## **Create Policies Based on Microsoft® Word Documents**

If your policies are already available in a Word document, it can be faster to import the policies, rather than recreating them. You can import documents in *.doc, .docx, .odt,* and *.rtf* format.

## To create a policy document:

- 1. Open a document using Microsoft Word.
- 2. Set the title, heading and top-level sections to the Heading 1 style type.



- 3. Set the subsection heading styles as **Heading 2**, **Heading 3**, and **Heading 4**. Set the body text associated with various sections to **Normal** style.
- 4. Create a multilevel listing. Select the heading and set the heading type as H1. Select the second level heading and right click on it.
- 5. Click Home tab > Numbering > Change List Level. This will automatically set up the numbering in a format that RiskVision can recognize. If you don't set the top level heading to H1, or H2, or H3, change list level will not be active. Manually creating the numbering format may create formatting issues.

						Document1 - Word							
M	lailings	Review	View	Grammarl	y Ç⊺∉	ell me what yo	u want to do						
	:= • = =	$\frac{1}{2} + \frac{1}{1} + \frac{1}{1}$ Numbering	€≣ € 2	}↓   ¶	AaBbCcDc	AaBbCcDc	1 AaBk Heading 1	1.1 AaB Heading 2	AaB <sub>Title</sub>	A a B b C c D Subtitle	AaBbCcDı Subtle Em	<b>AaBbCci</b> Emphasi	
154		None	1.           2.           3.           B.           C.           ii.           iii.	1)-       2)-       3)-       a)-       b)-       c)							Styles		
		€ <u>C</u> hange Define	List Level	r Format	•	1 Heading	9 1	]					
		₹Z Set Nur	nbering <u>V</u> alu	ie		1.1 Head	ing 2		St				
						1.1.1.1	Heading 4						
						1.1.1.1	.1 Heading 5						
					-	1.1.1.1	.1.1.1 Heading	7		ır	i+		
					4	1.1.1.1	. 1. 1. 1. 1 Неаdir . 1. 1. 1. 1. 1 Неа	ig 8	し	11	Iι	Y	

6. **Optional**: To format the numbering manually, click **Home** tab > **Multilevel List**, then choose the following option from the list library:

1 Heading 1
1.1 Heading 2
1.1.1 Heading 3
1.1.1.1 Heading 4
1.1.1.1.1 Heading 5
1.1.1.1.1.1 Heading 6
1.1.1.1.1.1.1 Heading 7
1.1.1.1.1.1.1.1 Heading 8-
1.1.1.1.1.1.1.1 Heading 8

7. Optional: To remove any undesired numbers, click the text, then click Home tab > Numbering > None.

		Document1 - Word										
Mailings	Review	View G	rammarly	Q Tell	me what yo	u want to do						
Mailings	Review           Image: Image of the second	View         G           Image: Second se	Image: rammarly       Image: Imag	© Tell BbCcDr □ □ □ □	AaBbCcDc	u want to do	1.1 AaBl Heading 2	AaB <sub>Title</sub>	AaBbCcC Subtitle	AaBbCcDr Subtle Em Styles	AaBbCcDu Emphasis	AaBbCcDu Intense E
						•		C	3	L		

- 8. Save the file with a **.doc** extension.
- 9. Log into RiskVision Policy Manager.
- 10. Go to Content > Policies and click More Actions > Import Policy from Word.
- 11. Verify if the headings are broken into the correct sections and the numbering format is properly aligned.

