Snapnumbers Help

What Are Automatic Paragraph Numbers?

Automatic paragraph numbers are codes placed into a document instead of typing actual characters. They are most commonly used to sequentially number paragraphs. The numbering codes generate whatever number is appropriate at that point in the document (even when the document is edited and paragraphs are rearranged). There are two major benefits to using automatic paragraph numbers: (1) they prevent many numbering errors (for example, two paragraph C's, but no paragraph D); and (2) they automatically renumber appropriately when the document is edited. So, for example, in a document that contains 100 numbered paragraphs, if a new Paragraph No. 1 is inserted, all of the other paragraph numbers are automatically updated.

What Are Snapnumbers?

Snapnumbers provide a flexible, stable alternative to Word's built-in paragraph numbering feature. They are not linked to styles, so they can be used anywhere in a document, regardless of formatting considerations. Simply type text normally -- tabbing, indenting, and formatting as desired -- then when you want to insert a Snapnumber choose Level 1 through Level 9 from the Snapnumbers tab (or use shortcut keystrokes).

In this sample document, Level 1 is uppercase Roman (I, II, III), Level 2 is uppercase alpha (A, B, C), and Level 3 is Arabic (1, 2, 3). So you would use a Level 1 Snapnumber for the **I.** and **II.**; Level 2 for the **A.**, **B.**, and **C.**; and Level 3 for the **1.** and **2.**

> **I. SNAPNUMBERS**
>   **A.** Background. Snapnumbers are automatic paragraph numbers.
>   **B.** Using Snapnumbers. Insert Snapnumbers from the menu.
>   **C.** Schemes. Schemes control the appearance of Snapnumbers.
> **II. SNAPTOC**
>   **A.** Marking.
>   **1.** Marking Manually. Individual tems can be marked manually with a keystroke.
>   **2.** Marking Automatically. The entire document can be marked in one step.
>   **B.** Generating Table of Contents. After marking, generate the table of contents.

Snapnumbers - All You Need to Know

Inserting Snapnumbers

Faster method. Position the cursor where the Snapnumber should appear and click a number **1** through **9** on the **Snapnumbers** tab to instantly insert a Snapnumber of the chosen level.

