

- Upper case Roman numerals are usually reserved for the top level, and upper case letters are used before lower case ones. Another alternative is Arabic numbers followed by lower case letters. However, these rules are not fixed.
- In technical manuals, multiple levels used to be common in headings (for instance, I.A.2 or 1.1.1). This style has largely fallen out of practice except in a few specialized cases such as legal documents, for the obvious reason that they are hard to remember. Also, if each heading is indented, after two or three levels almost no space is left for text.

Combining list and paragraph styles

Paragraph styles are essential to lists and outlining. When applying a list style, the underlying paragraph style remains unchanged. If your list must also have a certain font size, indentations, and so on, you might expect to first apply a paragraph style and then a list style (or the other way around). However, you can embed a list style in a paragraph style using the *Outline & Numbering* tab of the Paragraph Style dialog, and then apply only the paragraph style to the list.

This section gives an example of combining list and paragraph styles:

- 1) Create a list style you want to use for the paragraph. For example: MyNumberedList.
- 2) Create a new paragraph style.
- 3) On the *Organizer* tab of the Paragraph Style dialog:
 - a) Give the new paragraph style a name, say NumberedParagraph.
 - b) For the Next Style, choose NumberedParagraph (this will make the following paragraph also be in this style, until you choose a different style).
 - c) In *Inherited from*, choose None.
- 4) Set up this paragraph style to your liking. Because the indentation is controlled by the List style, to avoid undesired interactions do not change the indent settings on the *Indents & Spacing* tab. (You might want to change the spacing above and below the paragraph.)
- 5) On the *Outline & Numbering* tab (Figure 270), choose the MyNumberedList style created in step 1 in the Numbering style list.
- 6) Click **OK** to save this style.

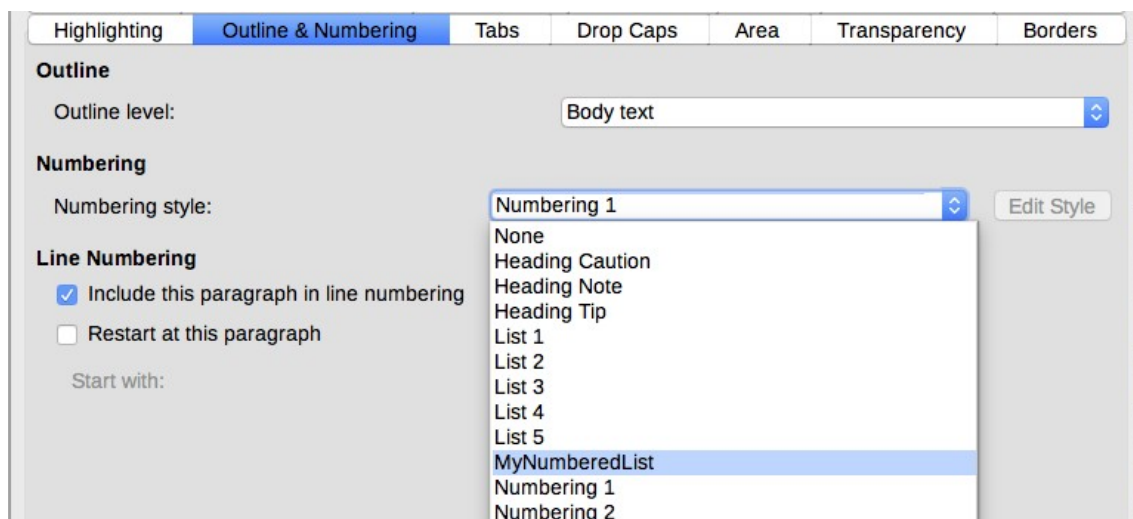


Figure 270: Assigning a Numbering style to a Paragraph style