

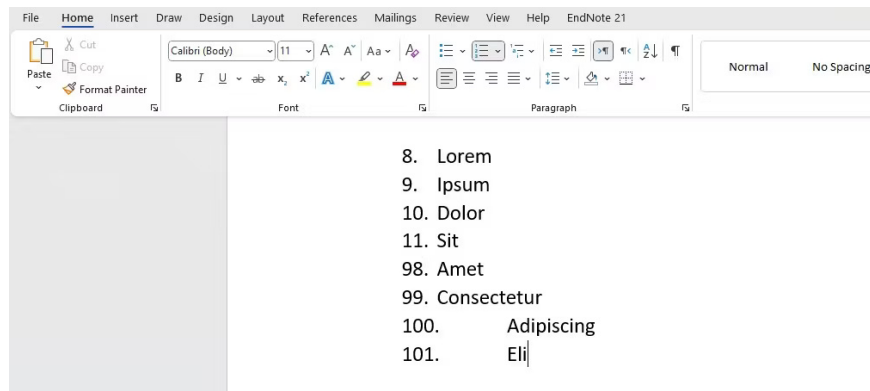
How to fix the problem of Word's numbered lists having annoying formatting

Numbered lists in Word are extremely useful for organizing information, outlining documents, or structuring ideas. However, if you've ever created a list with more than 9 items, you may have encountered annoying formatting issues.

Here's why that happens and how to fix it.

How to align list numbers in Word

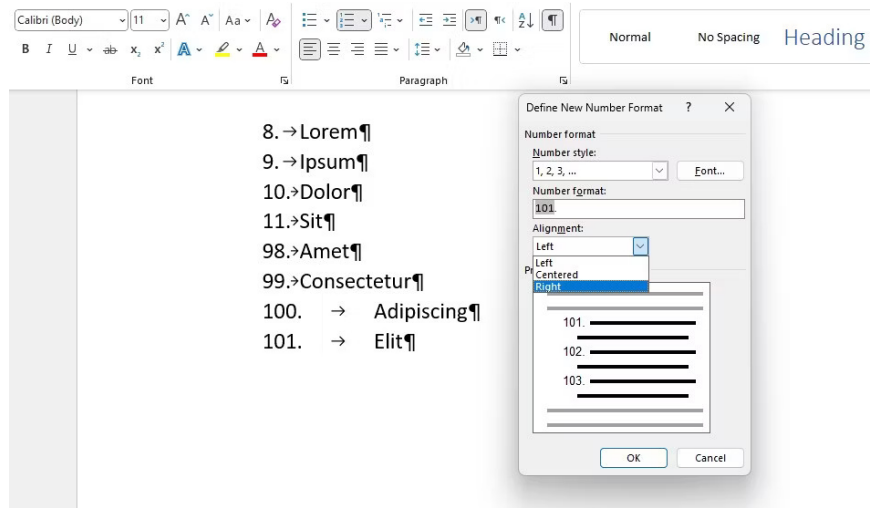
By default, Word aligns list numbers based on their first digit, which works fine for single-digit numbers but quickly becomes problematic as soon as you reach two digits. Ideally, list numbers should be aligned to their decimal point (or last digit) to ensure all digits line up regardless of length.



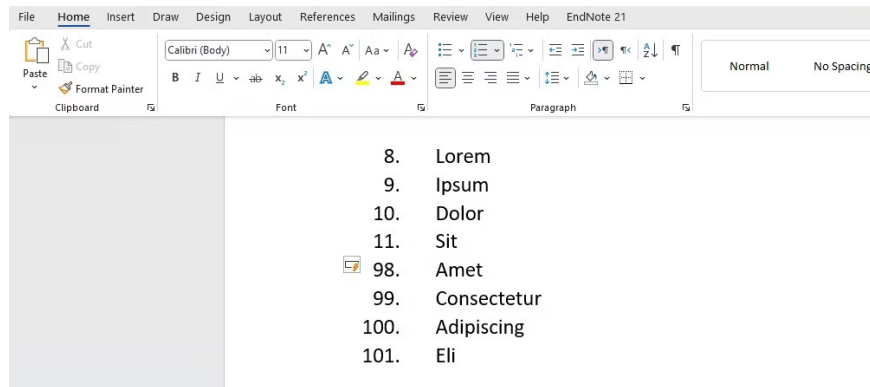
However, Word's default settings are the opposite. This misalignment becomes more pronounced as you move to three digits, resulting in a disjointed and difficult-to-follow list.

But don't worry - this problem can be solved in just a few steps by adjusting the number alignment in Word's list formatting settings. Here's how you can do it:

1. Highlight the numbered list you want to edit.
2. In the Paragraph section of the ribbon, click the drop-down arrow next to the **Numbering** button .
3. Select **Define New Number Format** from the list of options.
4. In the dialog box that appears, change the alignment from **Left** to **Right** .
5. Click **OK** to save your changes.