Slower method with preview. Position the cursor where the Snapnumber should appear and click **Insert Snapnumber** on the **Snapnumbers** tab to open the Insert Snapnumber screen. This method is one click slower, but allows you to preview the appearance of each level before making a selection.
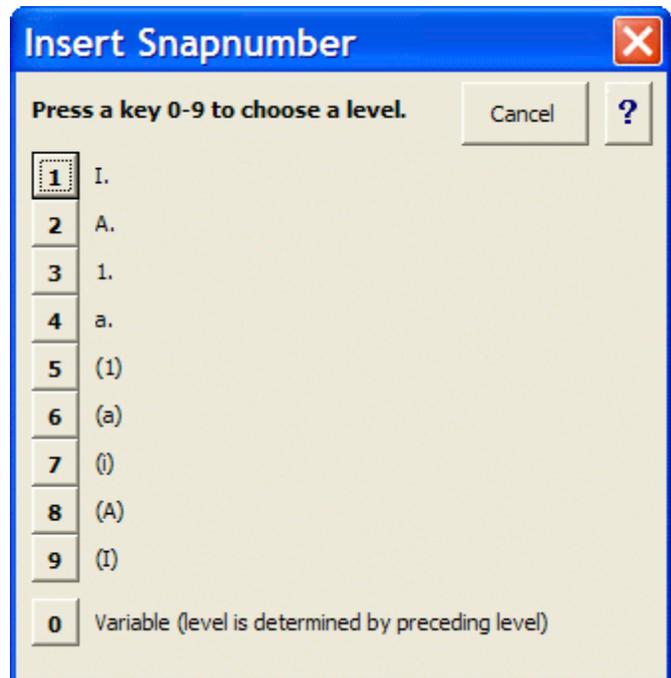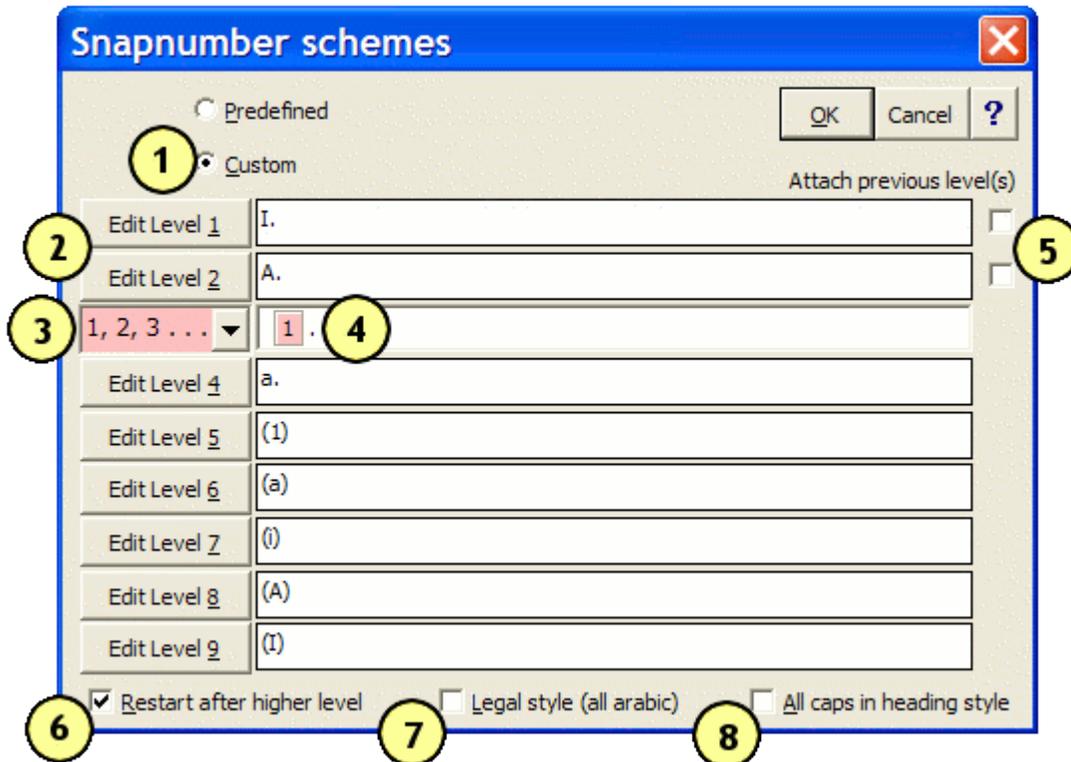
Choosing a Predefined Numbering Scheme

