

Bullets & Numbering

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## Introduction

In a bullet list, each new item or line begins with a special character, usually known generically as a “bullet”. You can select one of the preset characters from the list in the popup menu in the Dialog “Bullets and Numbering” or in the Module Palette (Paragraph tab) or enter a character of your choice (Option “Custom”). The field in the palette supports the entry of ASCII codes for special characters (e.g. Alt+1 = ☺). You can also select the level, which allows you to create a sublist with a different bullet character.

In a numbered list, you can choose the type and format of numbering as well as the level, which allows you to create a sublist within any list number. You can add characters in the Prefix and/or Postfix fields in the palette.

Using the levels, you can create a mixed list where for example Level 1 has numbering and level 2 a bullet character. The exercises in this manual were created according to this method.

You can apply a Character Style Sheet to take effect on the numbering or special character including the Prefix and/or Postfix (e.g. an individual color, font or style).

You cannot select the bullets or numbers in a list directly. These can only be changed using the “Bullets and Numbering” dialog or the section of the same name under the “Paragraph” tab in the Module Palette.

An automatic tab is set between the bullet or numbering and the text. You can opt to apply standard or personalized tabs using the menu command “Text › Tabs” or the equivalent options in the section of the same name under the “Paragraph” tab in the Module Palette.

## Applying Bullets to a list

### Create a simple bulleted list

1. Create a list to which you want to apply bullets.
2. Place the text cursor in the last line of the list. Hold down the left mouse button and drag the mouse pointer up so that all lines of the list are at least partially marked.
3. Choose one of the following options:
  - Select the menu command **Text > Bullets & Numbering**.
  - Go to the **Bullets & Numbering** section in the **Paragraph** tab of the **Module Palette**.
4. Click the entry **Off** to open the popup menu **Type** and choose the option **Bullets**. The default setting **Dash (oo2D)** will appear and the Dash will be displayed as the list bullet.
5. Confirm your settings by pressing the **Return** key, or by clicking the **OK** button in the dialog.

## Applying Numbering to a list

### Create a simple numbered list

1. Create a list to which you want to apply numbering.
2. Place the text cursor in the last line of the list. Hold down the left mouse button and drag the mouse pointer up so that all lines of the list are at least partially marked.
3. Choose one of the following options:
  - Select the menu command **Text > Bullets and Numbering**.
  - Go to the **Bullets & Numbering** section in the **Paragraph** tab of the **Module Palette**.
4. Click the entry **Off** to open the popup menu **Type** and choose the option **Numbering**. The default setting will appear and the list will be numbered with the format “1,2,3....”.
5. Confirm your settings by pressing the **Return** key, or by clicking the **OK** button in the dialog.

## Formatting and personalizing lists

### Personalize bulleted list

1. Mark the list as described.
2. Choose one of the following options:
  - Select a different bullet from the list.
  - Select the option **Custom** in the **Character** field and enter a character of your choice.
3. Create the **Character Style Sheet** “Red”, whereby the only option activated in the Style Sheet is the text color **[Red]**. For more information on the creation of Style Sheets, please see the appropriate section of this manual.

4. Mark the list again and select the Style Sheet “Red” from the **Style Sheet** popup menu.
5. Confirm your settings by pressing the **Return** key, or by clicking the **OK** button in the dialog.

#### **Personalize numbered list**

1. Mark the list as described above.
2. Select a different numbering format from the popup menu.
3. Create the **Character Style Sheet** “Red”, whereby the only option activated in the Style Sheet is the text color (Red). For more information on the creation of Style Sheets, please see the appropriate section of this manual.
4. Mark the list again and select the new Style Sheet from the popup menu.
5. Confirm your settings by pressing the **Return** key, or by clicking the **OK** button in the dialog.

The default Alignment for numbering is **Left**. You can change this, for example to **Right**, to have single digit numbers (1 to 9) placed over the zero (0) of point number 10. With the default values (e.g. Paragraph Indent = 0 mm) you will not see any difference when you change the setting. It is therefore necessary to increase the paragraph indent here to a value where the figures are placed correctly.

#### **Set numbers in numbered list to “Right”**

1. Create a numbered list with at least ten items.
2. Mark the list as described above.
3. Go to the field **Alignment** of the section **Bullets & Numbering** in the **Paragraph** tab in the **Module Palette** and change the setting from **Left** to **Right**.
4. Go to the field **Paragraph Indent** of the section **Indents & Drop Caps** in the **Paragraph** tab in the **Module Palette** and enter a value, e.g. 10 pt.
5. Use the **arrow buttons** on the right of the field to increase or decrease the value until the 1 of point 10 visibly moves to the right, then go back one click.
6. Confirm your settings by pressing the **Return** key or by clicking the **OK** button in the dialog.

## Working with lists

If you have more than one list in your document you will find it convenient to use one or more Style Sheets. If for example all your lists in the document are numbered starting from 1, you can work in two different ways:

- You can create ONE Style Sheet for a list where the option **Continue Numbering** is selected. In this case you will have to right-click the first line of each new list and choose the command **New Numbering** from the Context Menu.
- You can create one Style Sheet for the first line/item of the list and a further Style Sheet for the rest.

