

- 4) Click the **AutoText** button and click **New** to have the entry inserted as a field. Do not choose **New (text only)** because the AutoText entry will be plain text, not a field. (The New selections do not appear until you have selected a group and typed a name for the entry.)
- 5) Click **Close** to close the AutoText dialog.

To insert this field at the cursor position, type the shortcut and press **F3**.

Defining your own numbering sequences

You may want to define your own numbering sequences to use in situations where you do not always want the number at the start of the paragraph, or where you want more control than the built-in numbering choices give you, or where list styles do not do what you want.

This topic describes how to create a numbering sequence, using a number range variable field.

To create a number range variable using Arabic (1 2 3) numbers:

- 1) Position the cursor in a blank paragraph in your document.
- 2) Choose **Insert > Field > More Fields** or press **Ctrl+F2**, then select the *Variables* tab (Figure 395).

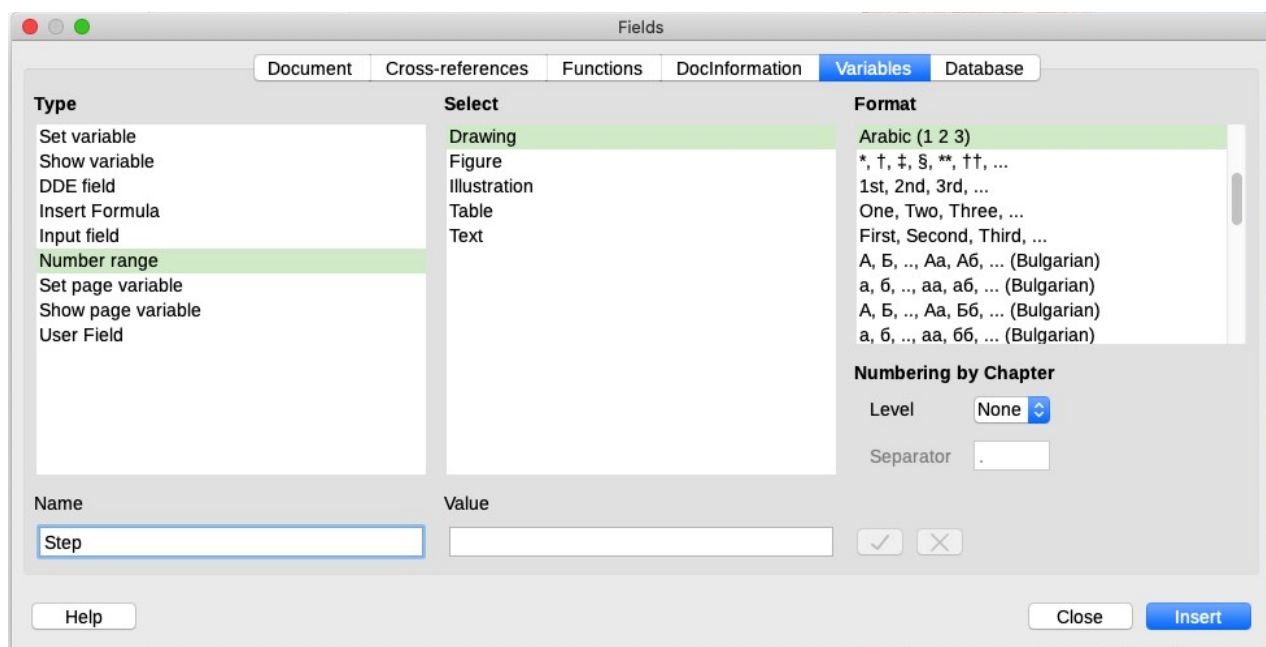


Figure 395: Defining a number range variable

- 3) In the *Type* list, select **Number range**. In the *Format* list, select **Arabic (1 2 3)**. Type whatever you want in the *Name* field. (We have used Step in this example.)
- 4) Click **Insert**. The name of the variable (Step) now appears in the *Selection* list, and a number field (showing 1) appears at the insertion point in your document. The Fields dialog remains open.

If you click several more times on the **Insert** button in the Fields dialog, the numbers 2, 3, 4, and so on will appear in the document.

You can now delete the fields you inserted; the Step sequence remains in the *Select* box in the Fields dialog (in this document only). You can insert this field at any place in the document.

To avoid doing all of that every time you want to put in a Step number, create an AutoText entry for Step. Then you can insert the field in the same way you would insert any other AutoText. See “Using AutoText to insert often-used fields” on page 369.