Step 7: Specialized Numbering Schemes

This PDF explains Step 7 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

Step 7 is optional. It explains how to create more sophisticated numbering schemes for subheadings, figures and tables. If you choose not to number subheadings and wish merely to label figures and tables consecutively throughout, you may ignore the Step 7 instructions.

Detailed, chapter-based, numbering schemes, as for subheadings (e.g. 2.1, 2.1.1) or for figure or table captions (e.g. Figure 3.5), will require modification of existing heading styles.

Step 7 will show you the most efficient way to create chapter-based numbering for subheadings and captions.

Please Note: If you have not already learned about heading and subheading modification and word styles, it is recommended that you go back and review the Step 2: Headings and Subheadings and the Step 5: Figures and Tables PDFs before continuing here.

About Numbering

All intuitive, chapter-based, numbering schemes, whether for subheadings, figures or tables, must begin with formatting at the chapter level. For example, it is impossible to have a Figure 3-2 without first having established a properly-formatted Chapter 3.

IMPORTANT: If you do not wish to have figure and table titles (captions) that have a chapter-based numbering scheme, we recommend that you do not create an intuitive chapter numbering scheme!

Instead, type in any desired chapter or subheading numbers as part of the heading or subheading itself:

CHAPTER ONE: INTRODUCTION
1.1   The Judicial System
1.1.1   Congress

ONE CAVEAT: Because you are generating these numbers manually, you will have to monitor and make any numbering updates as you make other changes.

Should you encounter lost numbering in the PDF bookmarks, simply try to reconvert with an updated version of Adobe. If you still need help, call the Faculty Multimedia Center: (407) 823-2571.

If you do wish to have figure and table captions with chapter-based numbering (e.g. Table 2-1), use the following steps as a guide for creating chapter numbers, subheading numbers and captions.

Chapter Numbering

- Open the Styles menu. In the Home tab, you will see a section of the ribbon called "Styles." In the lower right-hand corner of this section you will see a little diagonal arrow. Click on it to see the list of styles used in the document so far.

- Click on the heading for CHAPTER ONE. A small box will appear around Heading 1 in the Styles menu.

- Go to the Home tab in the ribbon.

