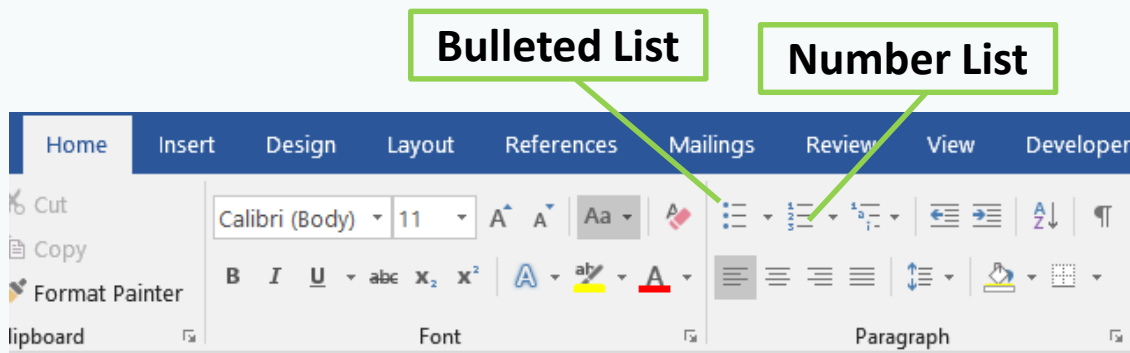




Bullets and Numbering

By Mark Gillan

Lists



- Lists can have bullet points or numbered listing applied
- Various bullet point icons are available
- Various number systems are available
- Select the list, click the bullet point button located on the Home ribbon within the paragraph grouping
- The bullet points are applied to every paragraph (remember a paragraph is started or ended with a carriage return)
- The dropdown next to the bullet point button provides alternative icons for the bulleted list
- Number list is very similar with the button to the right of the bullet button
- On / off switches, meaning the bullet or number lists can have the icons removed and the list returns to pre-formatting