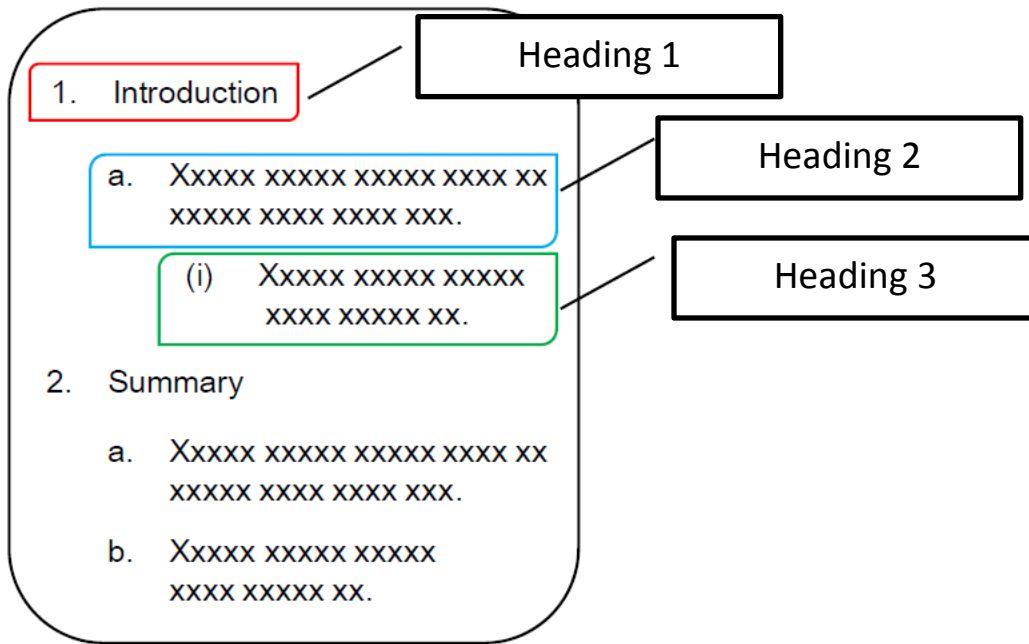
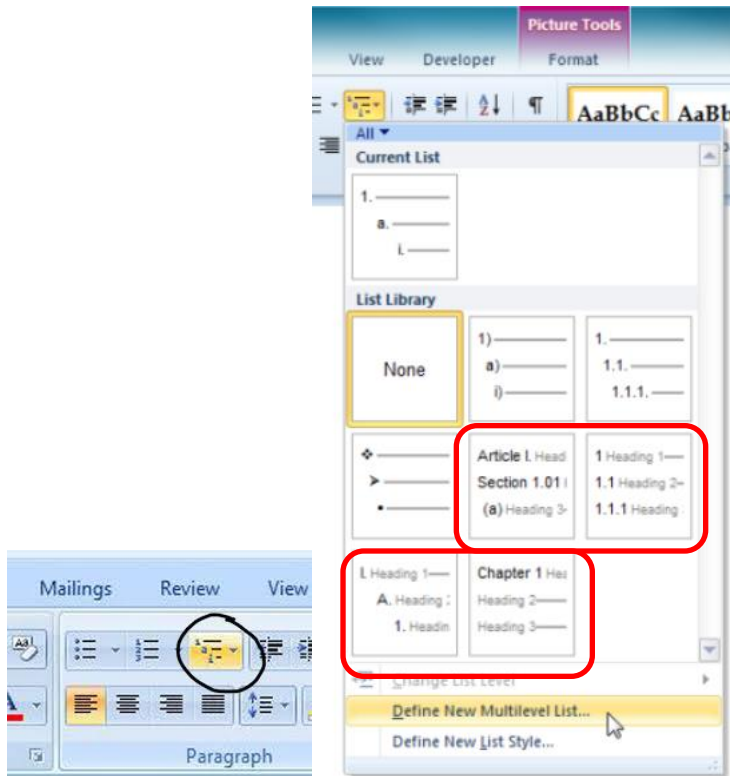


Sample :