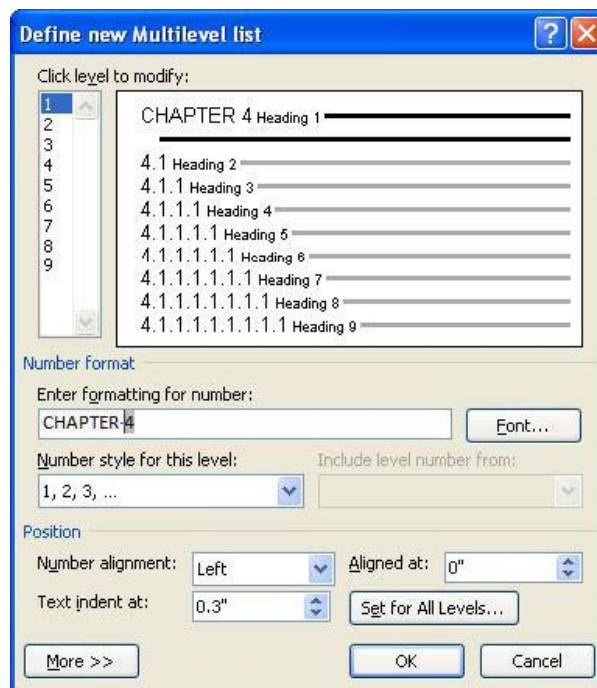- In the section labeled "Paragraph," click the down arrow next to the Multilevel List button.
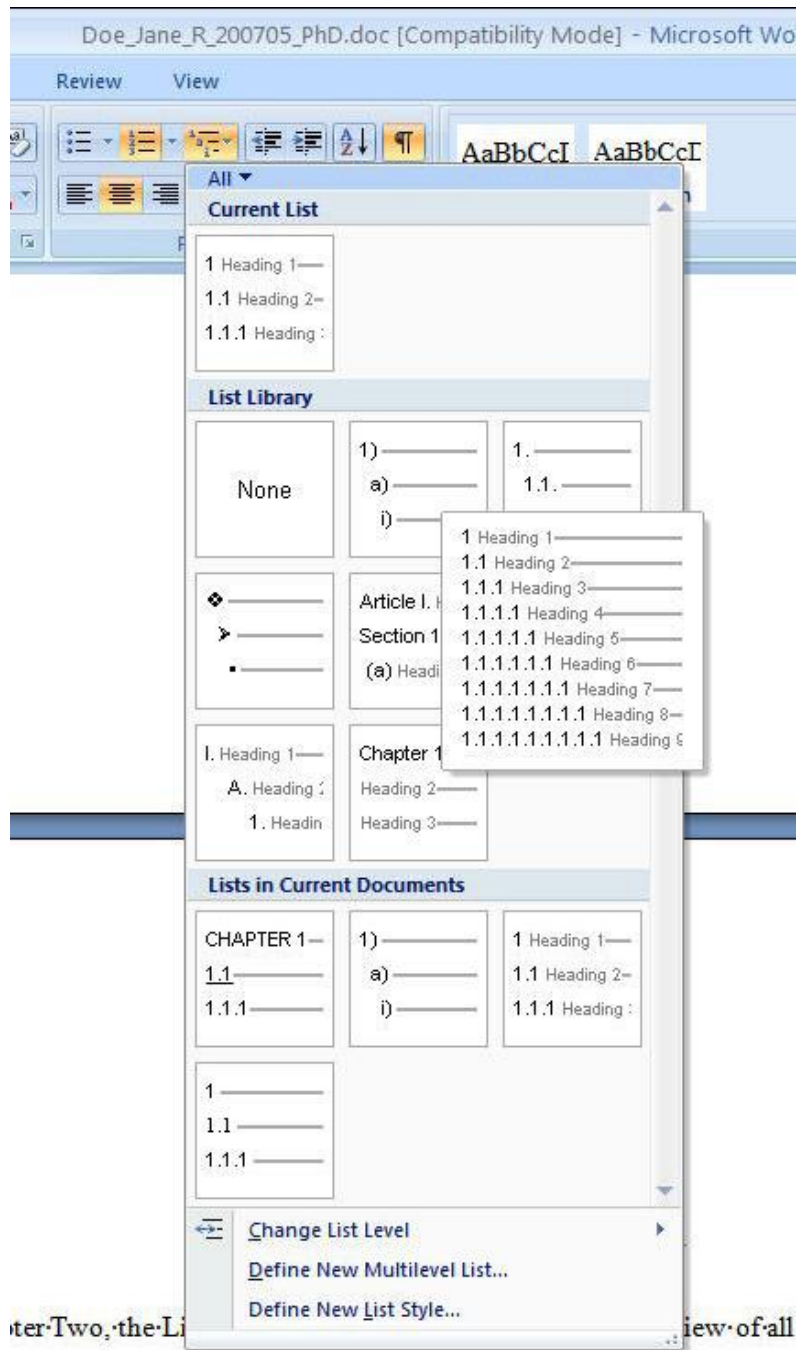
- Under List Library, select the far-right option in the middle row.

- Go back to the section labeled "Paragraph" and again click on the down arrow next to Multilevel List.