Several predefined numbering schemes are available (Normal, Legal, Interrogatories, etc.). To choose one for a particular document, click **Scheme** on the **Snapnumbers** tab to open the Snapnumber Schemes screen. Click **Predefined**, choose a predefined numbering scheme in the drop-down box, and click **OK**.
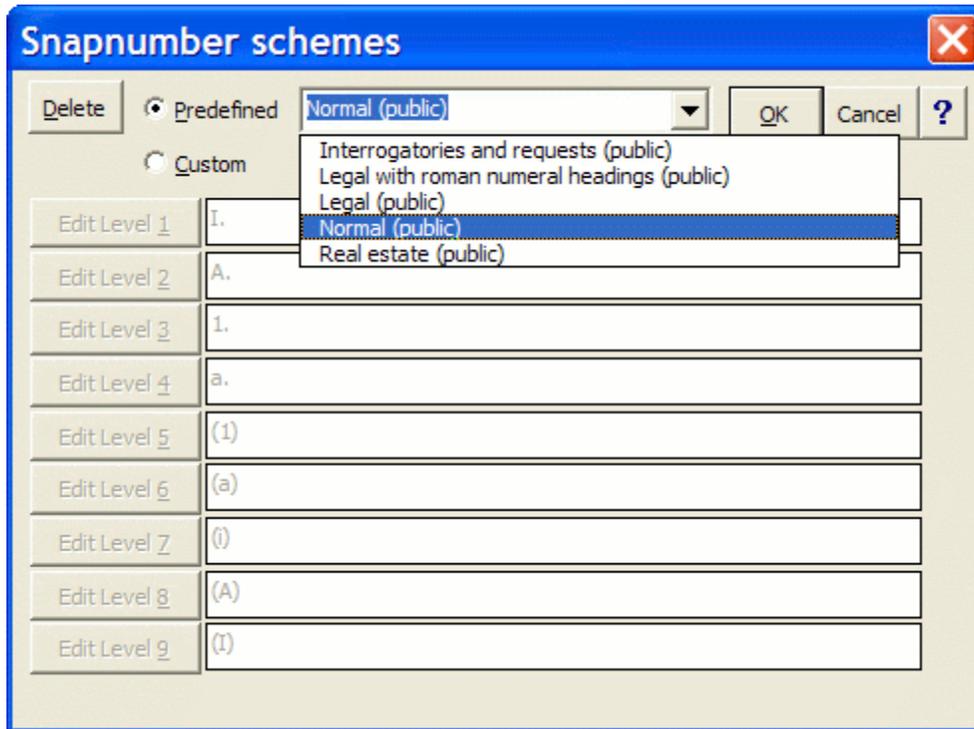
Snapnumbers - For Advanced Users

Creating a Custom Numbering Scheme

Click **Scheme** on the **Snapnumbers** tab to open the Snapnumber Schemes screen.

① **Custom Scheme:** If none of the predefined numbering schemes is right for a particular document, click **Custom** to create a custom numbering scheme.

② **Edit Level:** Click one of the nine **Edit Level** buttons to change the appearance of a particular level.

③ **Number Style Box:** This dropdown box appears after clicking one of the nine **Edit Level** buttons. Use this box to choose a numbering style for the selected level.

④ **Surrounding Text Box.** Use this box to add text around the number (for example: **1.**, **(1)**, **Chapter 1**, **Section 1**, **Interrogatory No. 1**).

5 **Attach Previous Level(s) Boxes.** Use these boxes to attach numbers from previous levels to the selected level. For example, to create the document shown here, click **Edit Level 2** and check the **Attach previous level(s)** box beside Level 1, as shown below.
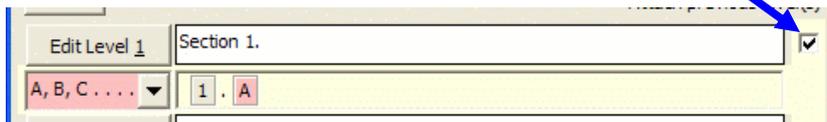
> **Section 1.**
> 1.1 This is the first paragraph.
> 1.2 This is the second paragraph.
> **Section 2.**
> 2.1 This is the third paragraph.
> 2.2 This is the fourth paragraph.

Edit Level 1 | Section 1.
A, B, C . . . . | 1 . A

6 **Restart Numbering After Higher Level.** This box is usually selected. Deselect it only if you want numbering to continue sequentially for the level regardless of intervening higher-level numbers. For example, to create the document shown here, click **Edit Level 2** and uncheck the **Restart after higher level** checkbox, as shown below.
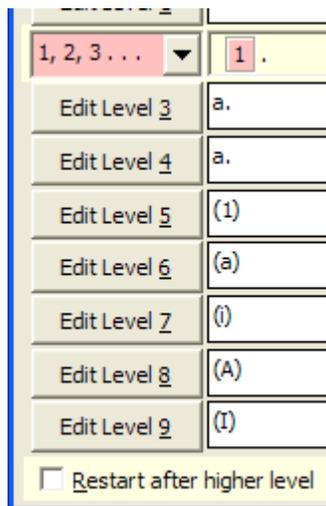
> **I. HEADING ONE**
> 1. This is the first paragraph.
> 2. This is the second paragraph.
> **II. HEADING TWO**
> 3. This is the third paragraph.
> 4. This is the fourth paragraph.

