

# Auto Numbering

By

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# Why Use Autonumbering

- Autonumbering makes updating your documents much easier
- Use of this feature adds consistency for Numbered lists, Figures, Tables, Notes, Cautions, etc.

# Uses for Autonumbers

- The Numbering feature in the Paragraph Tag can be used to create Text only, Autonumbers and a mixture of Text and Numbers.

# Text Only

Text only uses only the number tab to create consistency for text in paragraphs such as Cautions, Notes, Dangers, Warnings, Bullet lists, Dash lists.

- This is an example of a bulleted list created

**Note:** This is a text only example where Note: has been entered as the autonumber

# Numbering Formats

When most people talk about the autonumber feature this is what they are typically expressing.

1. This is the first numbered item
2. this is the second numbered item
  - a. This is the first alpha item
  - b. This is the second alpha item
- i. This is the first roman numeral item
- ii. This is the second roman numeral item

# Text and Numbers

Text and Autonumber can be used for several Paragraph types

**Step 1.** This is the first step in a procedure

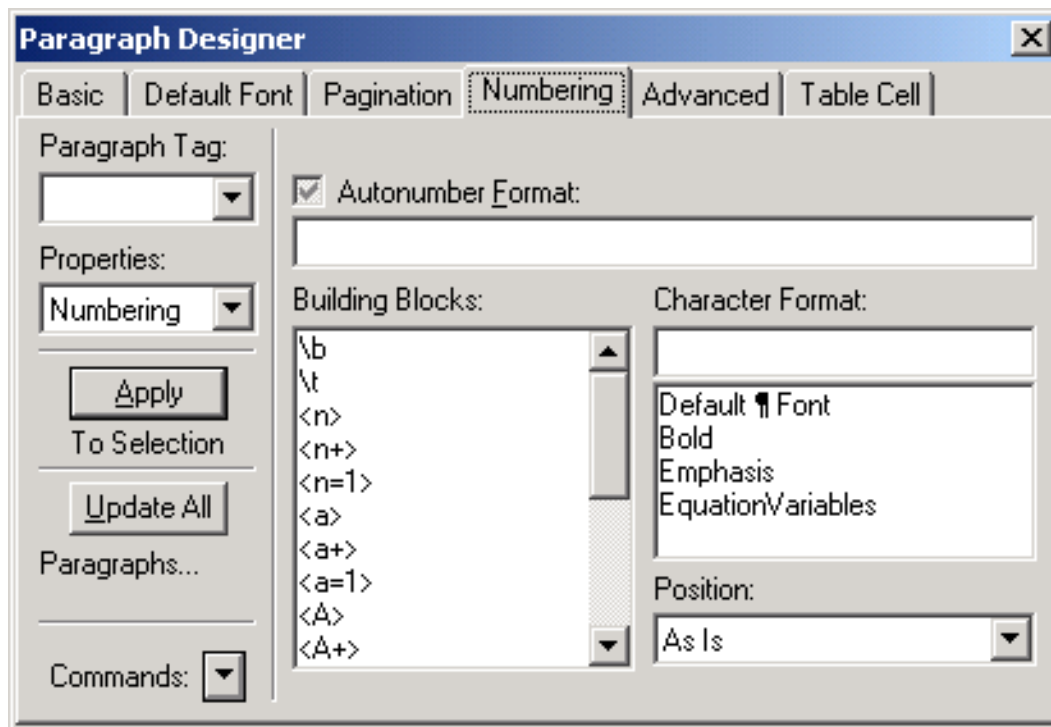
**Step 2.** This is the second step in a procedure

Figure 1-1.

Table 1-A.

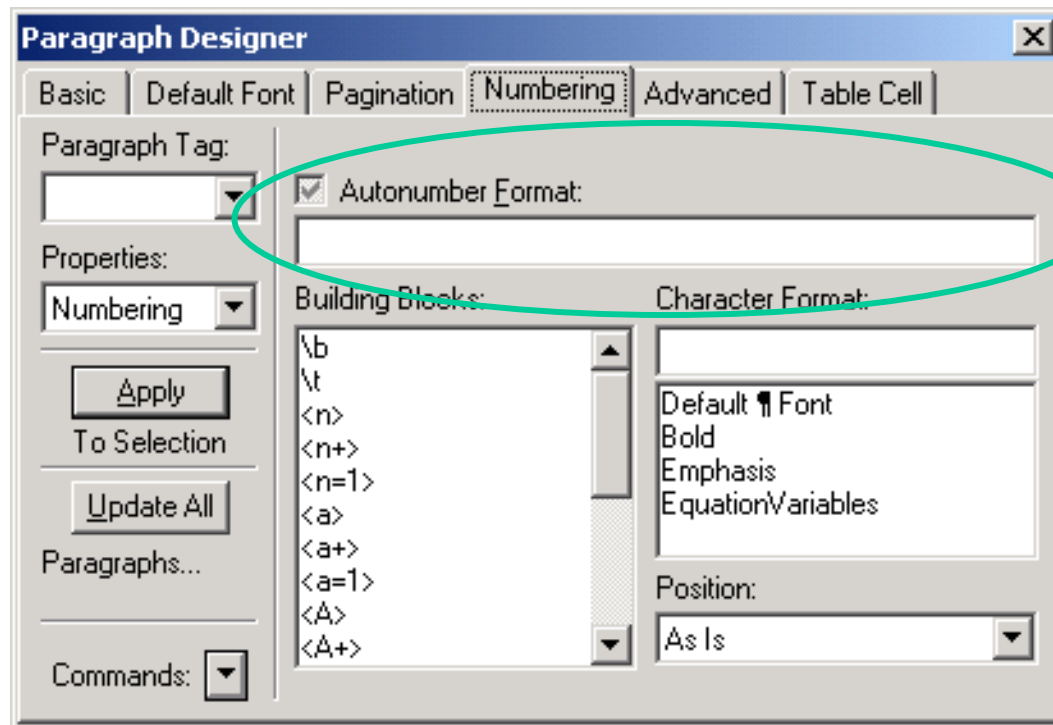
# Numbering

Autonumbering is done using the Paragraph Designer and selecting the Numbering Tab.



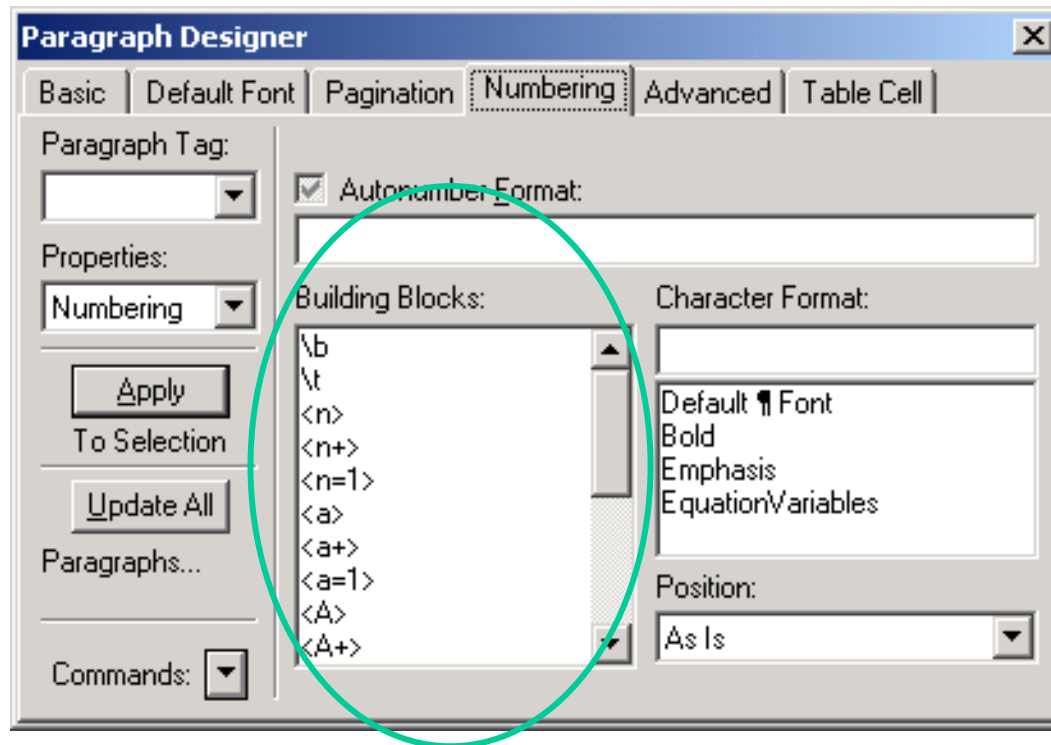
# Autonumber Format:

The Autonumber Format area is where you will place your text, numbering building blocks or both.



# Building Blocks

The Building Blocks area provides a list of the available building blocks.



# Building Blocks

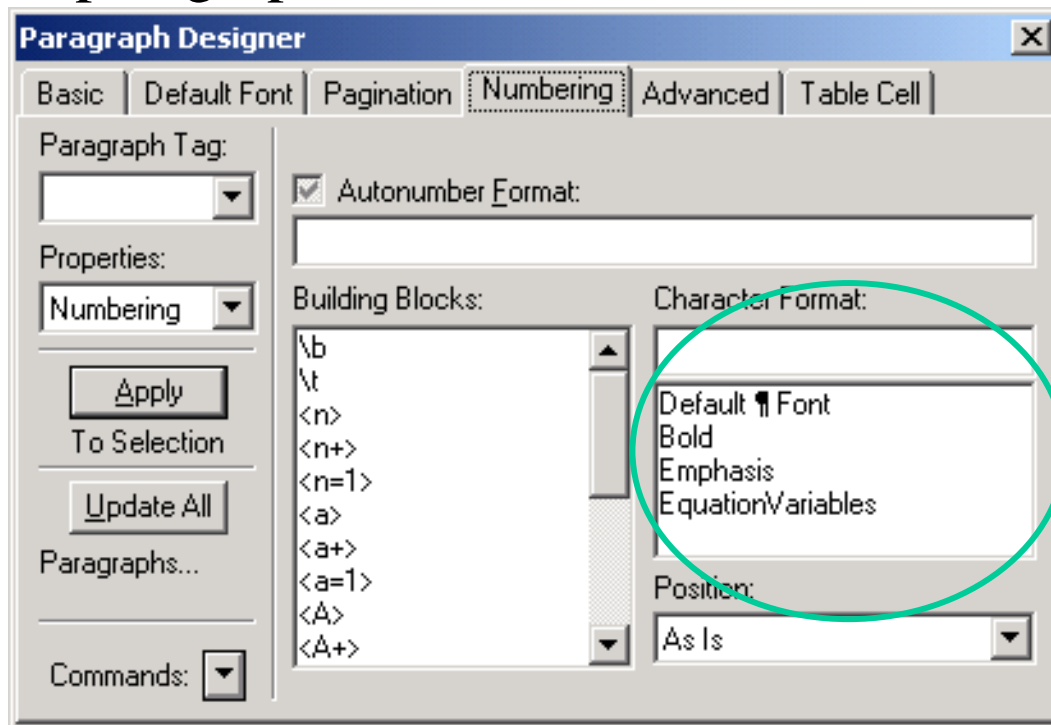
There are numerous Building Blocks to pick from.