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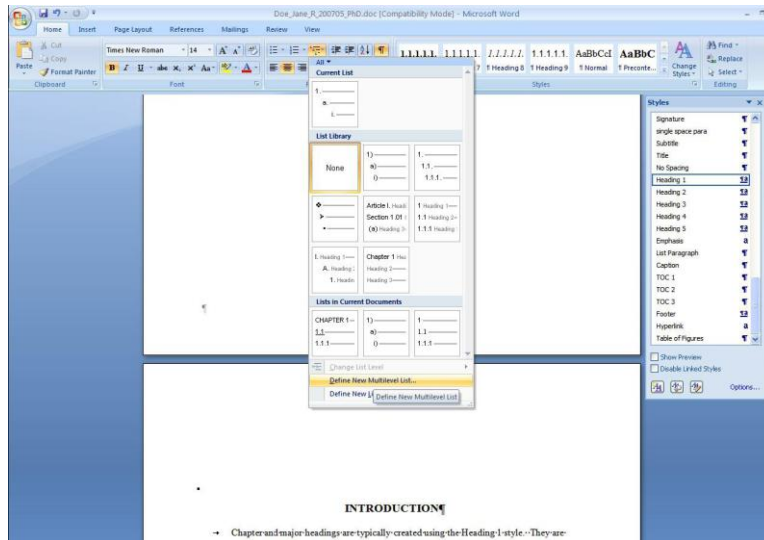
- Select "Define New Multilevel List…"

The Define New Multilevel List menu will appear.

- In the box beneath "Enter formatting for number," type the word CHAPTER in all caps. The Preview box above should reflect the change.

If you wish to include a small tab or a space, click on the button labeled "More." This will open a few more options, including those for different spacing after the number. If you wish to modify this too all levels without going to each individual level and setting it , click "Set for All Levels" when you are done.

- When finished, hit **OK** to clear the Define… menu.

Word's numbering is a cascading style, so it will have affected all of your headings and subheadings, including additional styles, like Precontent.

NOTE: If you need to modify your specialized list later on, you will have to make a new list. Editing your current multi-level list does not work well in Word 2007.

Removing Numbering from Precontent and Creating New Header for List of Tables, List of Figures, References (Chapter Titles Are Optional)

When the numbering is added to Heading 1, it automatically affects every style related to Heading 1, including subheadings and heading styles based from Heading 1 (in the ETD case, this includes Precontent).

To remove numbering from Precontent and additional chapters:

- Mouse over Precontent in the Styles and Formatting pane.

- Click the *arrow button* (not the words "Precontent") that appears when you mouse over the heading style in the task pane. This should bring up a drop-down menu.
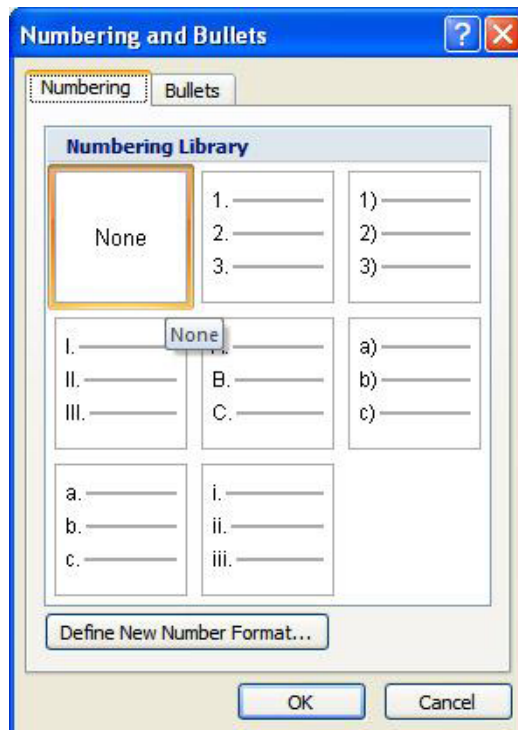
Last Updated: 05/2014
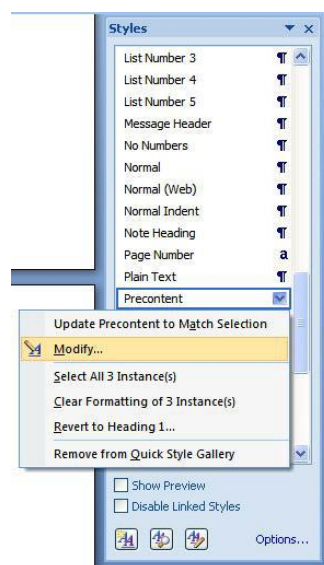
- Select **Modify…**

The Modify Style menu will appear.