It is particularly important to note that the bullet or number at the start of each line/item in the list will take on the characteristics or attributes of the **FIRST** character in the line. This means that if, for example, you give the first character or word in the line a different color from the rest of the text, then the bullet or list number in this line will also have this color. We will illustrate this with a small exercise.

### Fix the color of the bullet or number in a list

1. Create a simple list with three items or lines. Here it makes no difference if you select bullets or numbering for the list.
2. Go to the second line/item in the list, mark the first word and change the color from the standard **[Black]** to **[Red]** in the **Module Palette (Character tab)**. You will see that the number or bullet has also changed to red.
3. Create the Character Style Sheet **Black**, where the only attribute is the text color **[Black]**.
4. Mark every line/item in the list as previously described.
5. Choose one of the following options:
  - Select the menu command **Text > Bullets and Numbering**.
  - Go to the **Bullets & Numbering** section in the **Paragraph** tab of the **Module Palette**.
6. Click the popup menu **Style Sheet** to select the Character Style Sheet **Black**.

## Lists with two or more levels

When creating lists with several levels, it is wise to create Style Sheets for each level required. If your document contains a number of numbered lists of which each will start with the number 1, you will need two “main” Style Sheets for Level 1. In the following exercise, we will create the Style Sheets for a numbered list with two levels. Although for a single list only one Style Sheet is needed for level 1, we will still create two Style Sheets here. If you are in Text mode, please click the checkbox **Based on actual settings** to switch it OFF. For more information on the creation of Style Sheets, please see the appropriate section of this manual.

### Create Style Sheets for numbered list

1. Select the menu command **Edit > Style Sheets**.
2. Click the **New** button.
3. Choose the name **[Numbering]** from the popup menu **Name**. Please click the checkbox **Based on actual settings** to switch it OFF if you are in Text mode.
4. Choose the option **Paragraph** from the popup menu **Type** and click **OK**.
5. Apply paragraph and character attributes to the Style Sheet as required.
6. Go to the **Bullets & Numbering** section and choose the option **Numbering** from the popup menu **Type**.
7. Choose the option **Begin New Numbering** from the popup menu **Mode**.
8. Leave all the other settings as they are and enter a point (full stop) in the **Postfix** field.
9. Repeat points 2 to 4. The program will create the new Style Sheet **[Numbering 2]** automatically.
10. In the newly created Style Sheet **[Numbering 2]**, go to the **Info** section and choose the option **[Numbering]** from the popup menu **Template** in the **General** section (top right).
11. Go to the **Bullets & Numbering** section and choose the option **Continue Numbering** from the popup menu **Mode**.
12. Enter a point (full stop) in the **Postfix** field. Do NOT click the OK button!
13. Repeat points 2 to 4, and create the new Style Sheet **[Numbering 3]**.
14. In the newly created Style Sheet **[Numbering 3]**, go to the **Info** section and choose the option **[Numbering 2]** from the popup menu **Template** in the **General** section (top right).
15. Go to the **Bullets & Numbering** section and choose the option **Bullets** from the popup menu **Type**.
16. Leave the **Character** as **Dash (oo2D)** and enter 2 in the **Level** field.
17. Leave the other settings as they are and click the **OK** button at the bottom right of the dialog.

### Apply different Style Sheets to List

1. Create a numbered list with at least five items, where at least two items will be level 2.
2. Click the mouse in the first item on the list and choose the Style Sheet [Numbering] in the Style Sheets Palette.
3. Mark the rest of the list as previously described and choose the Style Sheet [Numbering 2] in the Style Sheets Palette.
4. Mark the two level 2 items and choose the Style Sheet [Numbering 3] in the Style Sheets Palette.

The Result should appear similar to the list below:

1. Point 1
2. Point 2
  - Point 2 Level 2 a
  - Point 2 Level 2 b
3. Point 3

#### **Tip:**

*The exercises in this manual were created using the method described above.*

- *You can, for example, apply a left (text) indent to the Style Sheet [Numbering 3] so that the items with this Style Sheet are indented for a better effect. You can of course extend this principle with more Style Sheets/Levels.*
- *If you have two or more lists in a text chain, whereby the body text separates the lists from one another, then you will certainly need two Style Sheets for level 1 as described above, otherwise the numbering will be continued from list to list. If you do require the numbering in your lists to be continuous, then you do not need the second Style Sheet.*

## Tips and Tricks for Bullets and Numbering Lists

1. When creating/editing tabs, activate the checkbox **Apply as Indent**, so that the text is left indented on the tab.
2. Always work with Style Sheets as these will save you a lot of time.
3. Work out in advance how many and which types of list styles you need in your document and create all the Style Sheets before you start editing.
4. If you are creating a document where you are using a specific style for index entries (in this manual index entries are colored red), you will always need a Character Style Sheet for the number or bullet. The reason for this is that if you apply the index style to the first character in the first word, that style will also be applied to the bullet or number of the list.