

- 3) In the *Level* list, choose 3. In the *Numbering* list, choose 1, 2, 3, The *Show sublevels* field should show 3 (if not, choose 3). The result is shown in Figure 198.

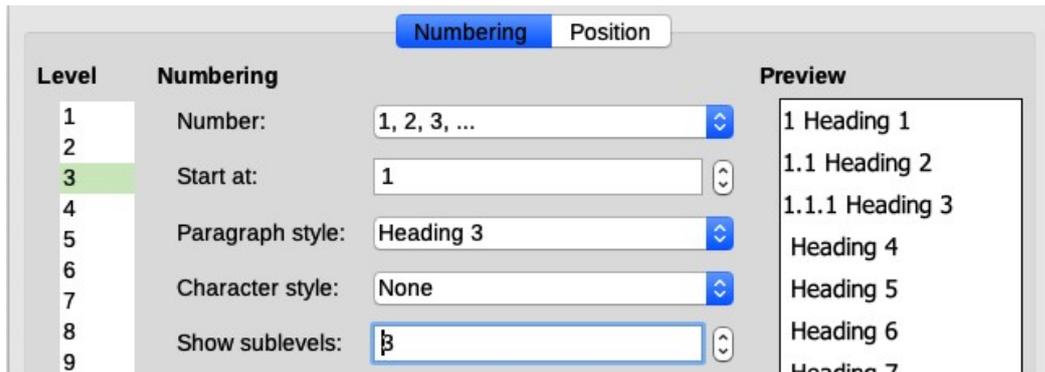


Figure 198: Specifying numbering of Level 3 headings

These choices produce the layout shown in Figure 199.

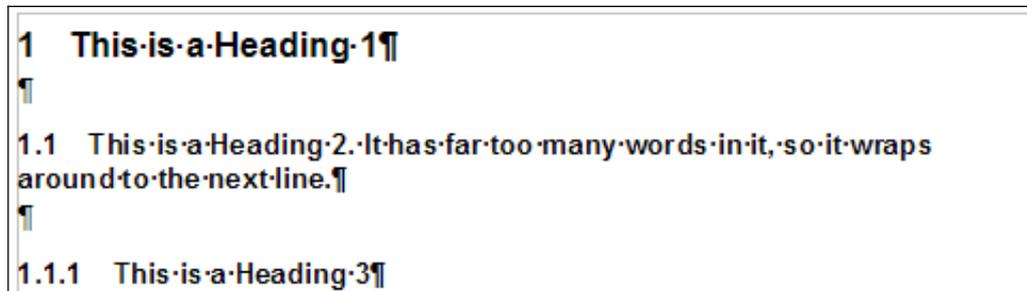


Figure 199: Results of numbering choices for headings

Setting up the indentation of headings

Whether or not the headings are numbered, you may want to change some of their formatting. For example, you may want the second-level and third-level headings to be indented from the margin. For numbered headings, you may also want the second line of long headings to line up with the first word of the heading, not the number. For these changes, use the *Position* page of the Chapter Numbering dialog.

As an example, we will change the position and wrapping of a Heading 2:

- 1) In the *Level* list on the left, choose 2. Change the values for *Numbering followed by*, *Tab stop at* and *Aligned at*, as shown in Figure 200. You may want to use a different value.

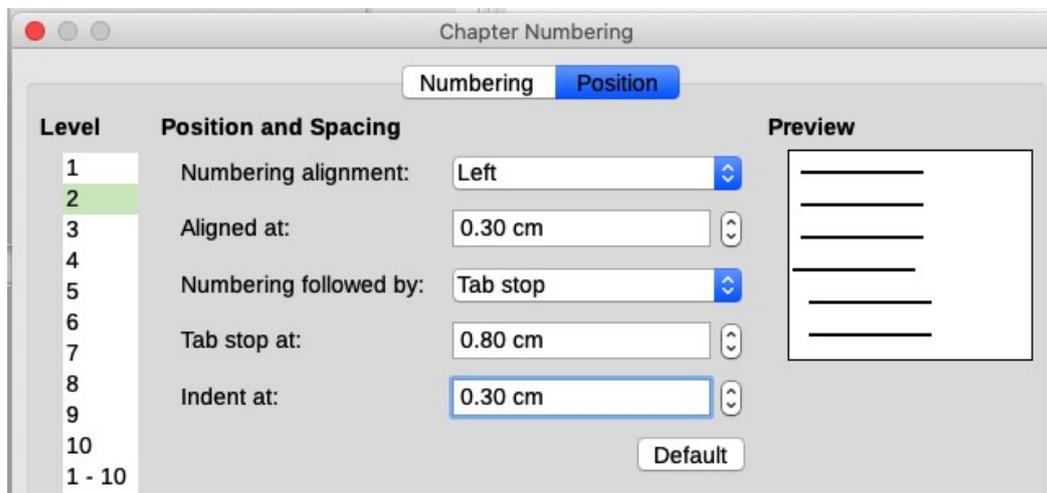


Figure 200: Indenting Level 2 headings