Click on the button labeled **Format…** and select "Numbering" from the drop-down list that appears.

The Numbering and Bullets menu will appear.

- Select the option "None" from the upper left corner; this removes numbering from your Precontent style.

- Hit **OK** to clear the Numbering and Bullets menu.

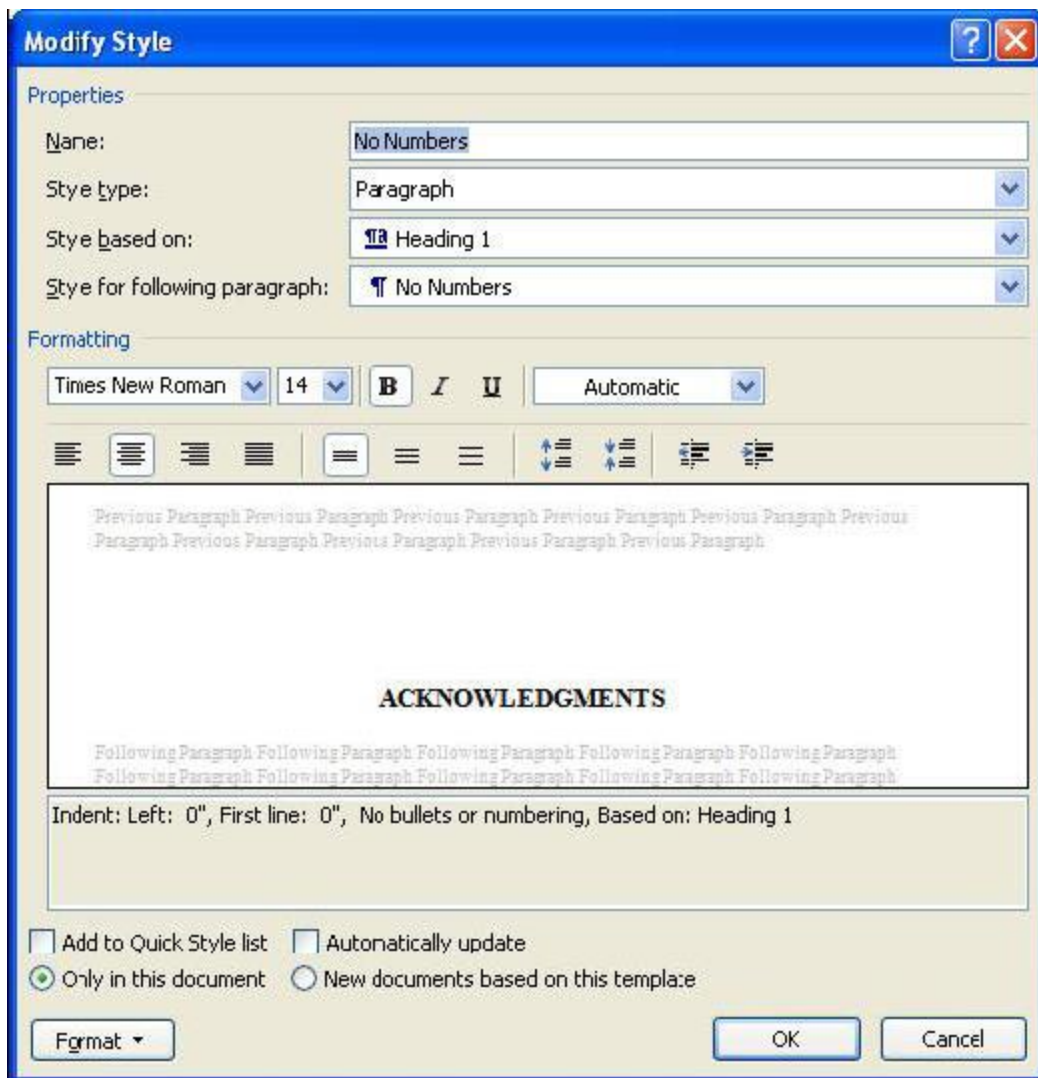- Hit **OK** again to clear the Modify Style menu.