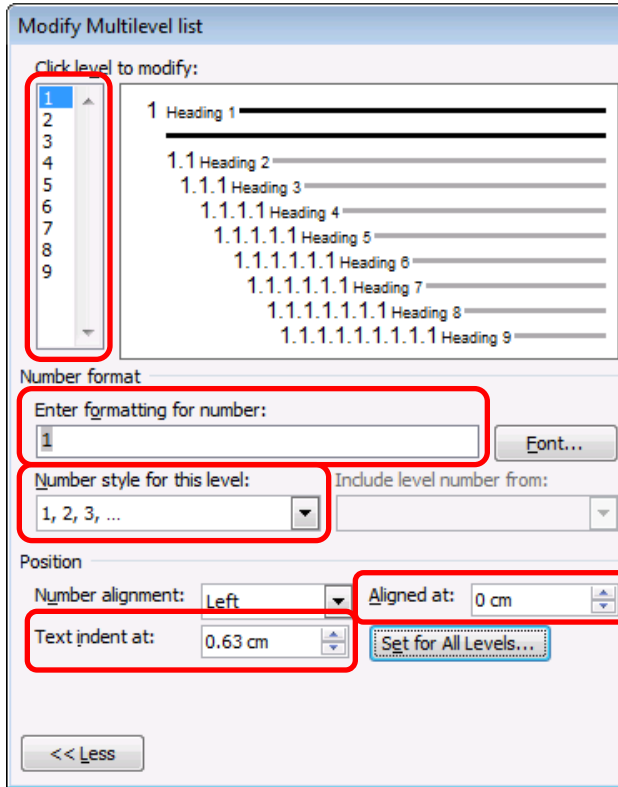




### To create your own multi-level numbering list

1. Home tab > Paragraph group > Multi-Level command
2. Select the list that you want (remember the list is with Heading style)
3. Then back to click the Multi-Level command button, click "Define New Multilevel List..."

4. In this window, you have to set the following options if necessary.
- Entering formatting number
  - Number style for this level
  - Position : Aligned at : / Text indent at :



For example:

Click level to modify:

Level 1:

Enter formatting for number:

(if your number format like this **1**), type brackets after the number.

Number style for this level:

Select the style you want such as **1**

Position :

Aligned at : **0"**, Text indent at : **0.5"**

---

Level 2:

Enter formatting for number:

(if your number format like this **a**), type brackets after the number.

Number style for this level:

Select the style you want such as **a**

Position :

Aligned at : **0.5"**, Text indent at : **1"**

---

Level 3:

Enter formatting for number:

(if your number format like this **i**), type brackets after the number.

Number style for this level:

Select the style you want such as **i**

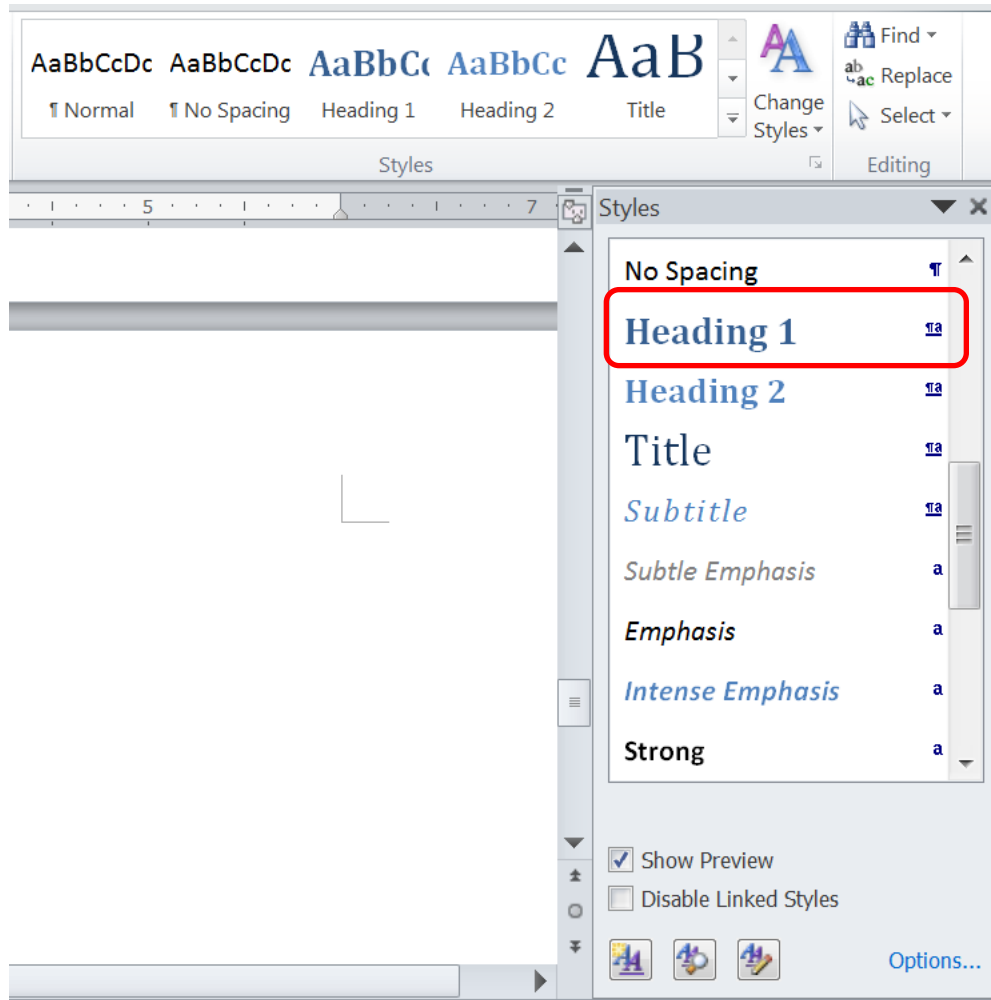
Position :