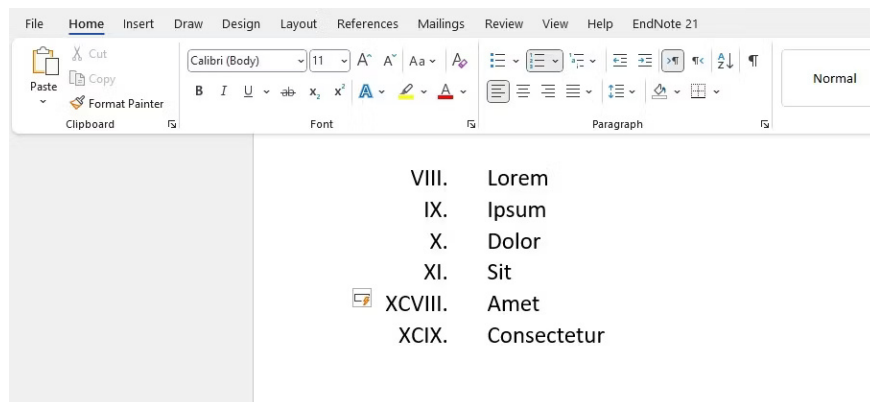


That's it! Your list numbers will now be properly aligned, ensuring a consistent and professional look to your document, regardless of the number of items in your list.



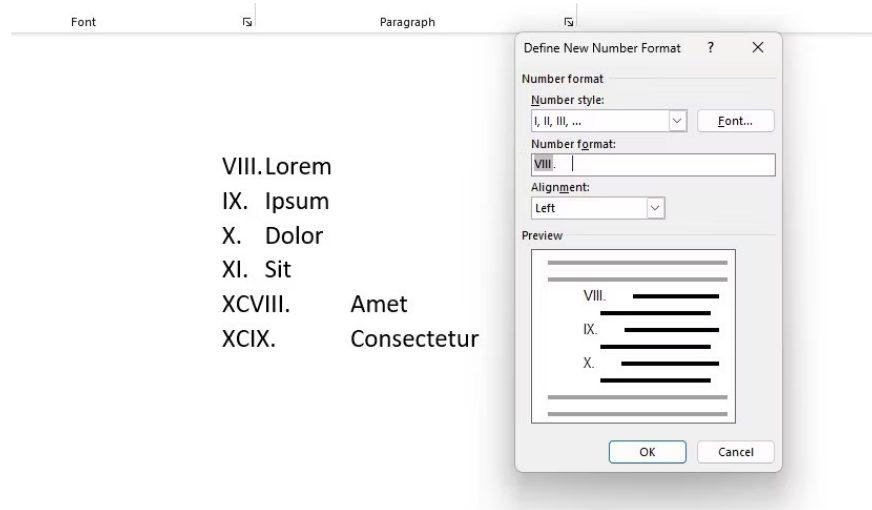
Align the list by Roman numerals

One disadvantage of aligning list numbers to the right is handling Roman numbers. Roman numbers change length less predictably than Arabic numbers, so aligning them to the left can result in a similarly uneven look. For example, the number I is much shorter than VIII, which can make the list look disjointed.

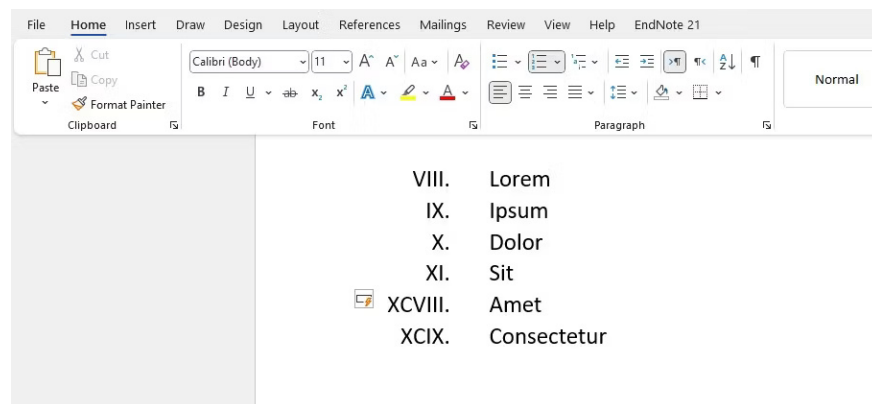


In such cases, it's best to align the list to the left and then adjust the formatting for single-digit items. Here's how:

1. Select the list with single-digit Roman numbers.
2. Go to **Define New Number Format** as you did before.
3. **In the Number format text box** , add exactly 5 spaces after the period.
4. Click **OK** .



This will add a margin to single-digit items, making the spacing equivalent to items with more characters.



With these steps, the numbers in the list will be perfectly aligned, no matter which number style you choose. Aligning numbers in lists is a bit unsightly, but fortunately, it has a simple solution.

You finished reading the article "**How to fix the problem of Word's numbered lists having annoying formatting**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.