\b	Standard Bullet	<A=1>	Sets the value of the counter to 1 or to any other number you enter after the equal sign and displays that value as a uppercase alpha
\t	Inserts a Tab The tab stop is specified under the Basic Tab	<r>	Displays the current counter value as a lowercase roman numeral
<n>	Displays the current counter value as a number	<r+>	Increases the counter value by 1 and displays that value as a lowercase roman numeral
<n+>	Increases the counter value by 1 and displays that value as a number	<r=1>	Sets the value of the counter to 1 or to any other number you enter after the equal sign and displays that value as a lowercase roman numeral
<n=1>	Sets the value of the counter to 1 or to any other number you enter after the equal sign and displays that value as a number	<R>	Displays the current counter value as an uppercase roman numeral
<a>	Displays the current counter value as a lowercase alpha	<R+>	Increases the counter value by 1 and displays that value as a uppercase roman numeral
<a+>	Increases the counter value by 1 and displays that value as a lowercase alpha	<R=1>	Sets the value of the counter to 1 or to any other number you enter after the equal sign and displays that value as a uppercase roman numeral
<a=1>	Sets the value of the counter to 1 or to any other number you enter after the equal sign and displays that value as a lowercase alpha	<\$volnum>	Displays the current Volume Number ( <a href="#">FrameMaker 6.0</a> )
<A>	Displays the current counter value as an uppercase alpha	<\$chapnum>	Displays the current Chapter Number ( <a href="#">FrameMaker 6.0</a> )
<A+>	Increases the counter value by 1 and displays that value as a uppercase alpha	<>	Keeps the counter value the same but does not display it. This Building Block is used as a place holder.

There is an additional Building Block that is not listed in the Building Block selection window and it is <=0>. This Building Block Resets the counter to zero (or any other number) but does not display it.

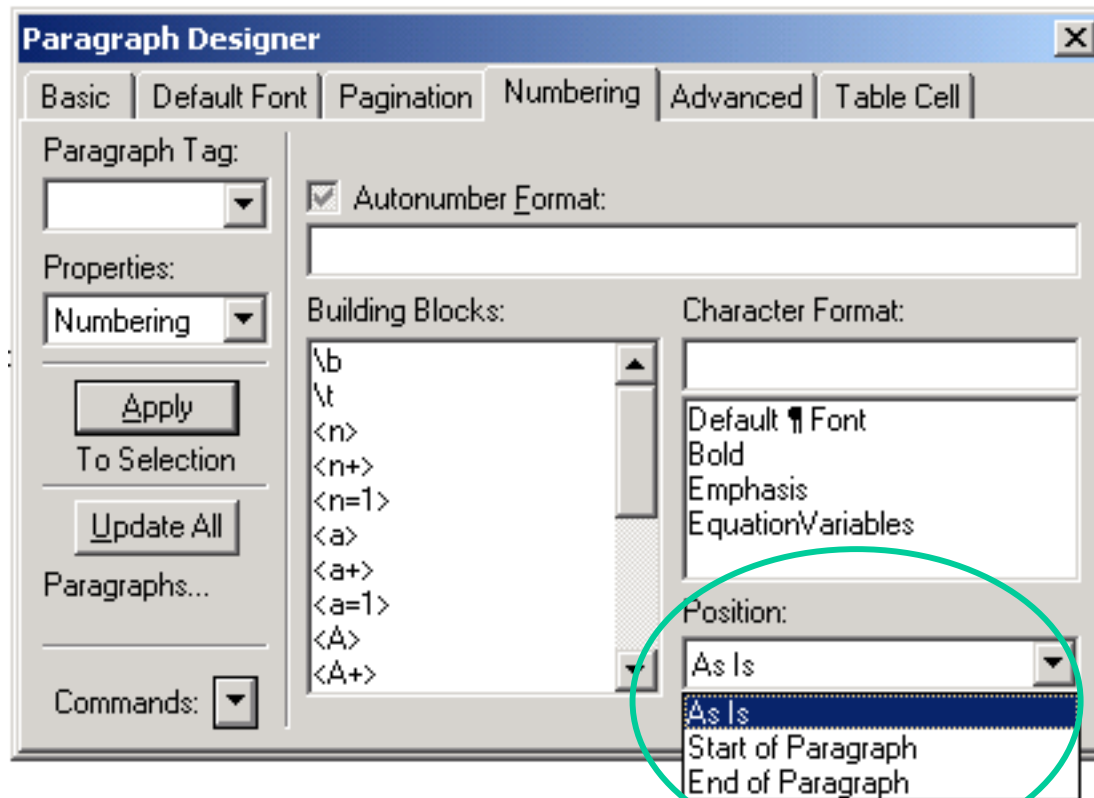
# Character Format

The Character Format area provides a list of the available Character Formats, these are the same formats that are available for use in your document. The information in the Autonumber Format can have a different format than the rest of the paragraph.



# Position

The Position area provides a list of the available Positions for the Autonumber Format information.



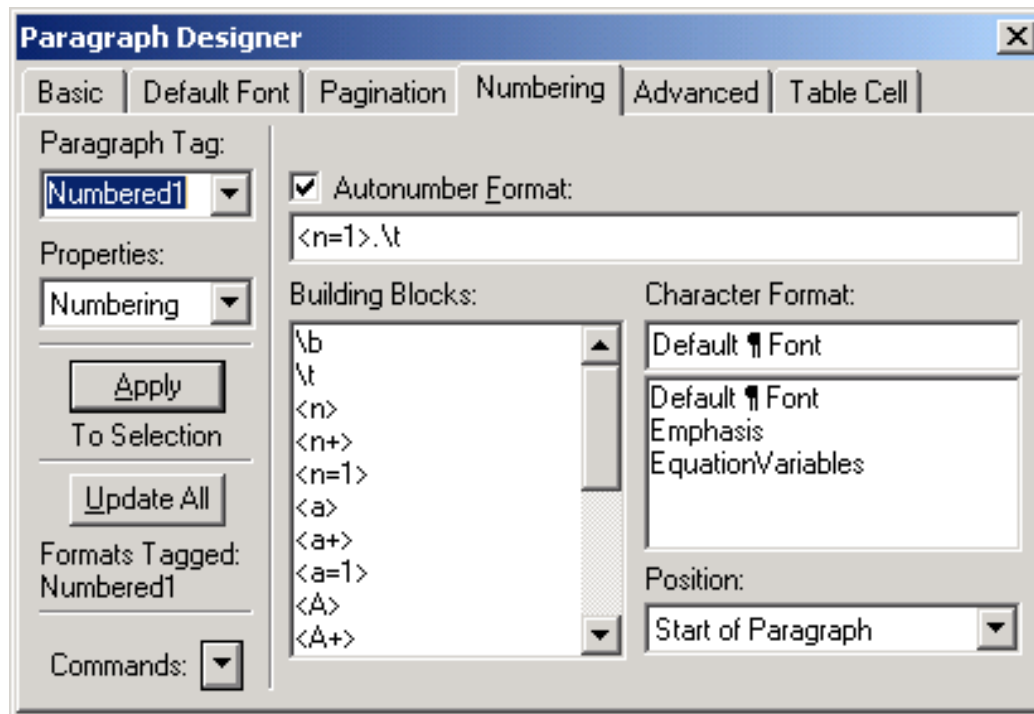
# Using Autonumber

The default FrameMaker document contains 3 Paragraph Tags that use the Numbering Tab,

- Bulleted
- Numbered
- Numbered1

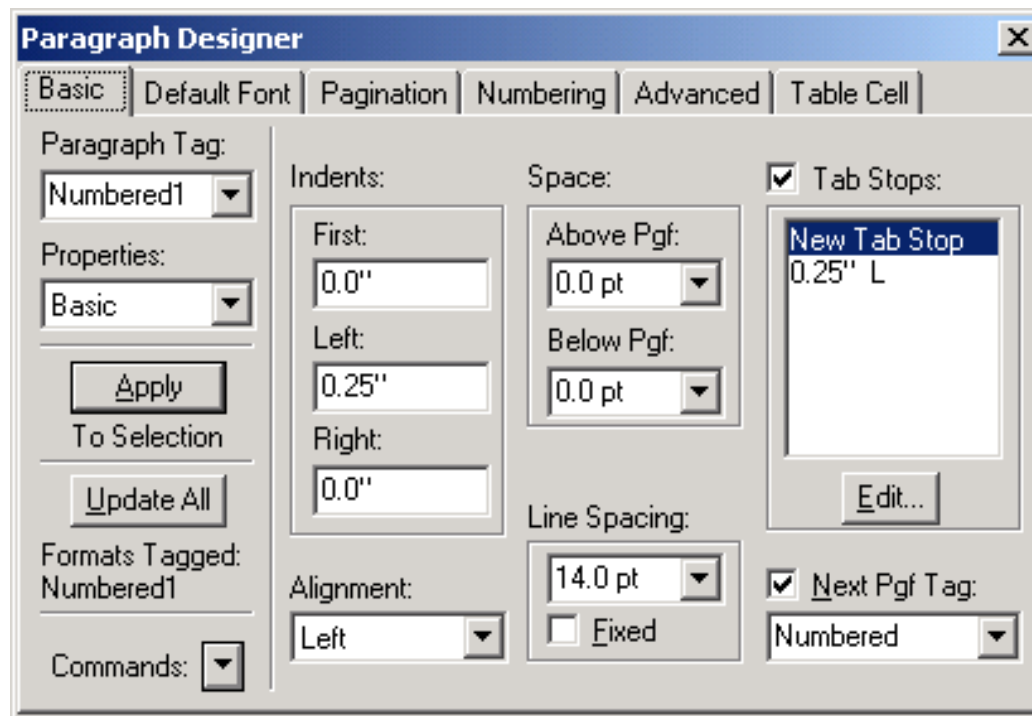
# Using Autonumber (cont'd)

1. Select the autonumber format to be used
2. Select a character format if desired
3. Apply or Update All



# Using Autonumber (cont'd)

1. From the Basic tab create required tabs
2. Select a Next Pgf Tag
3. Apply or Update All



# Text Only Example

- This is a bullet list

\b\t

**Note:** This is a note format where the word Note: is automatically entered when the Paragraph Tag is used.

Note:\t

Also a Bold character format is used to make the word Bold.