1, 2, 3 . . . | 1 .
Edit Level 3 | a.
Edit Level 4 | a.
Edit Level 5 | (1)
Edit Level 6 | (a)
Edit Level 7 | (i)
Edit Level 8 | (A)
Edit Level 9 | (I)
☐ Restart after higher level

(7) **Legal Style.** Select this box to make a level Arabic style, even if it includes attached levels that are not Arabic. For example, in the document shown here, Level 1 is Roman in the heading (**I.**), but Arabic in the paragraph (**1.1**). To create this document, click **Edit Level 2** and check the **Legal style (all Arabic numbers)** checkbox as shown below.

> I. **HEADING ONE**
> 1.1   This is the first paragraph.
> 1.2   This is the second paragraph.
> II. **HEADING TWO**
> 2.1   This is the third paragraph.
> 2.2   This is the fourth paragraph.

Edit Level 1	I.
1, 2, 3 . . . ▼	1 . 1
Edit Level 3	1.
Edit Level 4	a.
Edit Level 5	(1)
Edit Level 6	(a)
Edit Level 7	(i)
Edit Level 8	(A)
Edit Level 9	(I)

☑ Restart after higher level   ☑ Legal style (all arabic)

⑧ **All Caps in Heading Style.** Select this box when using a spelled-out number style (**One**, **Two**... or **First**, **Second**...) to force the word to appear in all capital letters. For example, in the document pictured to the right, the first Level 1 heading is **ARTICLE ONE**, and it is created by using Word's Heading 1 style and checking the **All Caps in Heading Style** checkbox as shown below. If the **All Caps in Heading Style** checkbox were left unchecked, the heading would be **ARTICLE One**. Note that the **All Caps in Heading Style** checkbox must be used in conjunction with Word's Heading styles (Heading 1, Heading 2, etc.) to take effect.

ARTICLE ONE
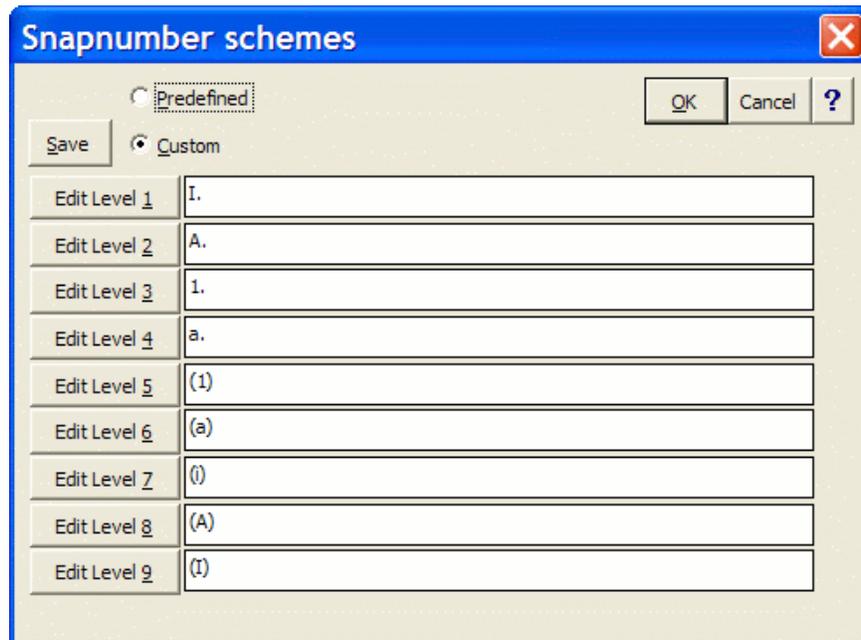 1.1   This is the first paragraph.
  1.2   This is the second paragraph.
ARTICLE TWO
  2.1   This is the third paragraph.
  2.2   This is the fourth paragraph.

