using the **Link level to style:** drop-down box on the right hand side. For instance in my example below I'm going to assign the list level 1 to my Heading 2 style.



Click **OK** and now whenever you attribute style Heading 2 to text in the document it will not only apply the font and spacing characteristics we gave the heading style in the first part, BUT now it will also assign it the level 1 from the list.

Note that Heading 1 is not affected as we did not assign it any List level.



Hopefully that makes it a little clearer, so the summary version is as follows:

1. To create/modify the font type, size and colour, paragraph spacing and other attributes use the

Styles.

2. To set up or modify* a multi-level list that is assigned and that you can call up with a style, click **multi-level list**, go to **Define New Multi-level List** then assign a style to each level of the list. One important factor here is that the style must ALREADY exist so you can assign it to the list level.

*One idiosyncrasy of Word is that once a multi-level list is assigned to a style (heading), to modify it you still have to click **Define New Multi....** it's weird as one would think this is to define a new list, but it's ALSO used to MODIFY an existing list assigned to a style.

Hope this helps,

Stef