# Text & Number Example

**Step 1:** This is a procedure format where the word Step and a number is automatically entered when the Paragraph Tag is used.

Step <n+>:\t

Also a Bold character format is used to make the word Bold.

# Restarting Aut numbering

In most cases a numbered list will be used multiple times with in a document. This will require that two paragraph tags be created, one to reset the numbering to 1 and the other to continue the numbering.

```
<n=1>.\t
```

```
<n+>.\t
```

The only difference between these two tags is the autonumber format.

# Counters & Series Labels

**Counter:** A counter is a placeholder (building block) that FrameMaker replaces with a number or letter in the autonumber. For example, the counter <n+> increments the paragraph's number by 1; if the paragraph is the second in a series, FrameMaker replaces <n+> with the number 2. You can use multiple counters in a format.

**Series label:** Series labels identify different types of autonumber series within the same text flow. For example, if you want to number figures independently of tables or headings, you would specify a different series for each. (But each set of steps, for example, would not be a different series.)

On the other hand, table and figure numbers must all be in the same series to be based on section numbers.

You can use only one Series Label in an autonumber format.

# Counters & Series Labels (cont'd)

You have **62** Series Labels to pick from.

Lowercase a to z

Uppercase A to Z

Numbers 0 to 9

A Series Label is entered as a single alphanumeric followed by a colon.

You can use a logical approach to Series Labels, use

C: for Chapters

F: for Figures

T: for Tables.

# Counters & Series Labels (cont'd)

When using Series Labels you will still need to reset the numbering.

```
N:<n=1>.\t
```

```
N:<n+>.\t
```

# Combined Autonumbering

Combined Autonumbering is simply using multiple counters in the same autonumber format. You will see this used when you have Chapters and Sections. Also Figure and Table numbers will be prefixed by the current Chapter number. When using multiple counters you will use three Building Blocks we have not used, <n>, < > & < =0>.

Chapter 1

Section 1-1

Section 1-2

Figure 1-1

Table 1-A

Chapter 2

Section 2-1

Section 2-2

# Combined Autonumbering

<n>, <a>, <A>, <r> & <R>

These five Building Blocks display the current counter value as either numbers, lowercase alpha, uppercase alpha, lower case roman numerals, or uppercase roman numerals.

< >

Keeps the counter value the same but does not display it.  
This Building Block is used as a place holder.

< =0>

This Building Block Resets the counter to zero (or any other number) but does not display it.

# Combined Autonumbering (cont'd)

When using multiple counters you want to keep track of the order that they are used or your numbering may not come out as expected. An easy way to do this is map out the use before hand.

Chapter Format: C:Chapter\ <n+>.< =0>< =0>< =0>

Section Format: C:<n>\+<n+>< >< >

Figure Format: C:Figure\ <n>< >\+<n+>< >

Table Format: C:Table\ <n>< >< >\+<A+>

Chapter 1.

