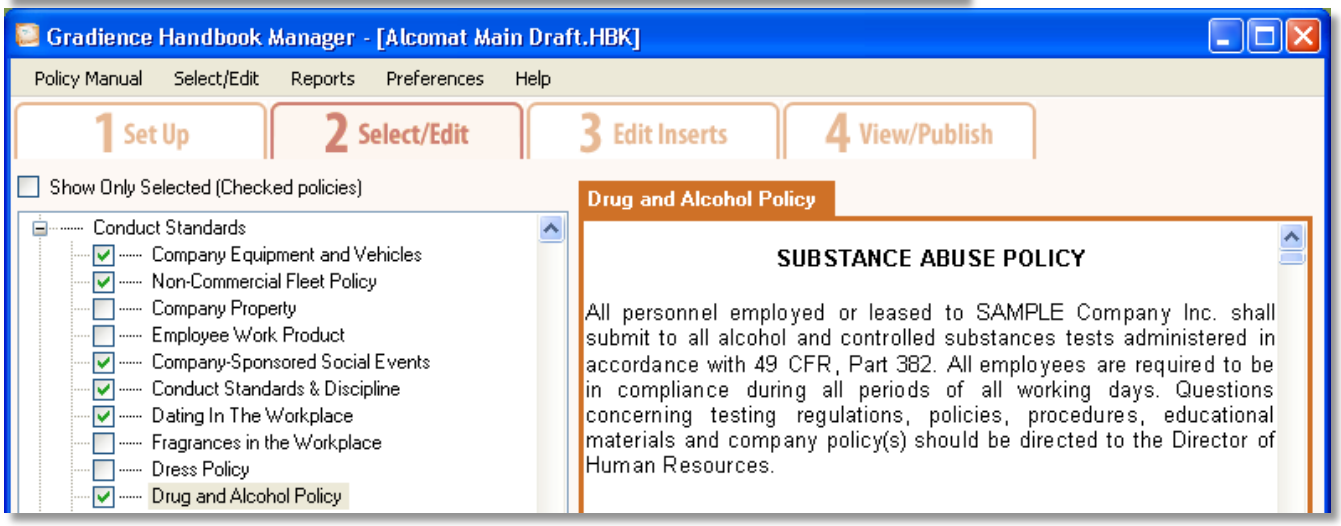
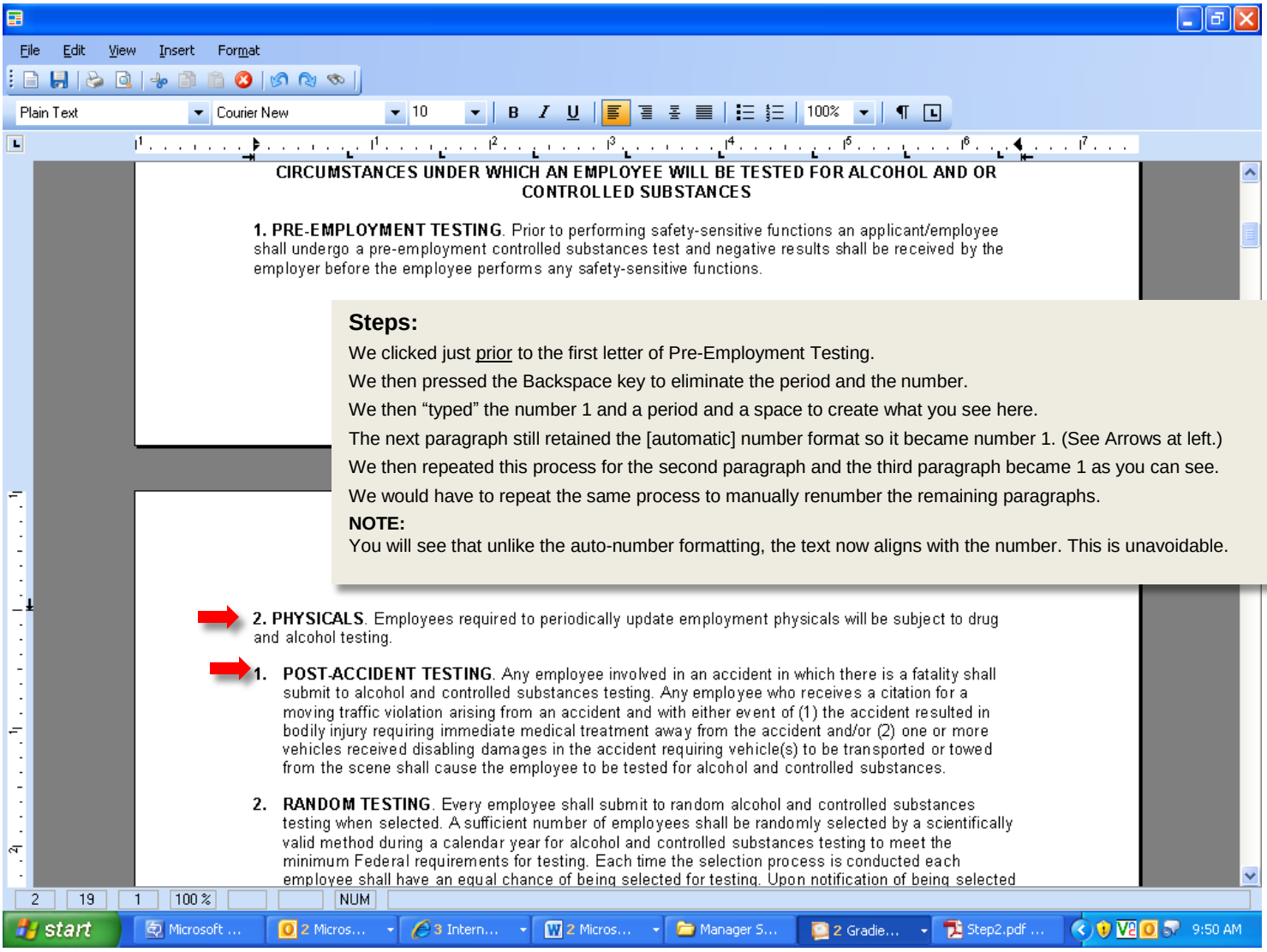
Manually Renumbering Areas of Text





Steps:

We clicked just prior to the first letter of Pre-Employment Testing.

We then pressed the Backspace key to eliminate the period and the number.

We then "typed" the number 1 and a period and a space to create what you see here.

The next paragraph still retained the [automatic] number format so it became number 1. (See Arrows at left.)

We then repeated this process for the second paragraph and the third paragraph became 1 as you can see.

We would have to repeat the same process to manually renumber the remaining paragraphs.

NOTE:

You will see that unlike the auto-number formatting, the text now aligns with the number. This is unavoidable.