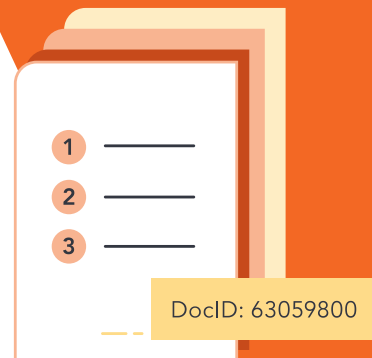# Reduce time spent formatting documents and more time drafting content.

Litera Numbering enhances your document management life cycle by enriching native Microsoft Word functionality in the areas of numbering, TOC, and DocID.

DocID: 63059800

Why Litera Numbering

Microsoft Word doesn't fully meet the unique needs of legal teams who are not naturally Word experts. Long, complicated legal documents often require multilevel paragraph numbering, Tables of Contents that are time consuming to manually update with correct numbering and formatting, and Document IDs that need the flexibility and ease to be automatically inserted where needed.

Litera Numbering simplifies the workflow of drafting content by providing the ability to view, add, edit, and apply numbering schemes, store, reuse, and distribute table formats, and create DocID formats. And all of these can be saved and distributed across your firm to ensure consistency and adherence to firm standards.

Maintain Firm Standards

The quality of your documents directly reflects on your firm – ensure a consistent look and feel when they are always produced in your house style.

Ensure Quality

Spend your time crafting legal language and producing consistent, quality documents instead of struggling with formatting.

Flexible Automation

Accelerate the assembly process with automation that retains flexibility for firms with diverse and changing document needs.

Key Features

✓ Numbering

- Apply organization standard automated numbering to your documents using buttons on the ribbon, in the task pane, or keyboard shortcuts.

- Adjust already numbered paragraphs by promoting or demoting a paragraph to the next level, restart numbering on a paragraph, or remove the number from a paragraph while keeping its shape.

- If an already applied numbering scheme does not match your organization standards, swap it with one that does.

- Harvest numbering schemes from precedent documents and quickly save them for personal or enterprise-wide use.

✓ Table of Contents

- Design and create new Automated Tables (Tables of Contents, Tables of Tables, Tables of Figures, and Tables of Appendices).

- Add one or more Automated Table to your documents by inserting at the top or bottom of the document or at your cursor's location.

- Update or remove existing Automated Tables and save the formats for reuse.

✓ DocIDs

- Create custom DocID formats and settings and distribute them across the organization.

- Add a DocID automatically to your documents on open, save, and printConfigure the look and location of your DocID to best fit within your documents.

- Replace legacy DocIDs with new ones automatically without additional work.

For a closer look, visit **www.litera.com** or request a demo.