1-1

Figure 1-1

Table 1-A

# Combined Autonumbering (cont'd)

## 1.

### 1.1

#### 1.1.1

##### 1.1.1.1

**Figure 1.1**

**Table 1.A**

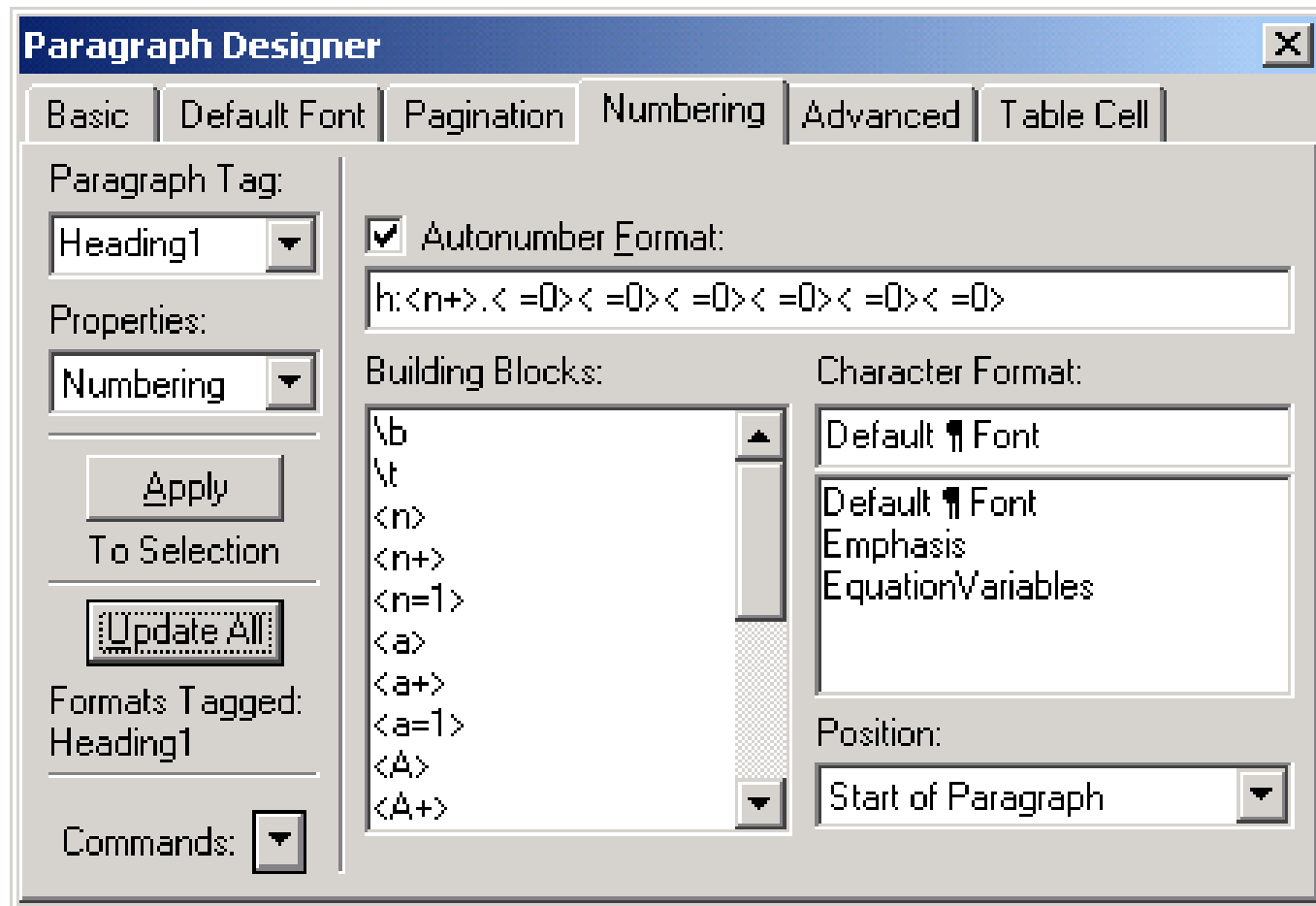
##### 1.1.1.2

### 1.2

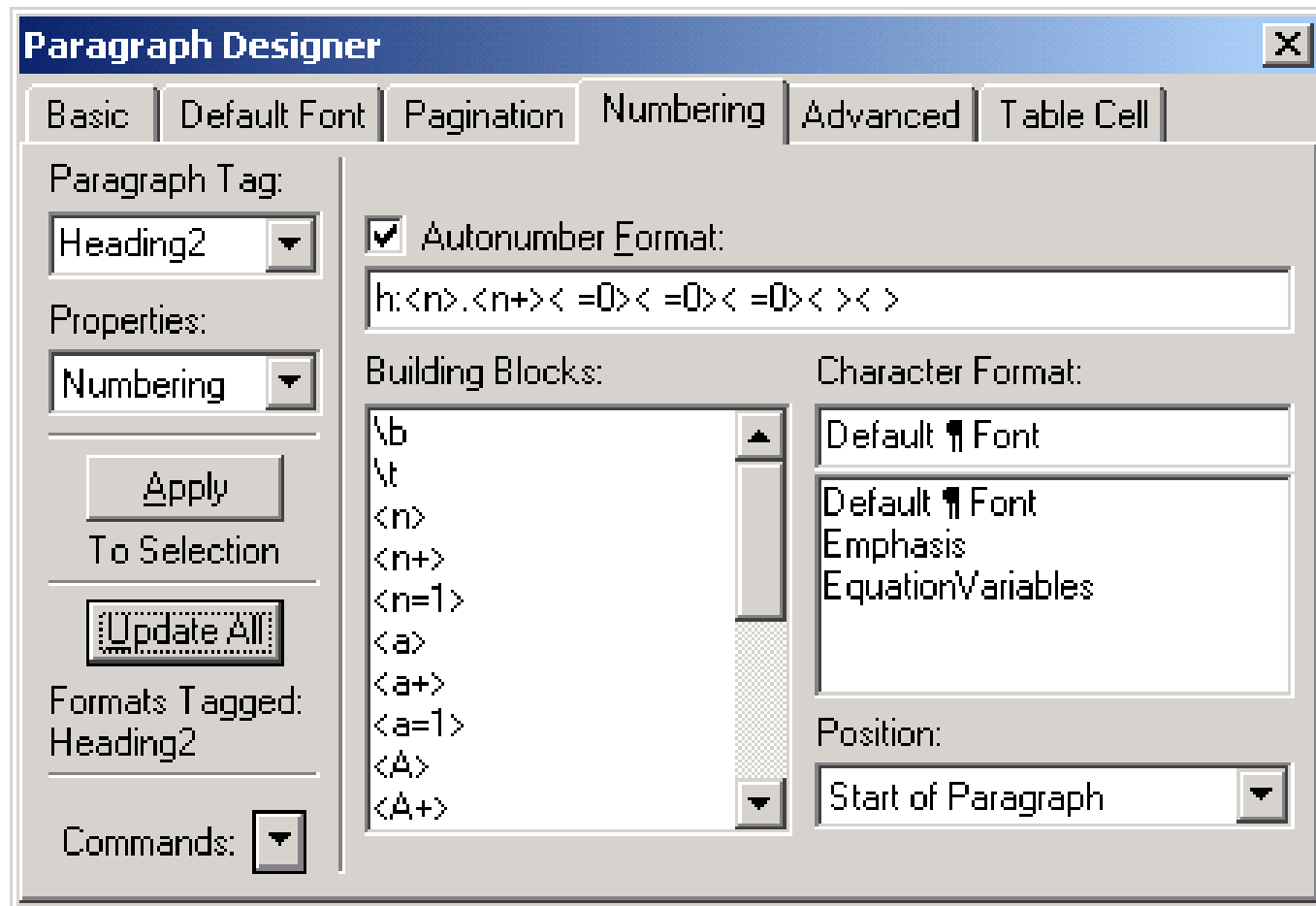
**Figure 1.2**

**Table 1.B**

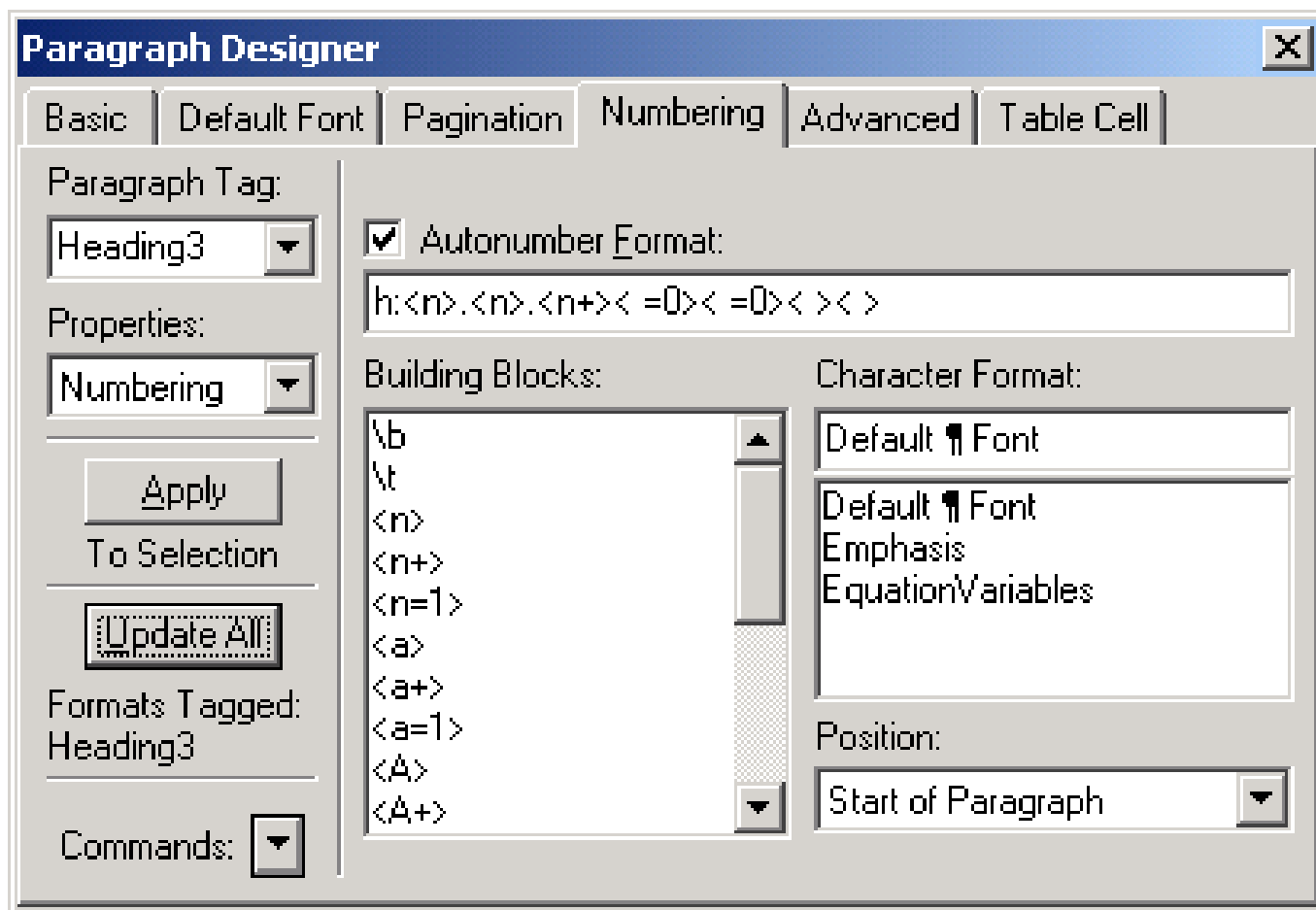
# Combined Autonumbering (cont'd)



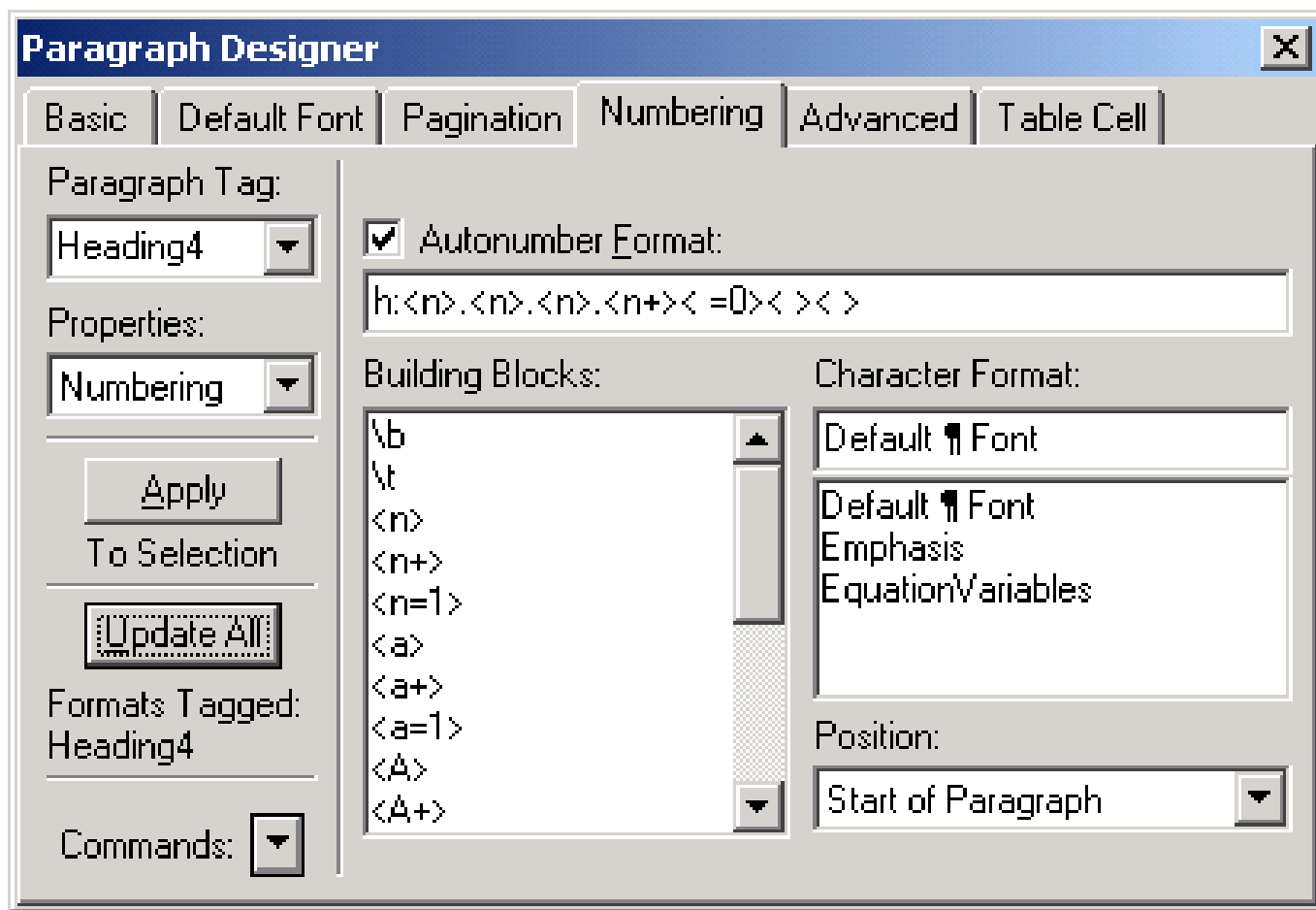
# Combined Autonumbering (cont'd)



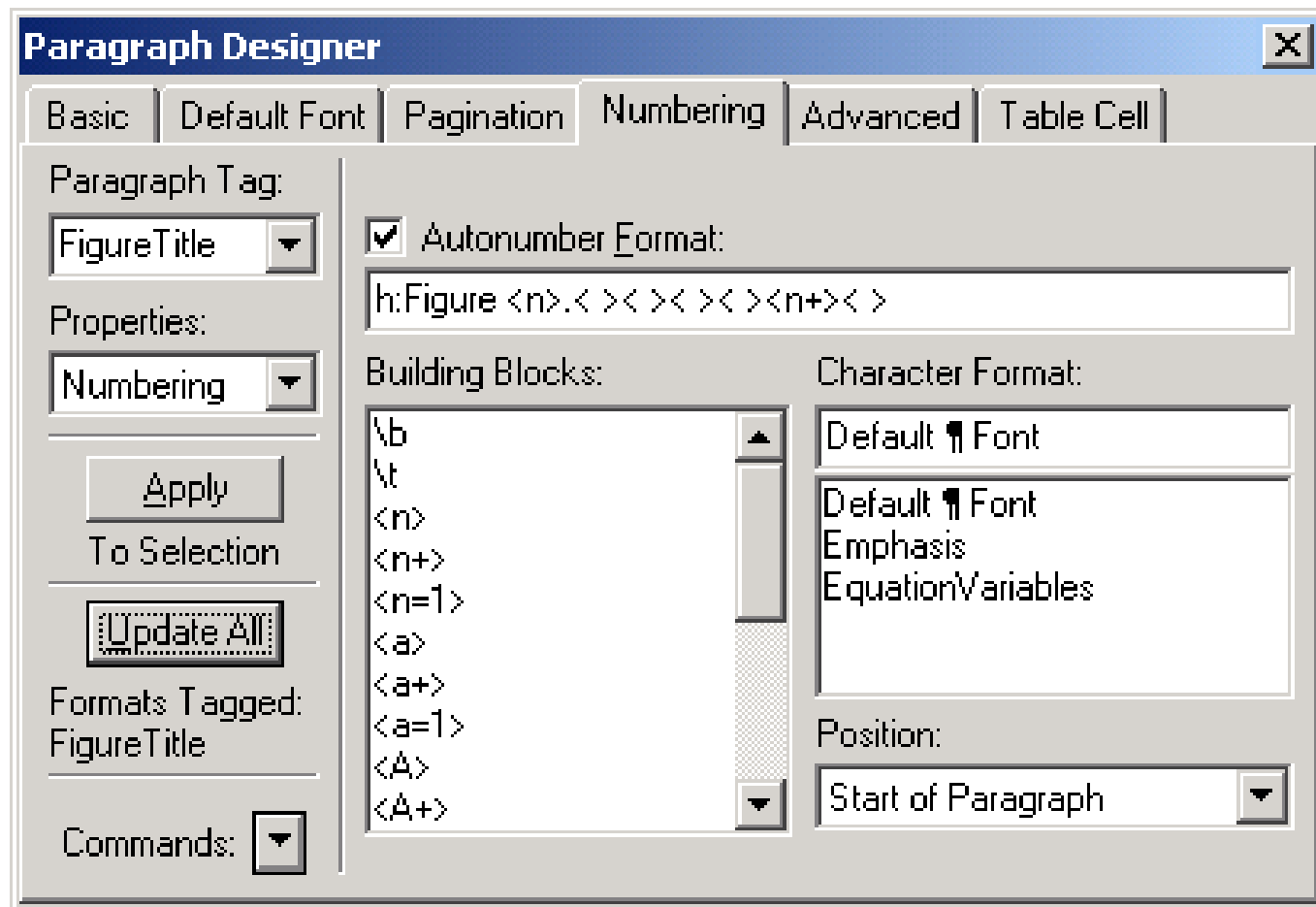
# Combined Autonumbering (cont'd)



# Combined Aut numbering (cont'd)



# Combined Aut numbering (cont'd)





# Differences Between Frame 5.x and Frame 6.0

The only difference between Frame 5.x and Frame 6.0 is the way that you do Volume and Chapter numbering. Prior to Frame 6.0 you created these in the manner that I have demonstrated with the Series Labels and Counters.

