Converting Automatic Numbering to Manual Numbering

Simply follow these steps:

Open the document whose numbering you want to convert. (You may want to open a copy of the document so that you don't mess up the original document.)

Press Alt+F11. Word displays the VBA Editor.

Press Ctrl+G. This opens the Immediate window.

Type the following in the Immediate window:

ActiveDocument.Range.ListFormat.ConvertNumbersToText

Press Enter.

That's it; all the auto-numbered lists are changed to manual numbering. There are a couple of gotchas related to this approach, however. First, it may appear that your numbered lists no longer line up properly. This is because any custom tab stops set for the lists are deleted and Word reverts to using the default tab stops. This shouldn't be a huge problem, as you are doing this conversion in preparation for importing the document to a page layout program. (The tab stops in that program should take precedence over any you have set in Word.)

The second gotcha is that if you applied the auto-numbered styles using lists, then the numbering isn't really gone. You can apply it again by simply selecting the paragraphs in the lists and pressing Ctrl+Q.

If you would rather not mess with the VBA Editor, then there is another approach you can try out—save your document in RTF format. Many page layout programs (such as InDesign) use a different filter for importing RTF files, with the result that the numbered lists are converted automatically to regular numbers.