

Chalkline Tech Support Bulletin - Match Doc Formatting Using Styles and Multilevel Lists

You just Received a format doc that you need to match. Since your DGT has both Multilevel Lists AND paragraph styles, you probably want to update your existing DGT with the client requested par formatting. Otherwise, creating these from scratch can be challenging even with the wealth of information on the web.

Chalkline does not provide training or tech support for Word features – only VisiWord features.

Spec Docs typically have both Styles and Multilevel Numbering lists. When this is the case, it is important to know that the **INDENT, Hanging Indent, and ALIGNMENT settings get applied from the Multilevel lists – not the Paragraph Styles.**

Problem: If your DGT Multilevel indent=.6" and you change the Paragraph Style to have an indent=1" in the DGT and save it, the par "looks" correct in the DGT with the 1" indent. However, when Word (VisiSpecs) applies styles to another document the Multilevel numbering overrules the Par Style settings for alignment and indents. Your project document will have an indent of .6" based on the Multilevel numbering even though your DGT styled paragraph has a 1" indent.

A recommendation is to change the Multilevel number settings FIRST and THEN change your Style to match (sometimes only the Tab needs to be changed). Your DGT looks correct and the indent in the project document will be correct.

Note: This is a web search that might help but needs to be tested:

<https://wordknowhow.blog/2013/05/20/how-to-fix-Multilevel-list-in-word/comment-page-1/>

1. Open the Client provided formatting document and create snapshots or write down the paragraph styles.
2. Open your DGT
 - a. Set Multilevel Lists
 - i. Numbering
 - ii. Indents
 - iii. (No Need to set Tab Stops)
 - b. Then Set Paragraph Styles

NOTE: Be sure to set paragraph STYLES and not directly format a single paragraph in your DGT.

- i. Spacing
- ii. Indents (match the Multilevel indenting)
- iii. Tabs

Multilevel list indents can be updated from your format document as follows. (again, disregard tab stop)

Indents and Spacing

Line and Page Breaks

General

Alignment: Left

Outline level: Body Text

☐ Collapsed by default

Indentation

Left: 0.33"

Special: Hanging

By: 0.29"

☐ Mirror indents

Spacing

Before: 7.95 pt

Line spacing: Single

After: 0 pt

☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

A. Decorative steel fences and gates.

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

OK

Cancel

3. Tabs

SECTION 32-3

DECORATIVE METAL FEN

Define new Multilevel list

Click level to modify:

1

2

3

4

5

6

7

8

9

Apply changes to:

Whole list

Link level to style:

PR1

Level to show in gallery:

Level 1

ListNum field list name:

MASTERSPEC

Number format

Enter formatting for number:

A.

Number style for this level:

A, B, C, ...

Include level number from:

Start at:

A

☒ Restart list after:

Level 4

☐ Legal style numbering

Position

Number alignment: Left

Aligned at: 0.33"

Follow number with:

character

Text indent at:

0.62"

Set for All Levels...

ADD Left + Hanging

Left Indent

OK

Cancel

Part 1 - GENERAL

1.01 - SECTION INFORMATION

A. - Decorative

B. - Automatic

1.02 - RELATED REQUIREMENTS

A. - Section 03

1.03 - REFERENCES

A. - ASTM A6

Zinc-Iron

B. - ASTM F2

C. - UL 325

Current Edit

Tab stop position:

0.63"

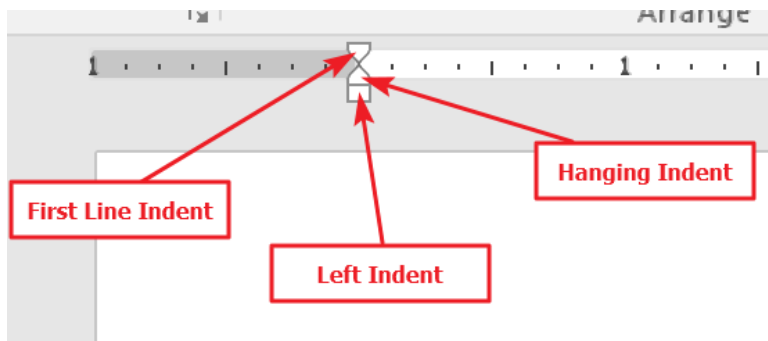
Default tab stops:

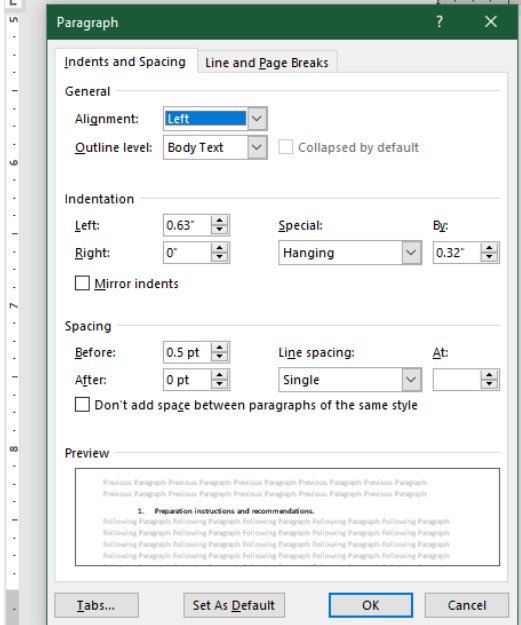
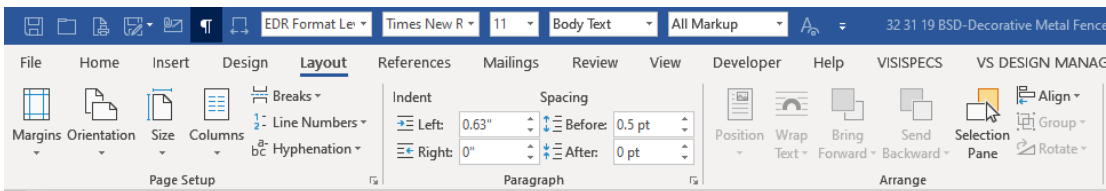
0.79"

Save your DGT and in your test project insert a few master sections, in Project Settings turn on Auto Apply Styles and Header/Footer, review the updated styles and adjust as needed.

Style Mapping will update Pars that have Direct Formatting for their Par Spacing (i.e. PR2 > PR2). Style Mapping will not remove Direct Formatting for fonts so that we do not remove the bold brackets, green font sustainability pars, orange font manufacturer pars, etc.

Indent Note:





A. → Preinstallation Meeting: · · Conduct a preinstallation this section; require attendance by affected install

1.05→ SUBMITTALS¶

A. → Product Data: · · Submit manufacturer's data sheets

1. → Preparation instructions and recommendation
2. → Storage and handling requirements and reco
3. → Installation methods.¶

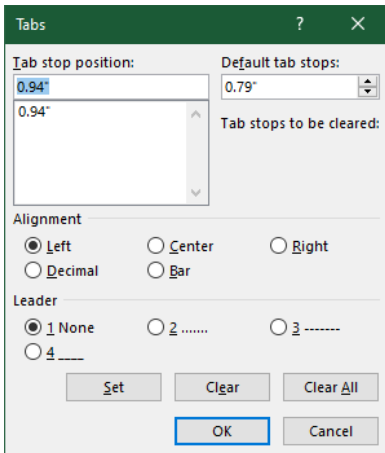
B. → Shop Drawings:¶

1. → Indicate plan layout, spacing of components, anchorage, gates, and schedule of componen
2. → Elevations of gates with clear designations o decorative components incorporated into the
3. → Foundation details, concrete design mix and system.¶
4. → Installation requirements for the gate operatc anchorage detail for the operator, and remote

C. → Installer's Qualification Statement.¶

D. → Manufacturer's Warranty.¶

DE



Reveal Formatting

Selected text

Sample Text

☐ Compare to another selection

Formatting of selected text

Font

[FONT](#)

(Default) Times New Roman

11 pt

Font color: Black

[LANGUAGE](#)

(none)

Paragraph

[PARAGRAPH STYLE:](#)

EDR Format Level 4N

[ALIGNMENT](#)

Left

[INDENTATION](#)

Left: 0.63"

Hanging: 0.32"

Right: 0"

[SPACING](#)

Before: 0.5 pt

After: 0 pt

Line spacing: single

[CHARACTER SPACING:](#)

Don't adjust space between Latin and Asian text

Don't adjust space between Asian text and numbers

[TABS](#)

Tab stops: 0.94", Left

Section

Options

☐

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