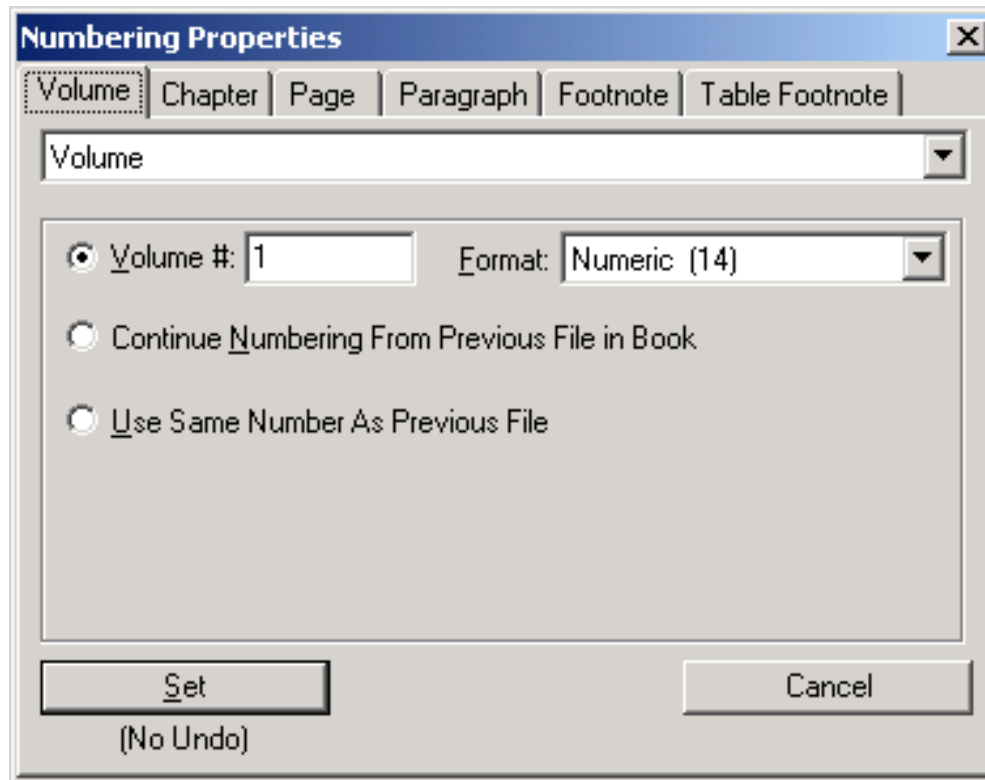
In Frame 6.0 you do this with two new Building Blocks:

