

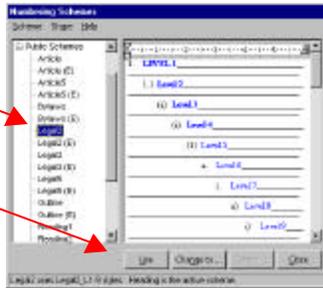
# Legal MacPac Numbering 2000 Toolbar

March 2001

Quick Reference Guide

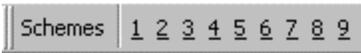
## A. Selecting a Numbering Scheme

1. From the Numbering toolbar, select **Schemes**.
2. Click once on the desired scheme.
3. Click **Use** to make the scheme available in the document.



## B. Applying Numbering Scheme Levels

1. Place the insertion point in a new or existing paragraph.
2. Select the appropriate level on the Numbering toolbar (1-9) or use the appropriate shortcut key (e.g., Alt+2).



## C. Working with Schemes

Place the insertion point in the paragraph and use:

<b>Promote/Demote</b>	Increases/decreases level by one.	
<b>Remove Number</b>	Removes number and changes style to Body Text.	
<b>Restart Numbering at 1</b>	Restarts the number at 1.	
<b>Continue Numbering from previous paragraph</b>	Cancels Restart Numbering.	

## D. Editing a Document Scheme

1. From the Numbering toolbar, select **Schemes**.  

NOTE: The document must be saved before you can edit the scheme.
2. From the Document Schemes list, select the scheme to edit.
3. Choose **Scheme|Edit**.

4. Using the Edit Scheme dialog box, modify the **numbers**, **paragraph** and **extras** (font) attributes for each appropriate level.



Numbers Tab

Paragraph Tab

Extras Tab

## E. Changing Schemes

1. Position insertion point in the scheme you wish to change.
2. Click **Schemes** on the Numbering toolbar.
3. Select the desired scheme.
4. Click **Change To...**

## F. Using More Than One Scheme in a Document

1. Position the insertion point where the new scheme is to begin.
2. Click **Schemes** on the Numbering toolbar.
3. Select the desired scheme.
4. Click **Use**.

## G. Working with Tables of Contents

All MacPac numbering schemes are designed to be included in a Table of Contents without having to be marked. However, listed below are some circumstances that require you to mark text before generating a table of contents:

- Run-in headings that end in anything other than a period. In the example below, only "1. Conditions" is to be included in the table of contents.
  1. Conditions: The conditions of the ...
- Non-numbered items.
- When sharing a document with run-in headings with a non-MacPac user.

### Mark and Format Text in a Single Paragraph

1. Place insertion point after the text to be marked.
2. Click **Mark and Format** on the Numbering toolbar.



### Mark Text Only in a Single Paragraph

1. Place insertion point after text to be marked.
2. Click **Mark Heading**. The text is marked, but the formatting is not affected.





### Mark/Format All Headings in a Document

You can mark and/or format the entire document, a section or selected text.

1. Click **Mark/Format All Headings** on the Numbering toolbar. 
2. Select appropriate options and click **OK**.

### UnMark Heading

1. Position the insertion point at the end of the text to be unmarked.
2. Click **Unmark Heading** on the Numbering toolbar. 

## H. Creating a Table of Contents

1. Click **TOC** on the Numbering toolbar.
2. Select appropriate options and click **OK**.

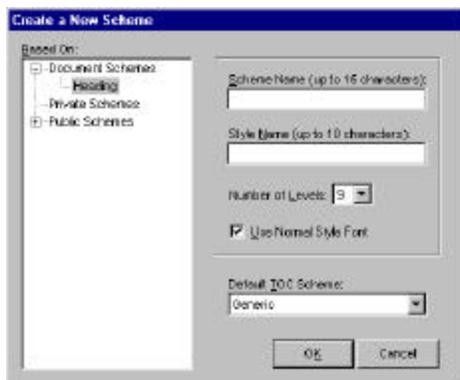


Tip: Make sure to select TC Entries if you marked any text.

## I. Creating a Private Scheme

Private schemes are created by the user to make his/her numbering scheme requirements available in all documents.

1. On the Numbering toolbar, click **Scheme**.
2. Select an existing Document Scheme or Public Scheme as the basis for the new scheme.
3. Choose **Scheme|New**.



4. Complete the following fields; then click **OK**.

Field	Function
Scheme Name	Type a new name (up to 15 characters).
Style Name	Type the style name of the scheme. This name is the base name for all the style levels. It will use the Scheme name by default.
Number of Levels	Select the number of levels to include in the scheme up to 9 levels.

**NOTE:** The scheme Style Name cannot be edited once the Private Scheme is created.

5. The Edit Scheme dialog box opens. Here you will modify the position and formatting of the scheme number and paragraph attributes as appropriate.
6. Select **Close** to return to the document or select **Use** to use the new scheme in the document.

## J. Using Macros to Edit a Document Scheme

The Macros button on the Numbering toolbar provides tools to quickly edit elements of an entire scheme “on the fly.” To use these macros, place the insertion point in a numbered paragraph. The edits will affect all levels and styles of the current scheme. In a document with multiple schemes, only the current scheme is affected.

Click Macros and choose the appropriate command:



Macro	Function
Scheme Alignment	Changes entire scheme alignment to Left Align or Justified.
Scheme Font	Changes the font/size, the paragraph text and/or the automatic numbering text.
Scheme Line Spacing	Changes the line spacing of the scheme to single, 1.5 or double.
TOC	Macros to edit the TOC custom scheme to change the TOC tab spacing, Convert to Word TC Codes when sharing the document with outside users or Restore MacPac TC Codes
Underline Last Line of Paragraph	Applies or removes single underline to the last line of the current paragraph.

## K. Sharing Schemes

MacPac 2000 toolbar makes sharing private schemes possible by allowing the user to export the scheme to a shared schemes directory on the network. This requires cooperation from the system administrator to create and maintain these directories. This feature may be available in the future. Until then, any scheme in use in a document is available for use as the basis of a private scheme. (See **Creating a Private Scheme** in this Quick Reference Guide.)