Aligned at : **1"**, Text indent at : **1.5"**

---

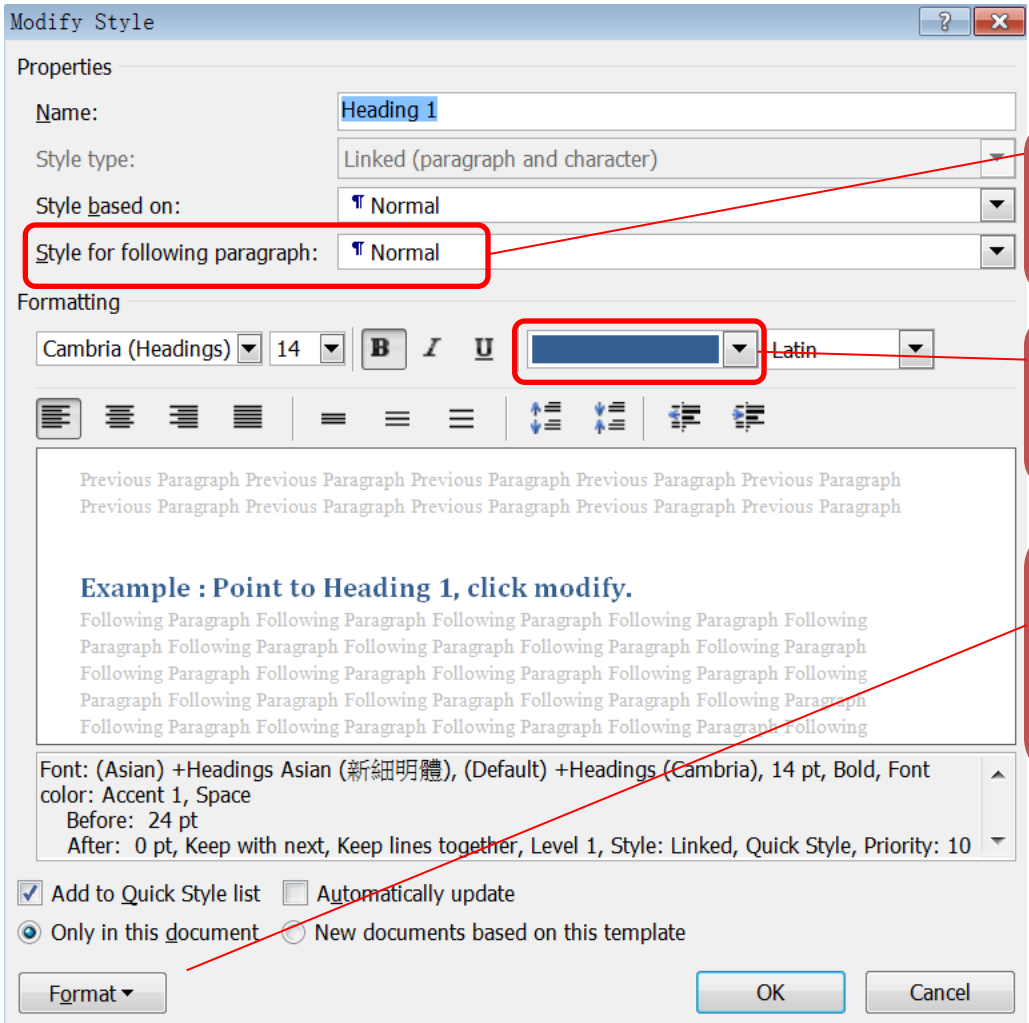
At last press OK button.

## Modify styles



Select the style that you want to modify from the Styles List.

Example : Point to Heading 1, click modify.



For this case :  
change to  
Heading 1

For this case :  
change to color to  
black

If necessary, click  
Format button to  
change  
paragraph setting