GSD. Word – How to Fix Incorrect Number Sequence in a Word Document

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General Information:

Possible symptoms/errors:

How to Fix Incorrect Number Sequence in a Word Document.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

There are instances when the automatic numbering list in the user's Word document keeps on starting at the wrong number. One of the main reasons of this issue is because the multi-level numbering list is not setup correctly. This article shows a guide on how to resolve this issue.

Details:

1. On the Home tab, advise the user to click on the Multilevel List icon in the Paragraph group and then select on of the predefined list.

A. To edit document with existing number list

1. Advise the user to Right click on the numbered list to be edited. (in the example: 2.3 is selected) and then choose Set Numbering Value.

2. Ask the user to select the Start New List button. In the Set Value to box:, tell the user to type in the correct value and then click OK (In the example, 3 is replaced by 2). Once done, the user needs to click OK.

Note: After setting the value in the Set Value to box, the user's list will start with the number they input.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A