One, Two .. ▼	ARTICLE One
Edit Level 2	1.1
Edit Level 3	1.1.1
Edit Level 4	a.
Edit Level 5	(1)
Edit Level 6	(a)
Edit Level 7	(i)
Edit Level 8	(A)
Edit Level 9	(I)

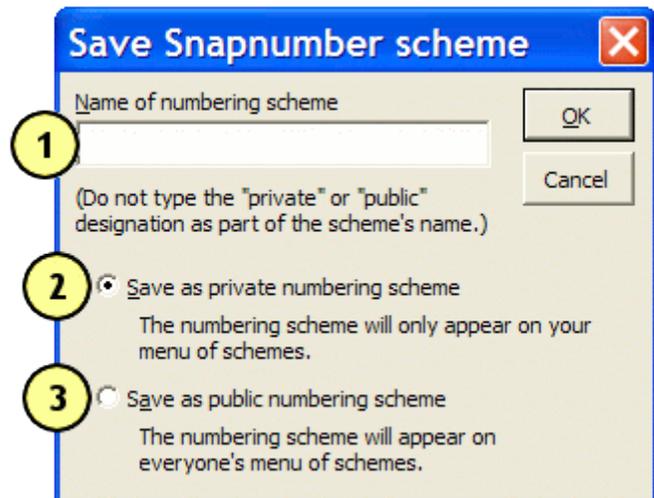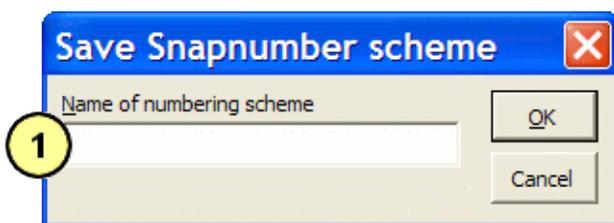☐ Legal style (all arabic)   ☑ All caps in heading style

Saving a Custom Numbering Scheme

Click **Scheme** on the **Snapnumbers** tab to open the Snapnumber Schemes screen.

If you create a custom numbering scheme that will be used in other documents, save it so it will appear on the list of predefined numbering schemes. After creating the custom numbering scheme, click **Save**. Depending on how the Snapnumbers program is configured, you will see either the shorter or longer screen shown below. (If you see the shorter screen and would like to enable the sharing of public numbering schemes, see Sharing Snapnumber Schemes on page 9.)

① **Name of Numbering Scheme.** Enter a name for the new numbering scheme. This name will appear on the list of predefined schemes in the future.

② **Private Numbering Scheme.** Choose this option if the new numbering scheme is for your use only -- it will not appear on anyone else's list of predefined schemes.

③ **Save as Public Numbering Scheme.** Choose this option to share the new numbering scheme with others -- it will appear on everyone's list of predefined schemes.

Deleting a Custom Numbering Scheme

Click **Scheme** on the **Snapnumbers** tab to open the Snapnumber Schemes screen.

To delete one of the predefined numbering schemes, first select it in the **Predefined** box then click **Delete**. Note: You cannot delete the "Normal" scheme, but you can modify it by saving a custom scheme and naming it "Normal".

Sharing Snapnumber Schemes

When new numbering schemes are created, they can be shared with others in your computer network. Enable the sharing of schemes by clicking **Snapnumbers**,

Setup, **Sharing**, and entering a path in the **Folder for shared schemes** box. Choose a folder on your network where everyone has full access (unless the creation of numbering schemes should be limited to certain people, in which case you can choose a folder with restricted access). This needs to be done for each user who wants to share schemes.