All entries formatted as Precontent (your ABSTRACT, ACKNOWLEDGMENTS and TABLE OF CONTENTS) should no longer have a chapter and number associated. However, other chapters, like your REFERENCES, LIST OF FIGURES, LIST OF TABLES or APPENDICES will.

An additional style must be created in order to retain the formatting of a Heading 1, but without the numbered chapters (none of the listed sections should have chapter numbers associated).

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- Click on the first entry that is wrongly formatted as a chapter – in many cases, this will be the LIST OF FIGURES or LIST OF TABLES.

- At lower left corner of the Styles menu, you will see a button labeled "New Style." (It will look like this: ![icon]). Click on it.

The Style menu will appear. In this example, the additional style is called "No Numbers" to distinguish it from the major chapter headings.

- Type a name for the style into the box for "Name." Here the style is named No Numbers.

![Modify Style dialog box showing: Properties — Name: No Numbers; Style type: Paragraph; Style based on: Heading 1; Style for following paragraph: No Numbers. Formatting — Times New Roman, 14, B I U, Automatic. Preview area showing "ACKNOWLEDGMENTS" heading. Description: Indent: Left: 0", First line: 0", No bullets or numbering, Based on: Heading 1. Options: Only in this document selected. Buttons: Format, OK, Cancel.]

As before, go to **Format>Numbering…** to remove the numbering style; the Bullets and Numbering menu will appear.
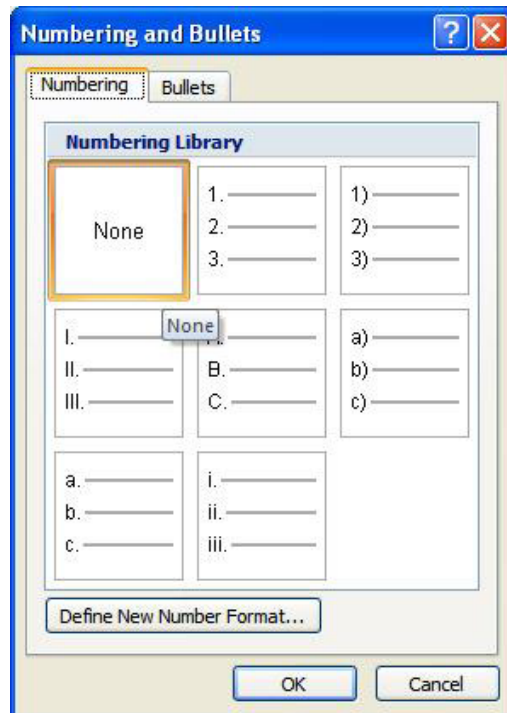
- Select the option "None" from the upper left corner; this removes numbering from your Precontent style.

- Hit **OK** to clear the Bullets and Numbering menu.

- Hit **OK** again to clear the Modify Style menu.

The style No Numbers should appear in the Styles and Formatting task pane. Highlight or click on each heading that is not a chapter and change the formatting to the style you just created (in this case, No Numbers). The headings that should not be chapters include:

LIST OF FIGURES
LIST OF TABLES
LIST OF ABBREVIATIONS/ACRONYMS
REFERENCES
 APPENDICES

This will remove all additional numbering from your frontmatter and backmatter. The only headings that should retain numbers are your major chapter headings.
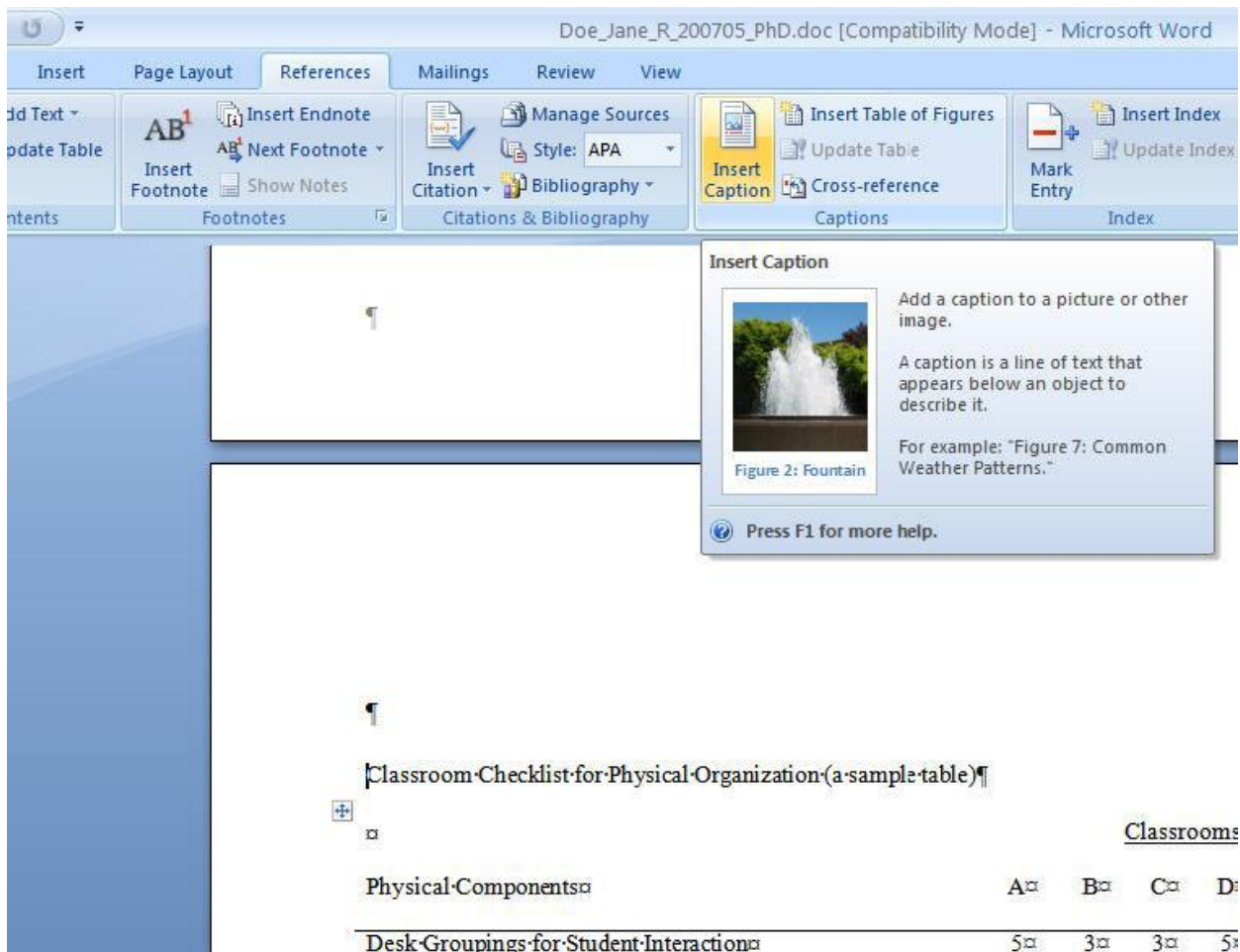
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Caption Numbering

To include the chapter number in your caption, you must have modified your chapter headings first as directed above.

As mentioned in the Figures and Tables help file, for ETD purposes, figure titles belong below figures; table titles belong above tables.

- Find your first figure in the document.

- Position your cursor at the beginning of the figure's description/title. Now go the **References** tab.

- Select **Insert Caption** from the Captions section of the ribbon.

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The Caption menu will pop up.

