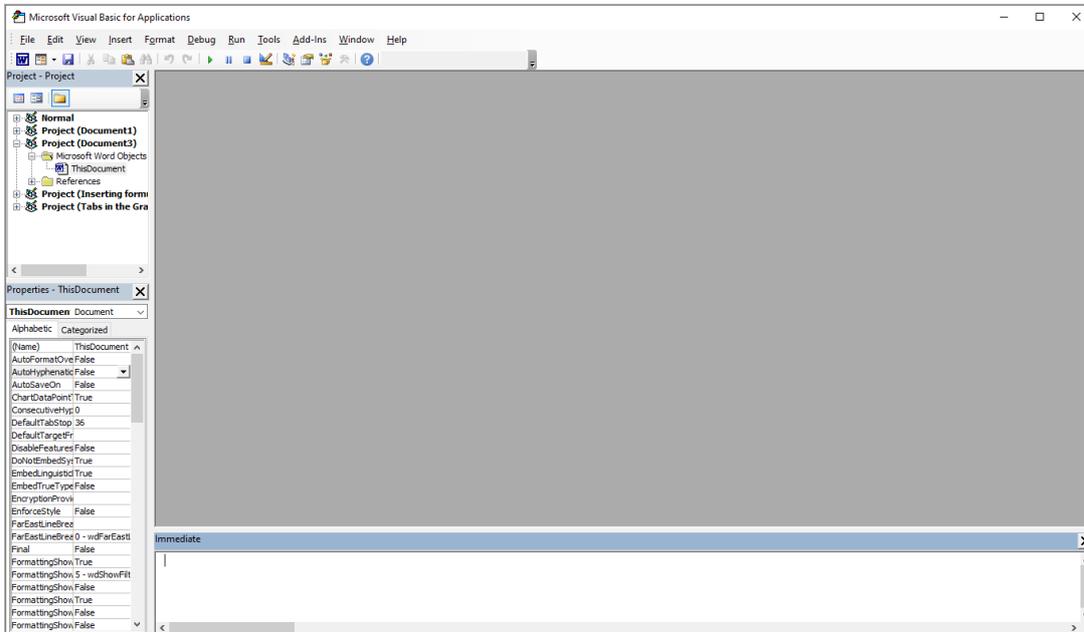


Turn Off Auto Numbering In Word

Last Modified on 04/25/2026 3:04 pm CDT

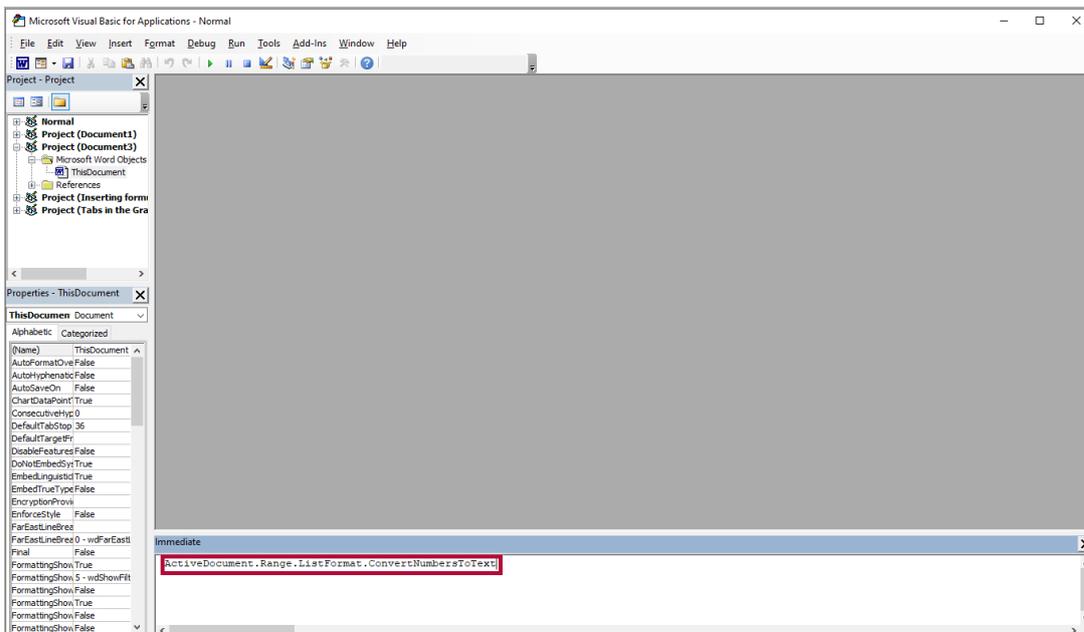
1. Open the document whose numbering you want to convert. (You may want to open a copy of the document so that you don't mess up the original document.)
2. Press Alt+F11. Word displays the VBA Editor.



3. Press Ctrl+G. This opens the Immediate window.

4. Type the following in the Immediate window:

ActiveDocument.Range.ListFormat.ConvertNumbersToText



5. Press Enter.
6. Close VBA Editor.