Changing Snapnumber Levels

Promoting and Demoting. To change the outline level of Snapnumbers, first select the Snapnumber(s) to be changed, then click **Snapnumbers**, **Promote** or **Demote**. Promoting moves the selected Snapnumber(s) one level upward in the outline (Level 9 becomes Level 8, Level 8 becomes Level 7, etc.). Demoting moves the selected Snapnumber(s) one level downward in the outline (Level 1 becomes Level 2, Level 2 becomes Level 3, etc.).

Restarting Snapnumbers

To restart numbering partway through a document, or to start numbering with a number other than 1, first select the Snapnumber to be changed, then click **Snapnumbers**, **Restart** to display the Reset Snapnumber screen.
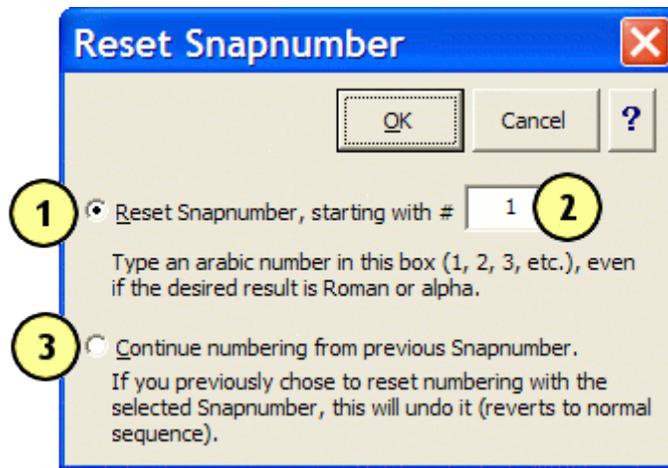
(1) **Reset:** Select this option to change the number of the selected Snapnumber.

(2) **Starting Number:** Enter the desired starting number for the preselected Snapnumber here. Type an Arabic number, even if the selected Snapnumber will be Roman or alpha.

(3) Continue: Select this option to revert to ordinary numbering with the selected Snapnumber.

Converting Snapnumbers to Plain Text

To convert Snapnumbers to plain text, click the ***X Snapnumbers*** button in the Convert group on the **Snapnumbers** tab, then choose either **selected text** or **whole document**.

Adding Numbering to Heading Styles

Snapnumbers work well with Word's built-in Heading styles (Heading 1 through Heading 9) when those styles include outline numbering. If the Heading styles in a particular document are not already numbered, you can apply outline numbering to them by clicking **Headings** on the **Snapnumbers** tab.

Note that when Word's built-in Heading styles are numbered, the Snapnumber Scheme screen controls the numbering scheme applied to Headings as well as Snapnumbers, so that Headings and Snapnumbers can be used together in the same document and interleaved as desired.

Removing Outline Formatting

To remove Word's outline formatting from a document (or from the selected portion of a document), click the ***X Formatting*** button on the **Snapnumbers** tab.

Note that this command does not remove numbering from paragraphs formatted with Heading styles (Heading 1 through Heading 9).

SnapTOC (tables of contents)

