CONVERTING NUMBERED LISTS TO TEXT IN MS WORD
Utah State Courts

The following are instructions to convert numbered lists to plain text using Microsoft Word.

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1. Make sure the active document is the one you want to convert.

2. Save your document as a Word document (.doc or .docx). This will be your editable master document.

3. Save a copy of your document as an .rtf document. This will be the document that you convert the numbered lists to text.

4. To convert number formatting for **ALL** of the numbered lists in your document:

   1. Press ALT+F11 to display the Visual Basic Editor.
   2. Press CTRL+G to display the Immediate Window.
   3. Type the following: ActiveDocument.ConvertNumbersToText
   4. Press ENTER.

5. To convert number formatting for only **SOME** of the numbered lists in your document:

   1. Highlight the text that you want to convert.
   2. Press ALT+F11 to display the Visual Basic Editor.
   3. Press CTRL+G to display the Immediate Window.
   4. Type the following: Selection.Range.ListFormat.ConvertNumbersToText
   5. Press ENTER.

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