<\$volnum>

<\$chapnum>

# Differences Between Frame 5.x and Frame 6.0 (cont'd)

To set or increment these numbers select  
Format>Document>Numbering



# Differences Between Frame 5.x and Frame 6.0 (cont'd)

## 1.

### 1.1

#### 1.1.1

##### 1.1.1.1

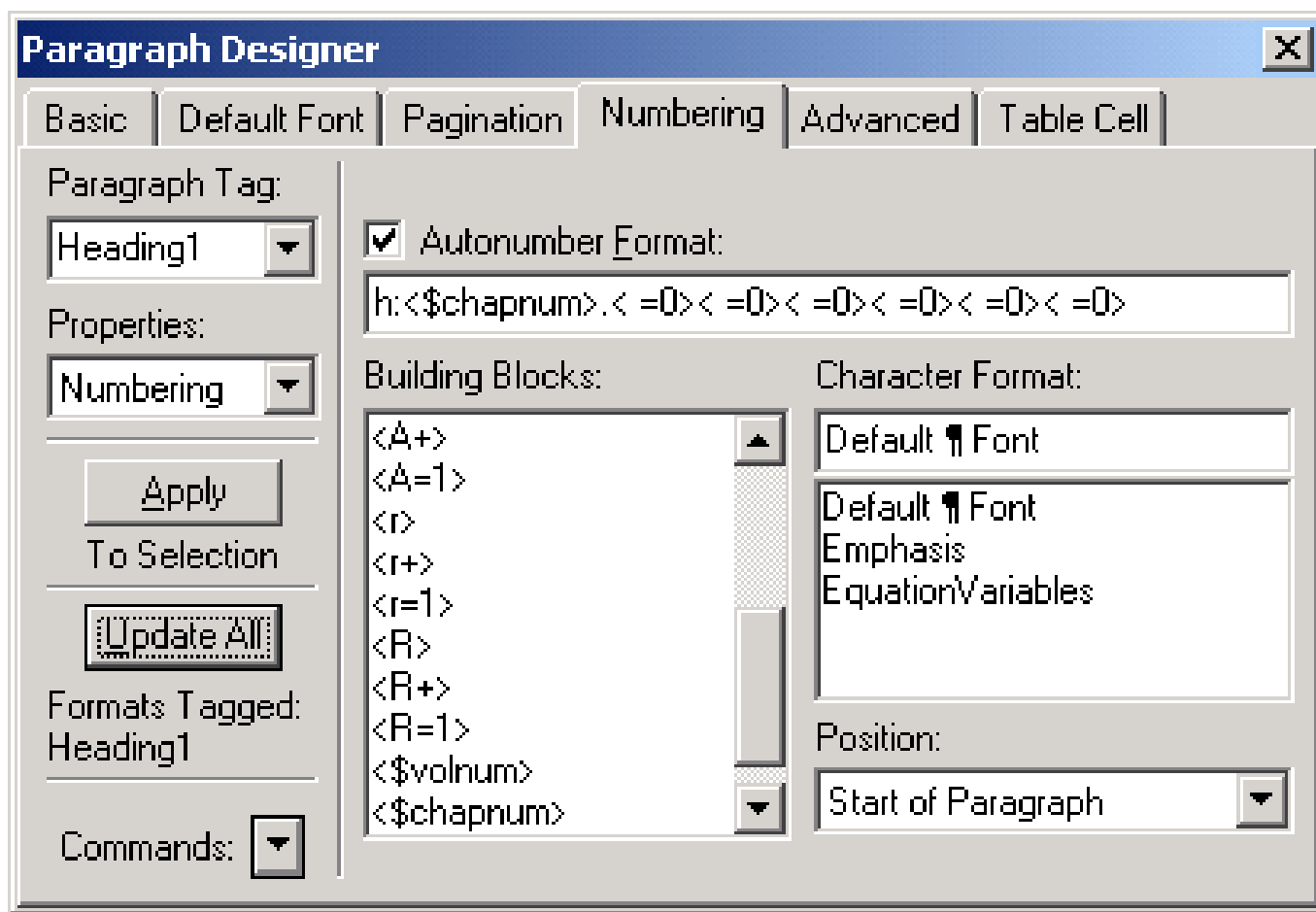
**Figure 1.1**  
**Table 1.A**

##### 1.1.1.2

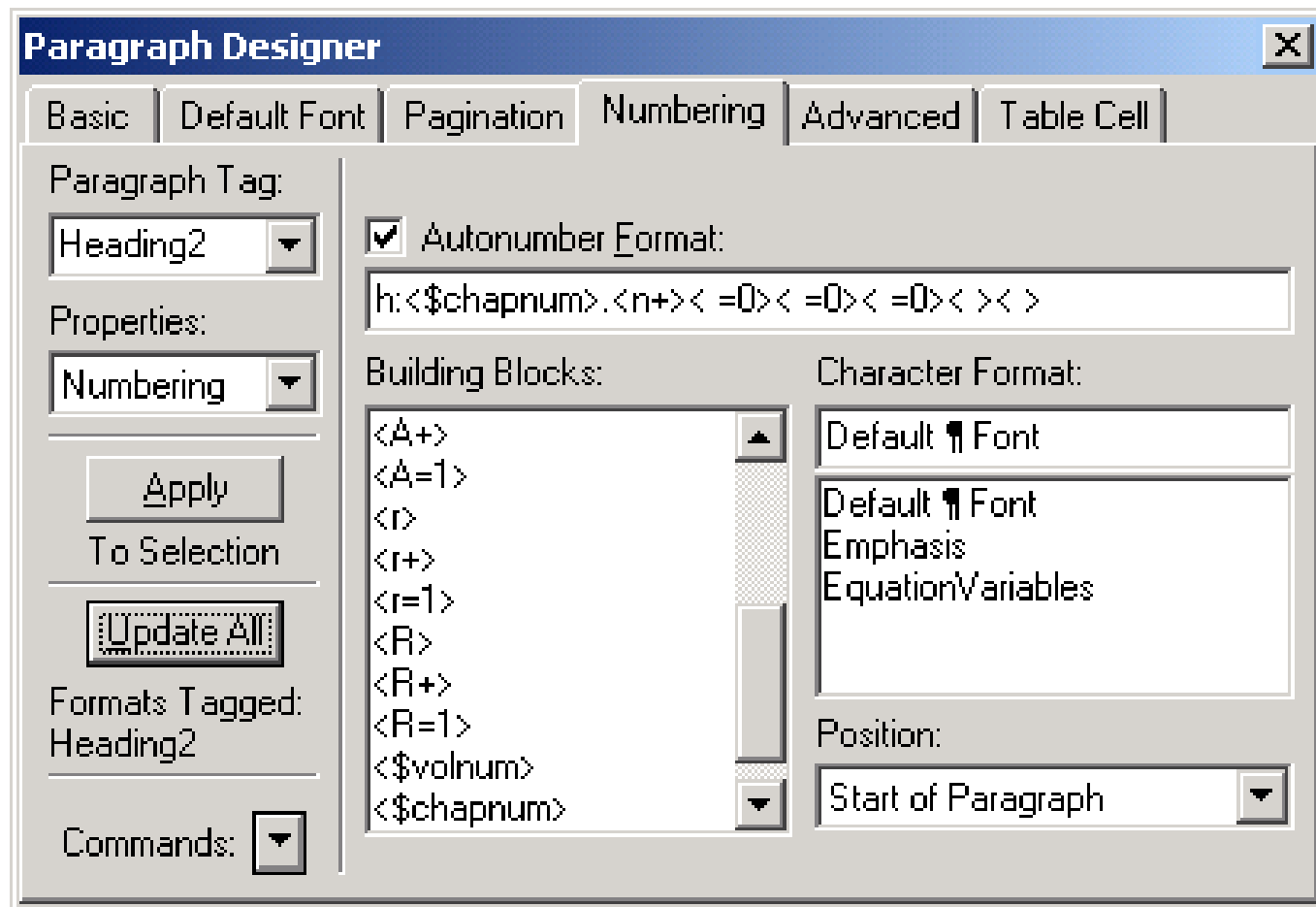
### 1.2

**Figure 1.2**  
**Table 1.B**

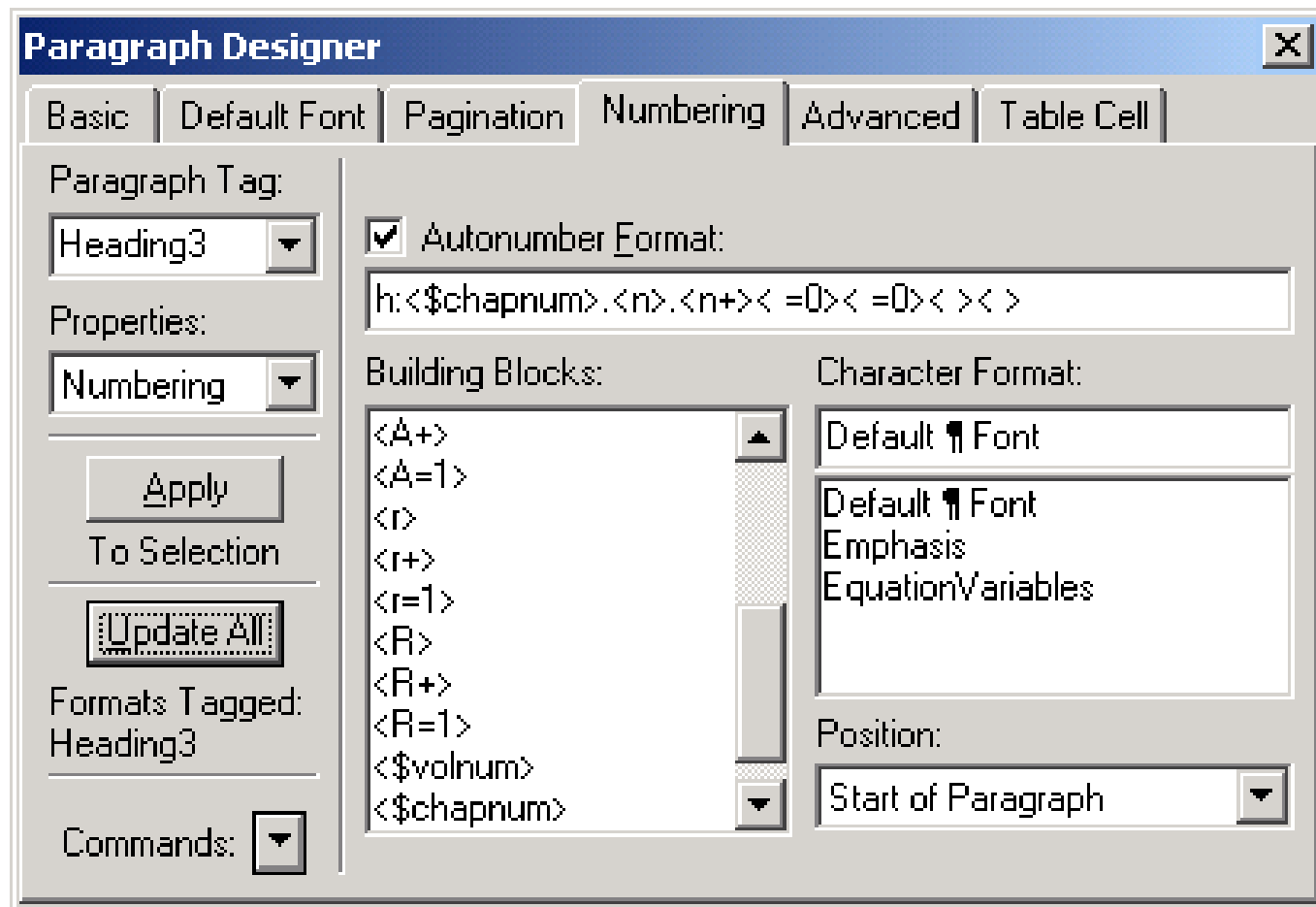
# Differences Between Frame 5.x and Frame 6.0 (cont'd)



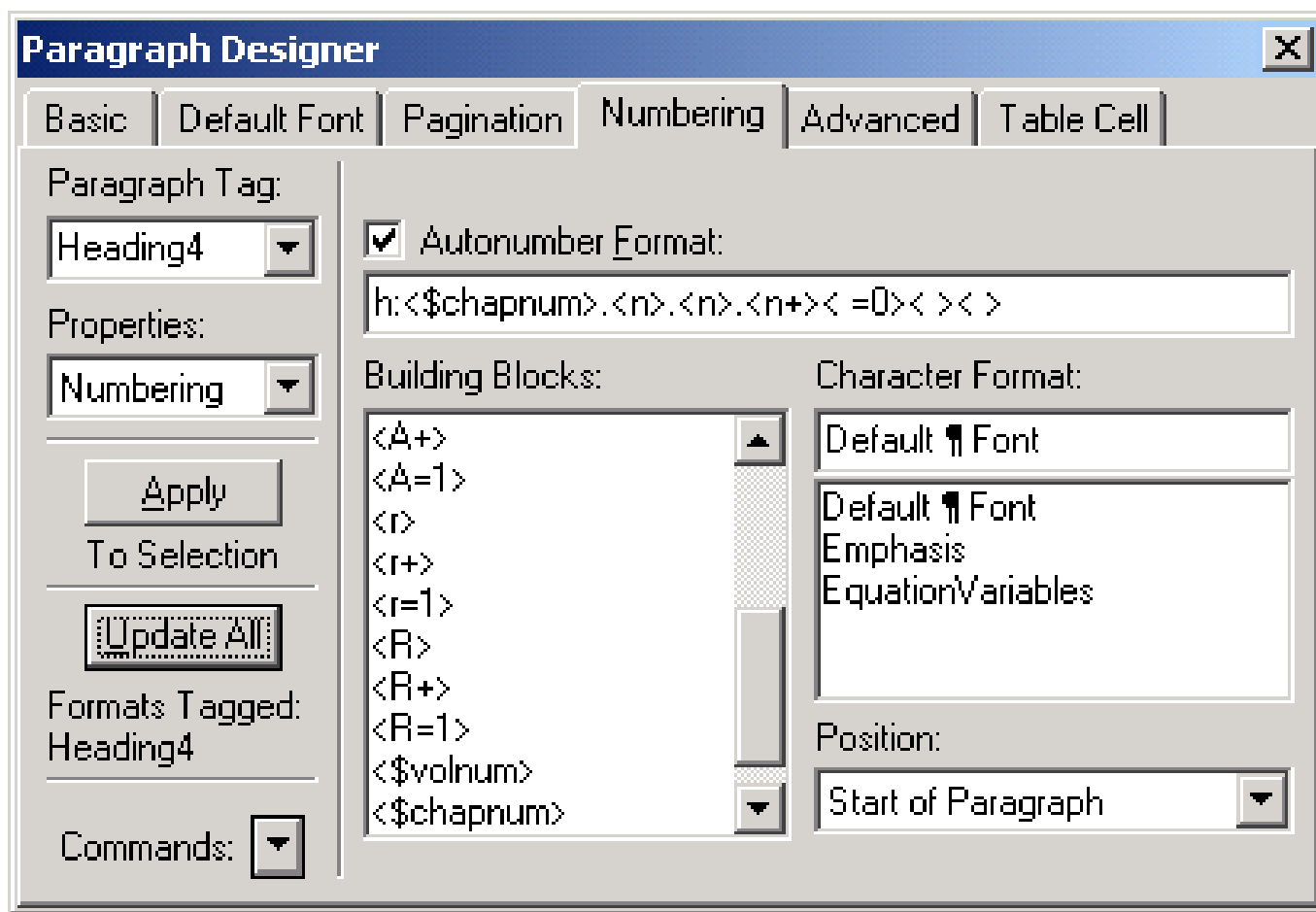
# Differences Between Frame 5.x and Frame 6.0 (cont'd)