Marking Items for Table of Contents

Marking Items Manually. You can manually mark text for the table of contents as you type. To manually mark an item, position the cursor at the end of the item and press **Alt+K**. (Or click **Mark Item** on the **Snapnumbers** tab.) In the sample document shown here, asterisks indicate the points at which you would press **Alt+K**. NOTE: To see the marks as you work, toggle them on and off with the **Show Marks** command.
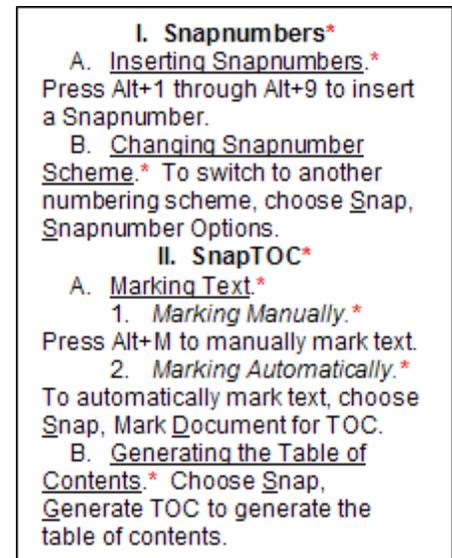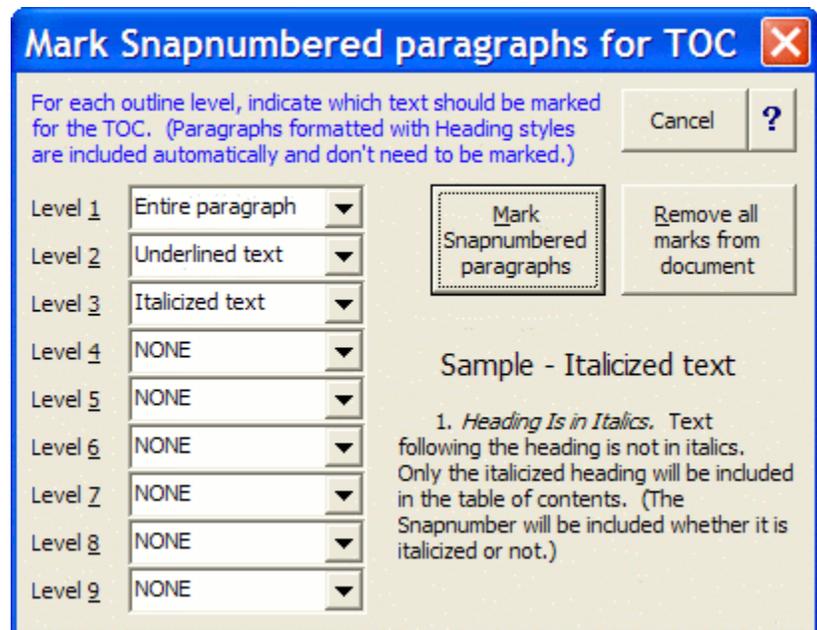
> I. **Snapnumbers***
> A. Inserting Snapnumbers.*
> Press Alt+1 through Alt+9 to insert a Snapnumber.
> B. Changing Snapnumber Scheme.* To switch to another numbering scheme, choose Snap, Snapnumber Options.
> II. **SnapTOC***
> A. Marking Text.*
> 1. Marking Manually.*
> Press Alt+M to manually mark text.
> 2. Marking Automatically.*
> To automatically mark text, choose Snap, Mark Document for TOC.
> B. Generating the Table of Contents.* Choose Snap, Generate TOC to generate the table of contents.

Pressing **Alt+K** with a flashing cursor marks from the beginning of the paragraph to the cursor. This is the usual method for marking text. But for greater control -- for example, to mark a few words in the middle of a paragraph -- first select the desired text then press **Alt+K**. NOTE: Word's heading styles (Heading 1 through Heading 9) are automatically included in the table of contents, so it is not necessary to mark any text which is formatted with a Heading style.

Marking Items Automatically. Rather than mark each item for the table of contents manually, SnapTOC can mark a whole document at once. To automatically mark the document shown above, click **Mark Doc** on the **Snapnumbers** tab to display the SnapTOC screen.

Mark Snapnumbered paragraphs for TOC

For each outline level, indicate which text should be marked for the TOC. (Paragraphs formatted with Heading styles are included automatically and don't need to be marked.)

Level 1	Entire paragraph
Level 2	Underlined text
Level 3	Italicized text
Level 4	NONE
Level 5	NONE
Level 6	NONE
Level 7	NONE
Level 8	NONE
Level 9	NONE

Cancel   ?

Mark Snapnumbered paragraphs

Remove all marks from document

Sample - Italicized text

1. *Heading Is in Italics.* Text following the heading is not in italics. Only the italicized heading will be included in the table of contents. (The Snapnumber will be included whether it is italicized or not.)

