**Continuing Your Numbering**

You can take advantage of a nifty Word feature that allows you to easily pick up numbering where you previously left off. This is great for numbered lists that are interspersed with paragraphs that have a different format. In general, the feature is most easily accessed as follows:

1. Enter the first portion of your numbered list and format it. For example, if your list has 17 items, and there is a heading after item 4, then you would enter the first four items in the numbered list.
2. Enter the heading or paragraph that interrupts the list.
3. Enter the rest of your numbered list and format it. The list should begin with 1 again.
4. Right-click on the first paragraph after the list interruption. A Context menu appears.
5. Choose Continue Numbering. Word adjusts the numbering as specified.