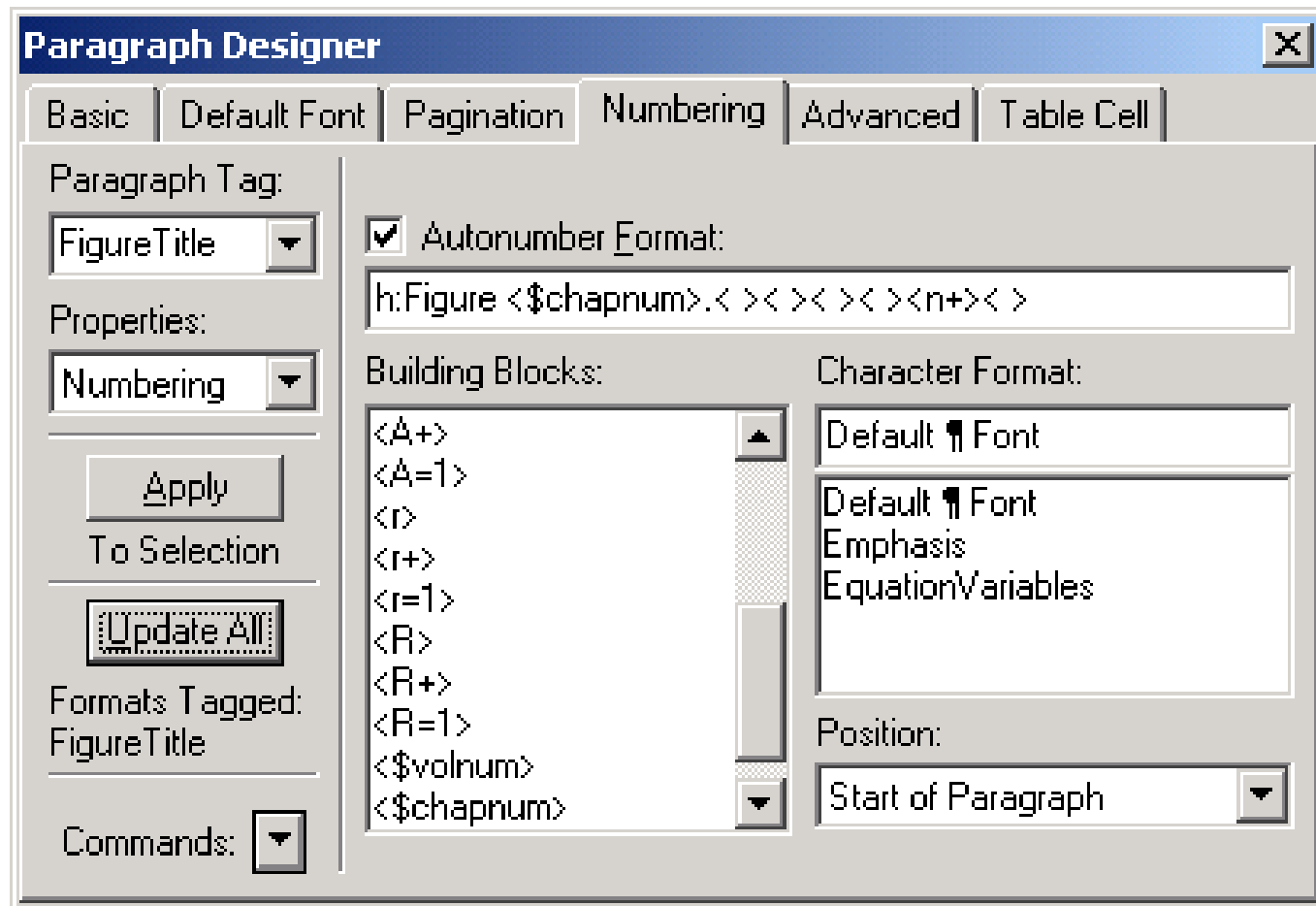
# Differences Between Frame 5.x and Frame 6.0 (cont'd)



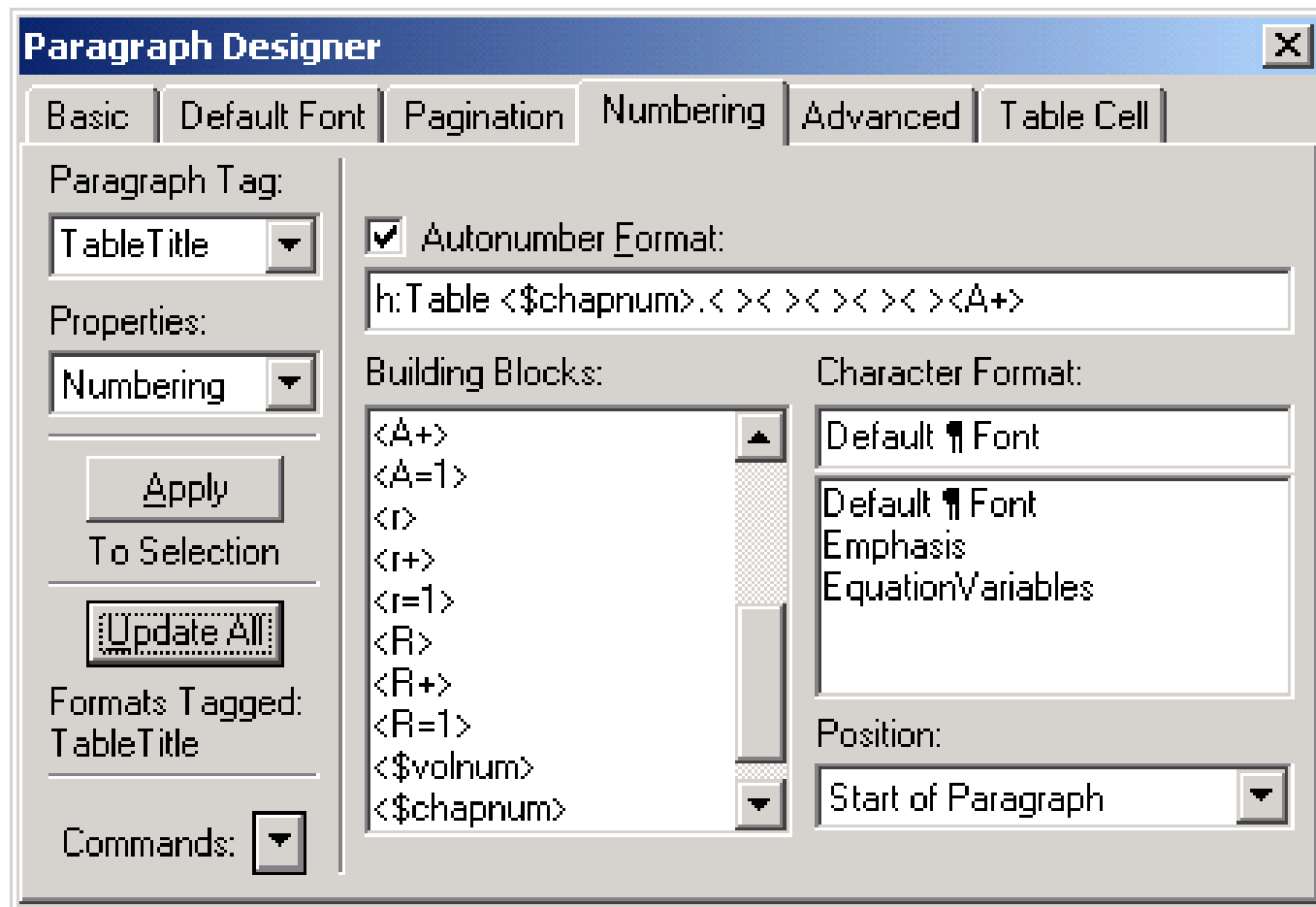
# Differences Between Frame 5.x and Frame 6.0 (cont'd)



# Differences Between Frame 5.x and Frame 6.0 (cont'd)



# Differences Between Frame 5.x and Frame 6.0 (cont'd)



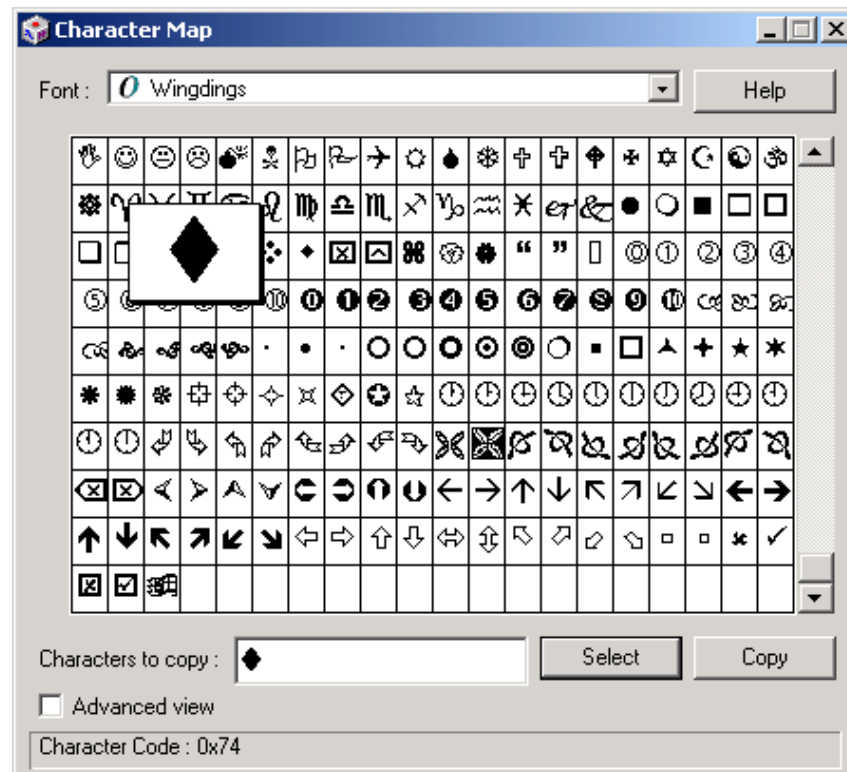
# Other Possibilities

You are only limited by your imagination when using the autonumber feature. If you can think of it there is probably a way to do it.

# Special Bullets

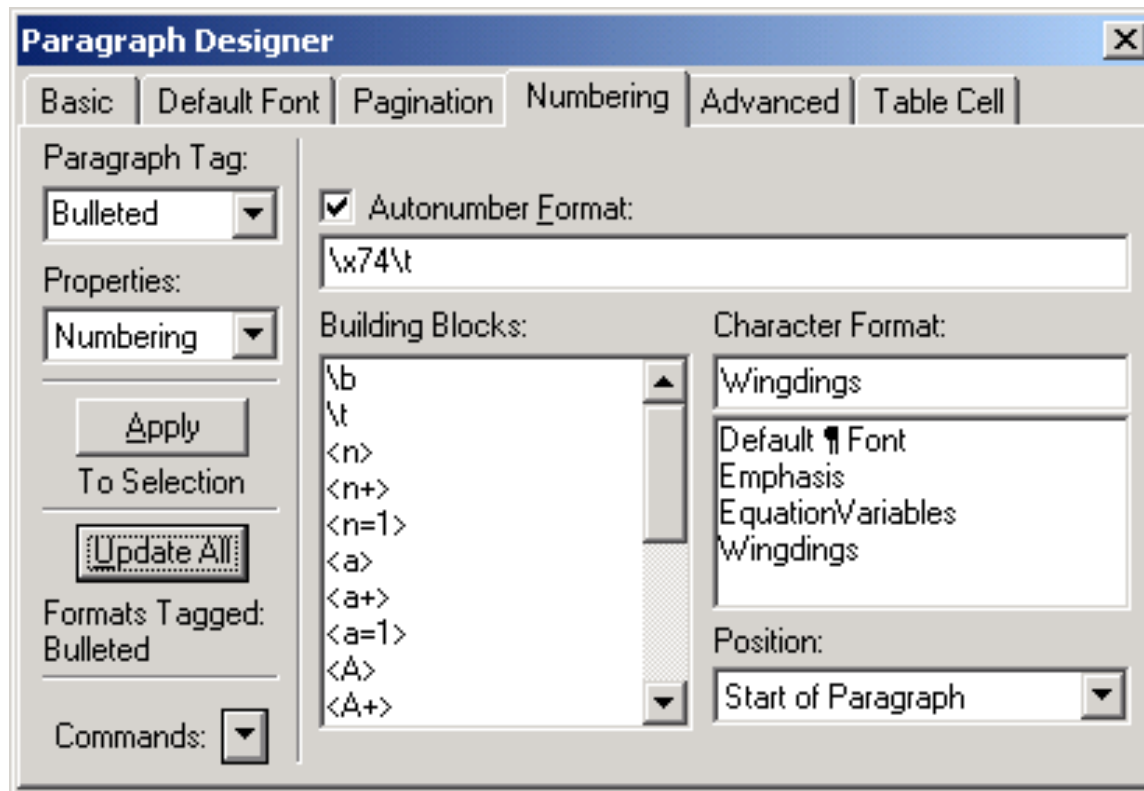
Most people want something other than the standard bullet that is created using the `\b`. This is very simple to do.

