How to build a reusable QuikScan summary with two-part numbering

You can create and save a reusable QuikScan summary for two-part numbering. This method does not use the autonumbering feature. You will need to increment the first of the two numbers in each summary using the Find/Replace feature.

Here is the procedure we follow using Microsoft Word 2007. The basic idea is this:

- Insert and format a single-cell table
- Create a style with placeholder numbering and text
- Save the populated table cell as a Quick Part and insert the Quick Part as needed
- Increment the first of the two numbers with the Replace feature

Insert and format a single-cell table

1. On the **Insert** tab, in the **Tables** group, click **Table**, and select a single table cell (1X1 Table).

2. Right-click inside the table cell and, in the pop-up menu, click **Borders and Shading**.

3. On the **Shading** tab, under **Fill**, click the arrow to select a color from the palette.

4. Choose the box for 15% shading. This cell is the third row, first column.

5. Right-click inside the table cell and, in the pop-up menu, click **Table Properties.** On the **Table** tab, under Alignment, set **Indent from left** to 0.1 inch.

Create a style with placeholder numbers and text

1. Populate the table cell with text like this.

X-1} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

X-2} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

X-3} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

X-4} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

X-5} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

X-6} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

X-7} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

2. Select all the text in the table cell so that you can apply a style for two-part numbering.

3. On the **Home** tab click the **Styles** dialog generator so that the **Styles** window displays.

4. Click the **New Style** icon.

5. In the **Create New Style from Formatting** dialog box, type a style name such as QS-Style-Dbl. (In most cases this should be a Paragraph style based on the normal style.) In addition, choose a font and font size, such as Times New Roman 11.

6. At the bottom of the dialog box, click **Add to Quick Style List** and click **New documents based on this template**.

7. Click **Format** and then **Paragraph** and set your preferred paragraph style attributes. We suggest these settings:

8. Click **OK** twice to exit the dialog boxes.

9. Adjust the hanging indent of each list item by placing your mouse pointer at the beginning of the first word ("This") and pressing CNTRL+TAB. Your table should look like this:

1-1} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

1-2} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

1-3} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

1-4} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

1-5} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

1-6} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

1-7} This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text. This is placeholder text.

Save the populated table cell as a Quick Part

1. If the QuikScan summary you have created is satisfactory, select the entire table.

2. On the **Insert** tab, in the **Text** group, click **Quick Parts.**

3. At the bottom of the **Quick Parts** dialog, click **Save Selection to Quick Parts Gallery**.

4. In the **Create New Building Block** dialog, in the **Name** field, type a name (without spaces) such as QSTwoPartNumbering. Click **OK**.

Using your QuikScan summary

1. Place the mouse pointer at the location of your document where you want a new QuikScan summary.

2. On the **Insert** tab, in the **Text** group, click **Quick Parts** and click your QuikScan summary. The summary will appear in your document with the correct numbering for the first summary in your document:
   1-1}
   1-2}

3. As you add more summaries, use the Find/Replace feature to increment the first of the two numbers. For example, replace "1-" with "2-".

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