Three levels are to be included in this particular table of contents. At Level 1, the whole heading should be included in the table of contents, so choose **Entire paragraph** in the Level 1 box. At Level 2 the underlined text will be marked, so choose **Underlined text** in the Level 2 box. At Level 3 the italicized text will be marked, so choose **Italicized text** in the Level 3 box. Then click **Mark Snapnumbered paragraphs** to automatically mark all three levels throughout the document.

Using a Combination of Automatic and Manual Marking. Often you will use a combination of automatic and manual marking. After marking a document automatically, scroll through the document to verify the marks. If any need to be changed, mark them manually with **Alt+K**.

Heading Styles Do Not Require Marking. Word's built-in Heading styles (Heading 1 through Heading 9) will always be included in the table of contents, even without marking. If Heading styles are used in a document, you can ignore those levels when marking.

Removing TOC Marks

Occasionally you may need to remove TOC marks from all or a portion of a document. To remove *all* TOC marks in a document, click **Mark Doc** on the **Snapnumbers** tab, then click **Remove all marks from document**. To remove TOC marks from *part* of a document, first select the desired paragraphs then click **Unmark** on the **Snapnumbers** tab.

Generating the Table of Contents

Generating. Once text has been marked, you are ready to generate the table of contents. Position the cursor where the table of contents should appear in your document, then click **Generate TOC** on the **Snapnumbers** tab. To format the table of contents with half-inch tab increments (more widely spaced than Word's default setting), check the **Format TOC with half-inch tabs and indents** checkbox. Then click **Generate TOC at cursor's location**.
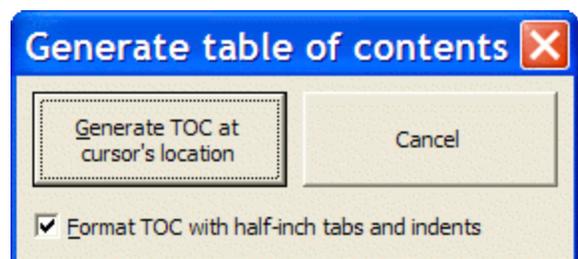
Regenerating. After a document has been edited, you will need to regenerate the table of contents. With the cursor anywhere in the document, click **Generate TOC** on the **Snapnumbers** tab, then click **Regenerate existing TOC**.

Viewing TOC Marks

Table of contents markings are visible if you turn on the display of bookmarks, but their corresponding field codes can be distracting and confusing if you turn on the display of hidden text, as shown below. You can toggle bookmarks (including TOC marks) on and off *without* turning on hidden text by clicking **Show Marks** on the **Snapnumbers** tab.

<table>
<tr>
<td>

I. SnapTOC

[A.   Marking Text.

   [1.   *Marking Manually*. Press Alt+M to manually mark text.

   [2.   *Marking Automatically*. To automatically mark text, click Snap, Mark Document for TOC.

</td>
<td>

I. SnapTOC{ TC "I. SnapTOC" \l 1 }

[A.   Marking Text{ TC "A.   Marking Text" \l 2 }.

   [1.   *Marking Manually*{ TC "1. Marking Manually" \l 3 }. Press Alt+M to manually mark text.

   [2.   *Marking Automatically*{ TC "2. Marking Automatically" \l 3 }. To automatically mark text, click Snap, Mark Document for TOC.

</td>
</tr>
<tr>
<td align="center">**Recommended**</td>
<td align="center">**Not Recommended**</td>
</tr>
</table>

Snapsymbols

To open the Snapsymbol screen, click **Insert Symbol** on the **Snapnumbers** tab or press the shortcut keystroke **Ctrl+semicolon**. Then press one of the keys indicated in bold to insert the corresponding symbol. Note that upper/lowercase is important -- for example, type lowercase **p** for a paragraph symbol, or uppercase **P** for a pi symbol.