First you need to find the bullet type that you want to use.



# Special Bullets (cont'd)

To create a list using the diamond shaped bullet, first you need to create a Character format for the Wingdings font. Then create or modify a Paragraph Tag.



# Leading Zeros

How many of you need to have a format that looks something like this.

## **1. This is a heading 1**

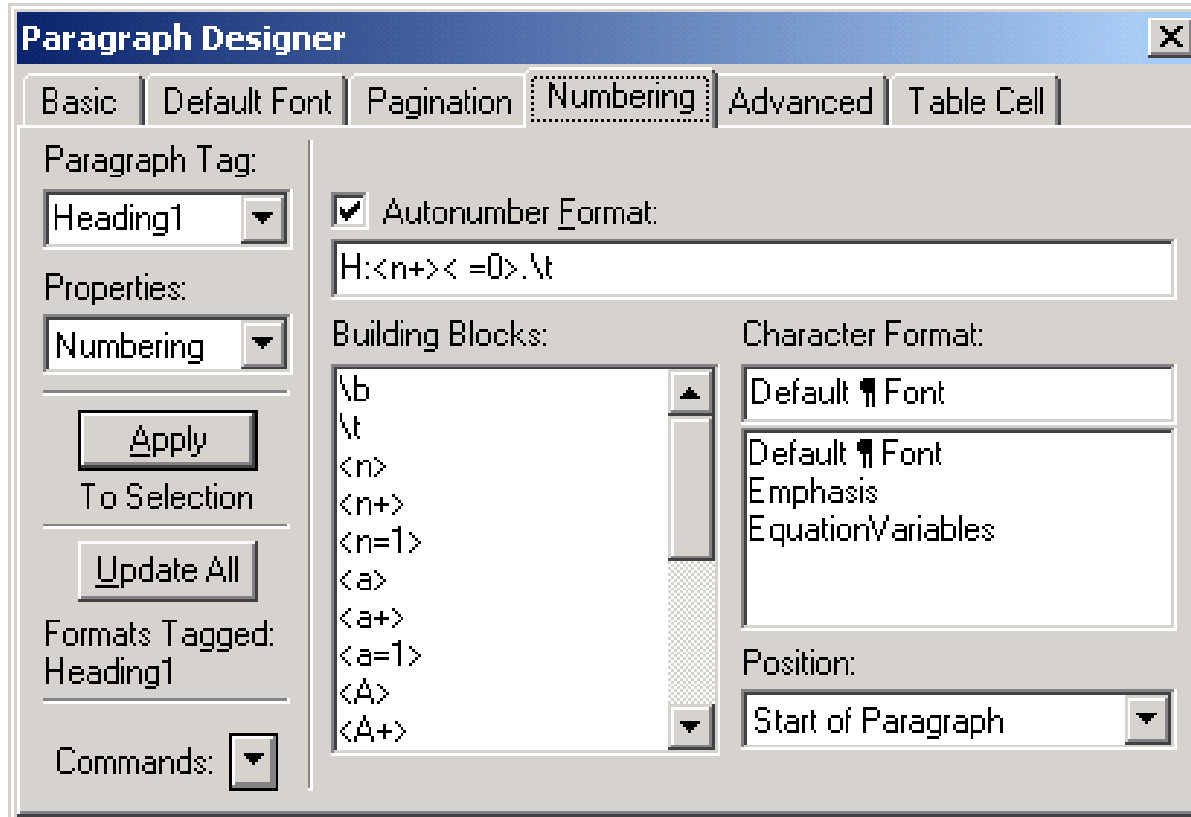
1. 01  
1. 02  
1. 03  
1. 04  
1. 05  
1. 06  
1. 07  
1. 08  
1. 09  
1. 10  
1. 11  
1. 12

## **2. This is another heading 1**

2. 01  
2. 02  
2. 03

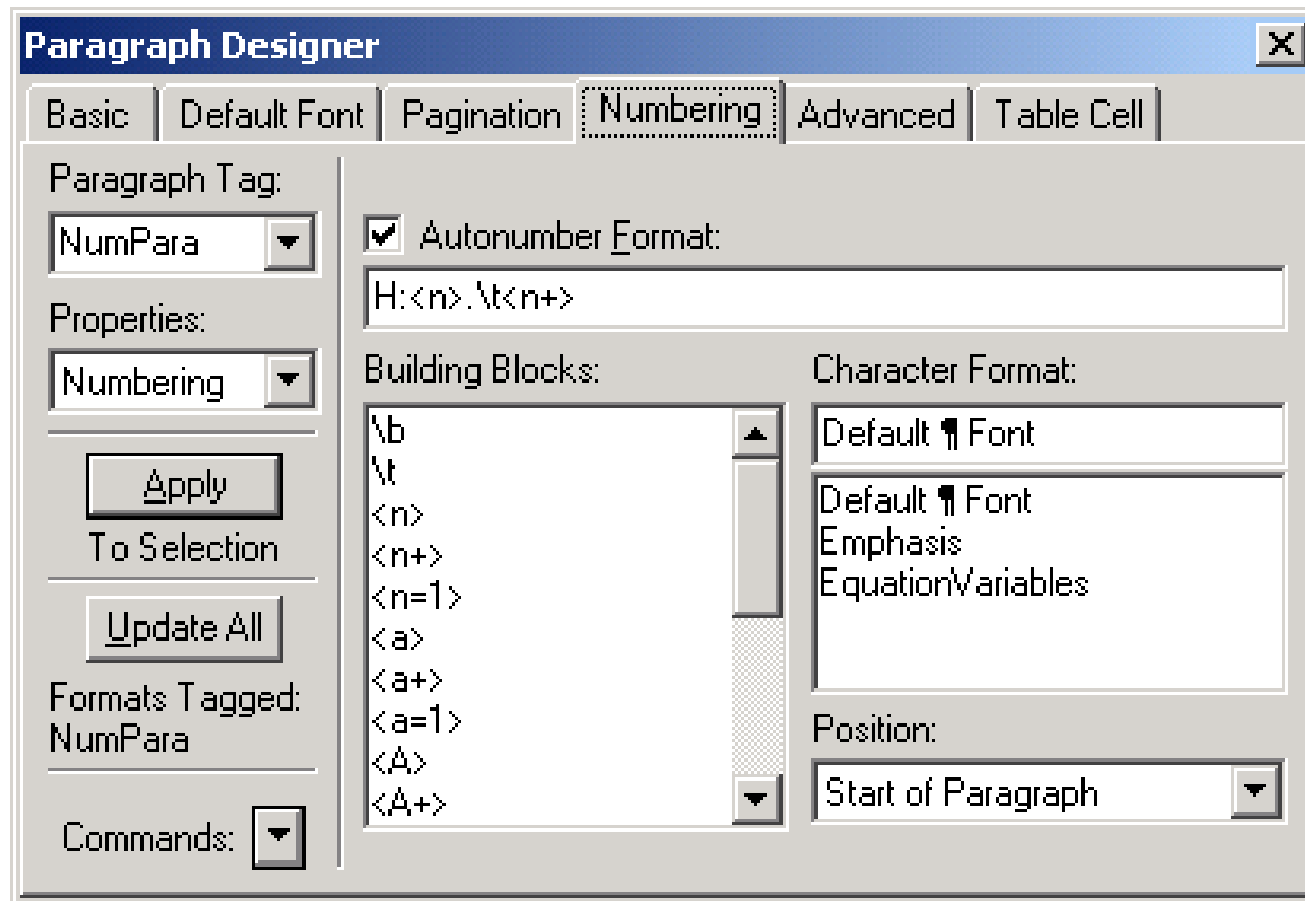
# Leading Zeros (cont'd)

Most people would have created this look by using 4 different Paragraph Tags, but you can do it with just two. First create a Heading tag.



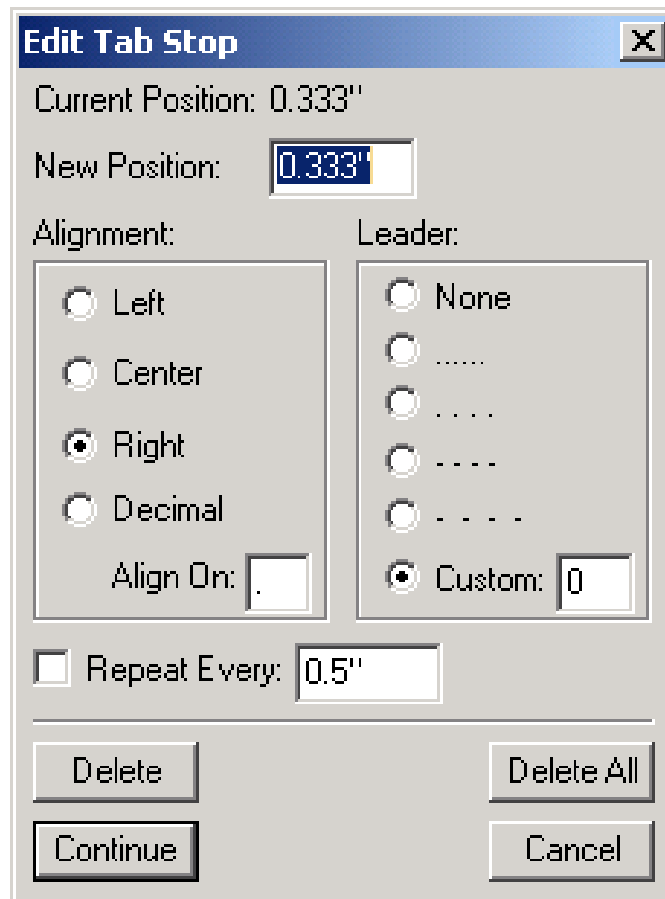
# Leading Zeros (cont'd)

Second create the Numbering Tag.



# Leading Zeros (cont'd)

In the Basic window create a tab stop.



# Leading Zeros (cont'd)

You may need to adjust the tab stop depending on the font you pick and also the point size.