









Numbered Lists

1. Use the number icon on the toolbar to create a numbered list. 
2. Notice that the number icon looks depressed when you select it.
3. Every time you finish a name, phrase or sentence and press the enter key, the cursor will move to the next line and insert the next number.
4. The cursor will not move or insert a number if you continue to type without pressing the enter key.
5. Line spacing can be changed from single to 1 ½, double space, triple, etc. by choosing Format – Paragraph on the Format toolbar and choosing the arrow to the right of the spacing box to make a choice.
6. Chose Format – Bullets and Numbering – Numbered tab- to view or select from the various number styles (numerical, alphabetical, roman numerals) or customize the text position or number position.
7. To stop numbering at any time, click the number icon on the Format Toolbar to deselect it or press enter twice.
8. To decrease or increase the indent, select decrease indent  or increase indent  on the Format Toolbar.
9. Numbers can be colored by highlighting the number and selecting the arrow next to the Font color icon  on the Formatting Toolbar. A drop down menu of colors will appear. Select one by clicking on it and the highlighted numbers will reflect the change.

Bulleted Lists

- Select the bullet icon on the Format Tool bar to create a bulleted list. 
- Notice that the number icon looks depressed when you select it.
- Chose Format – Bullets and Numbering - Bullets tab - to view or select from the various bullet styles, customize the text position or bullet position, or choose a character or picture to use as a bullet.

- Every time you finish a typing a name, phrase or sentence and press the enter key, the cursor will move to the next line and insert another bullet.
- The cursor will not move or insert a bullet if you continue to type without pressing the enter key.
- Line spacing can be changed from single to 1 ½, double space, triple, etc. by choosing Format – Paragraph on the Format toolbar and choosing the arrow to the right of the spacing box to make a choice.
- To decrease or increase the indent, select decrease indent  or increase indent  on the Format Toolbar.
- Bullets can be colored by highlighting the bullet and selecting the arrow next to the Font color icon  on the Formatting Toolbar. A drop down menu of colors will appear. Select one by clicking on it and the highlighted bullets will reflect the change.