

## Chalkline Tech Support Bulletin - Doc Outliner Numbering does not look Correct

VisiWord's Document Outliner utilizes the Word Levels in a document to establish the Parent / Child relationships in paragraphs. If the paragraph levels are not sequential or are missing from paragraphs, the Doc Outliner may not look correct. You may need to click the Doc Outliner refresh icon if you are making changes to levels in the document.

To easily see the paragraph style, level, format and other useful information setup your Word Quick Access toolbar as suggested in the Chalkline Bulletin - Word Quick Access Toolbar Setup (available at the bottom of the Tutorials web page). Then simply place your cursor on a paragraph or select a paragraph using the Doc Outliner and you can see where the levels may be incorrect.



Commercial masters typically are formatted consistently with styles and levels, however users may change the formatting without understanding how Word manages styles, levels, and multilevel lists. Clicking the Reveal Formatting option in the Word Quick Access Toolbar and checking the Distinguish style source option helps to reveal the issues.

If the document has been provided by a consultant or manufacturer, the levels may not be consistent or accurate. Determine if making corrections to the levels so that you may use the Doc Outliner on these documents is needed or if using other editing options will suffice and save time.