

Automatic Numbering

The Policy Template automatically numbers policy sections as you write. This guide will take you through the hotkeys that are available for use while using the template. Please note: There must be text in the previous section in order to create a new section or subsection.

Creating a New Section | Hitting the **Enter** key will create a new section consecutive to the one before on the same level (e.g. 4.1, 4.2, 4.3, 4.4).

4.1 Text

4.2 |

Creating a New Subsection | Hitting the **Tab** key following **Enter** will take the numbering down one level (e.g. 4.2 becomes 4.1.1 instead).

4.1 Text

4.2 |



4.1 Text

4.1.1 |

Returning to the Previous Level | Pressing **Shift** and **Tab** together following **Enter** will return the numbering to the previous level (e.g., 4.1.2 becomes 4.2).

4.1 Text

4.1.1 Text

4.1.2 |



4.1 Text

4.1.1 Text

4.2 |

Deactivating and reactivating automatic numbering |

Pressing **Backspace** following **Enter** will delete the new section number and halt the automatic numbering. This should only be used in instances where the new paragraphs are subsections of the previous and do not follow the standard policy numbering (e.g., 1), 2), and 3), instead of 1.1.1).

To reactivate the automatic section numbering and continue consecutively from the last numbered section, select the appropriate section from the styles menu in the Toolbar.



FOR FURTHER ASSISTANCE, CONTACT:

Jennifer Gallagher
Assistant Editor, Policy Office
BA 206
JGallagher@uvu.edu
(801) 863-7521