10.   Click on **[OK]** to close the dialog box and examine the heading.

The word 'Chapter' is now part of the number format, and will appear each time you apply Heading 1.

11.   Note the position of the second line of the heading.

*The second line is indented at the position set in the **Define new Multilevel list** dialog box. You will now change this setting.*

12.   Make sure your cursor is in the heading ***Chapter 1 Spatial ability introduction and literature review***.

To ensure that the numbering remains stable you should always start with your cursor in the top level heading when making changes.

13.   Click on the down arrow at the ***Multilevel List*** button and select ***Define New Multilevel List***.

14.   In ***Click level to modify***, make sure you are in level ***1***.

15.   Under ***Position*** type **3.5** in ***Text indent at***.

16.   On the right, click ***Add tab stop at*** to select it, and in the box below, type **3.5**.

17.   Click on **[OK]** and note where the heading now wraps.

*This sets a new start position for the text (**Text indent at**), and inserts a hanging indent for the second line at the tab stop position (**Add tab stop at**).*

Next, you will remove the numbering for Heading 4.

18.   Make sure you are still in the heading ***Chapter 1 Spatial ability introduction and literature review***.

19.   Click on the down arrow at the ***Multilevel List*** button and select ***Define New Multilevel List***.

20.   In ***Click level to modify***, click ***4***.

21.   In ***Link level to style*** select ***(no style)***.

The level 4 numbering is no longer linked to the Heading 4 style.

22.   Click **[OK]** to finish.

23.   Scroll down and click in the heading ***Spatial ability tests***.

*Note that the heading is still formatted as **Heading 4**, but is no longer numbered.*

24.   Close the ***Styles*** pane.