- Click on "Numbering" in the lower right corner.
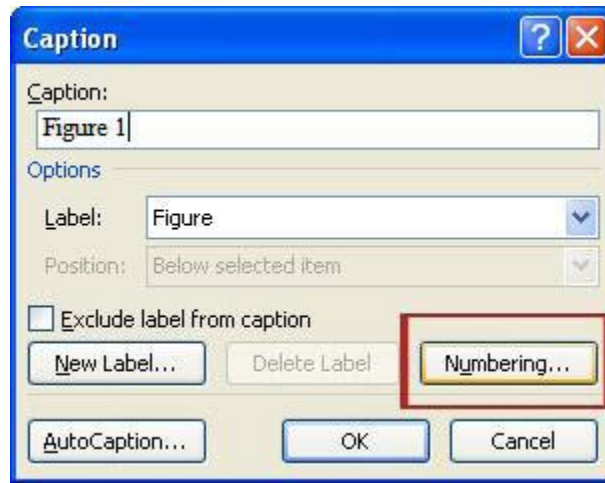
The Caption Numbering menu will appear.
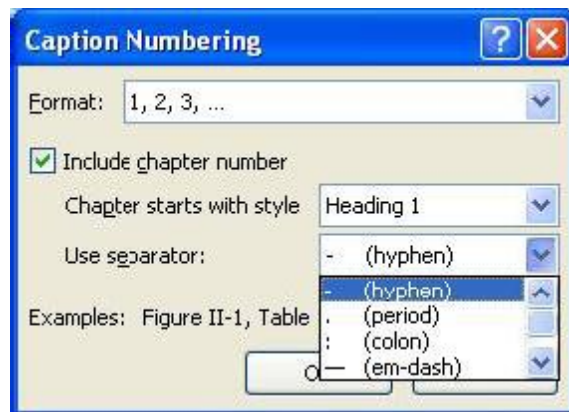
- Click in the box to include chapter number with your caption.

Should you choose to include a different separator between the chapter number and the figure number, change it in the area labeled "Use separator."

- Click on the arrow next to hyphen – a drop down arrow will appear. Select your preferred separator.

- Hit **OK**.

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Your changes will be reflected in the Caption menu – you will see the correct chapter and figure number reflected here.

- Hit **OK** to clear the Caption menu.

Your figure should now reflect the correct chapter and figure number.

Figure 4-1: Heath Bar Caramel Sundae
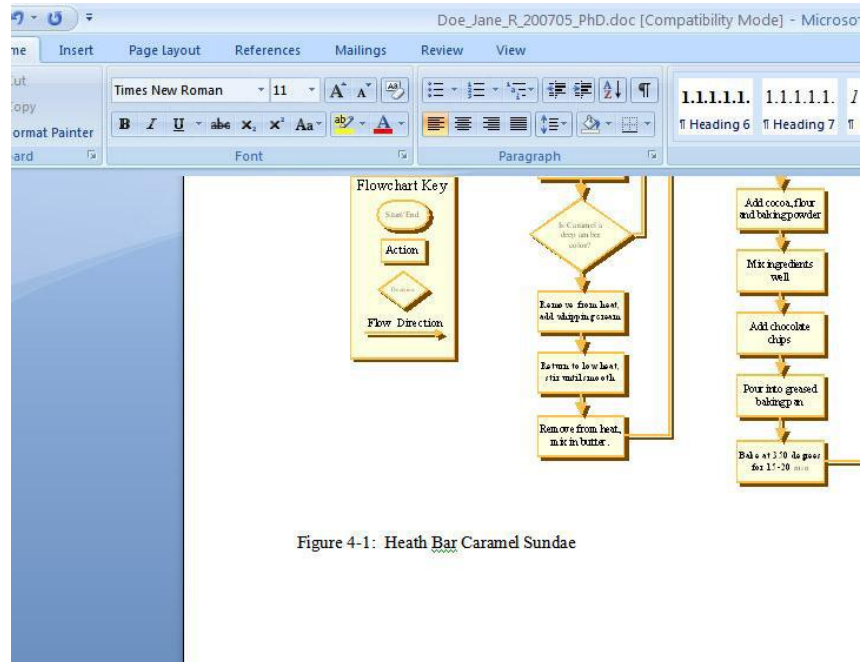
You are now ready for
Step 8: Appendices