Bullets, Numbering, and Lists

Bullets and numbering are used to emphasise lists of things and usually make lists easier to read and follow.
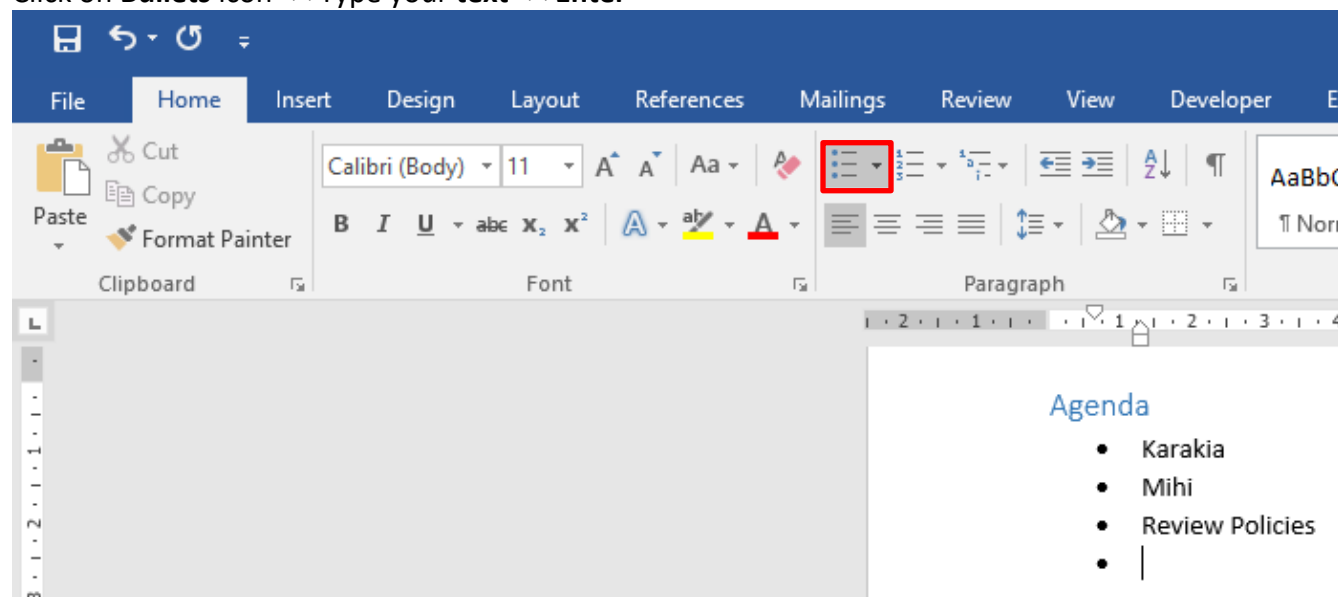
Bullets

Apply Bullets

Bullets can be applied one of two ways; whilst typing, and to a section that has already been typed.
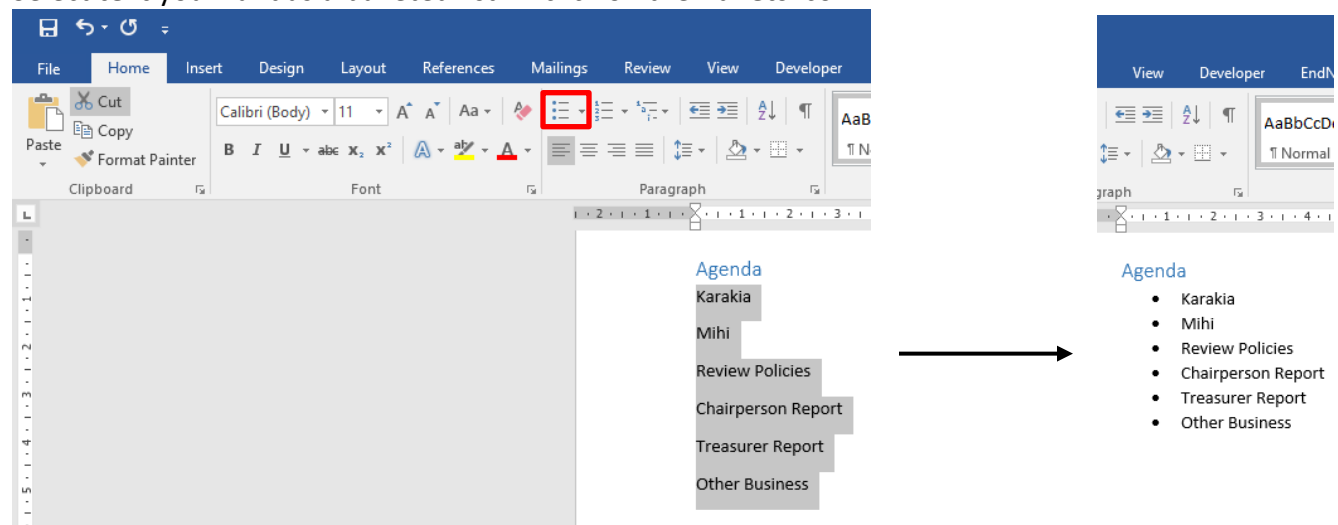
To apply whilst typing:

Click on **Bullets** icon << Type your **text** << **Enter**

To apply to a section that has already been typed:

Select **text** you want as a bulleted list << click on the **Bullets** icon
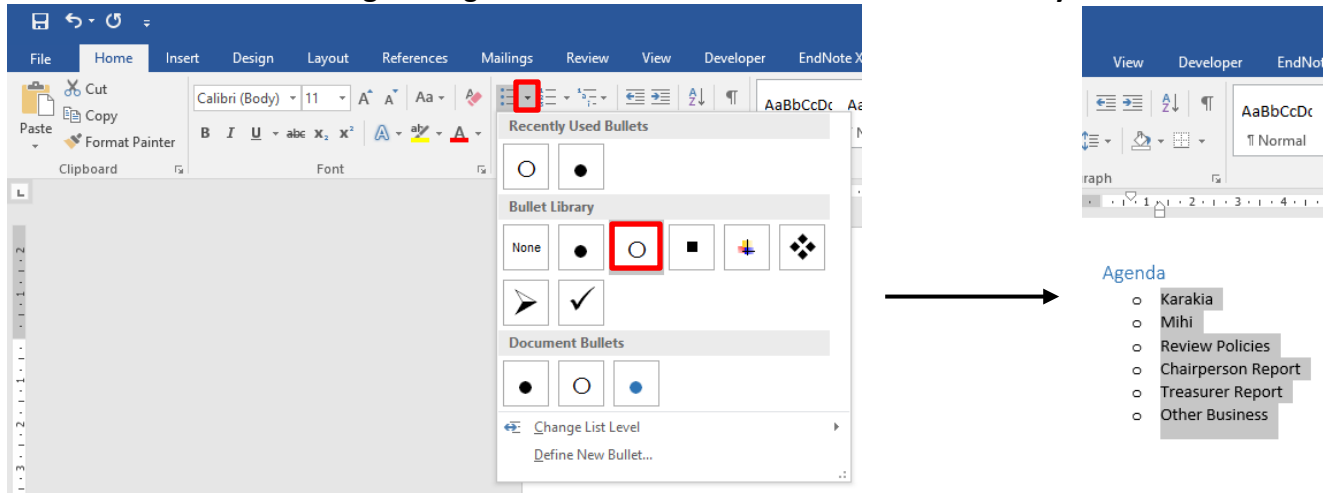
Change Formatting

To change the formatting, you can either **select a bullet** from the drop-down menu, or **define a new bullet.**
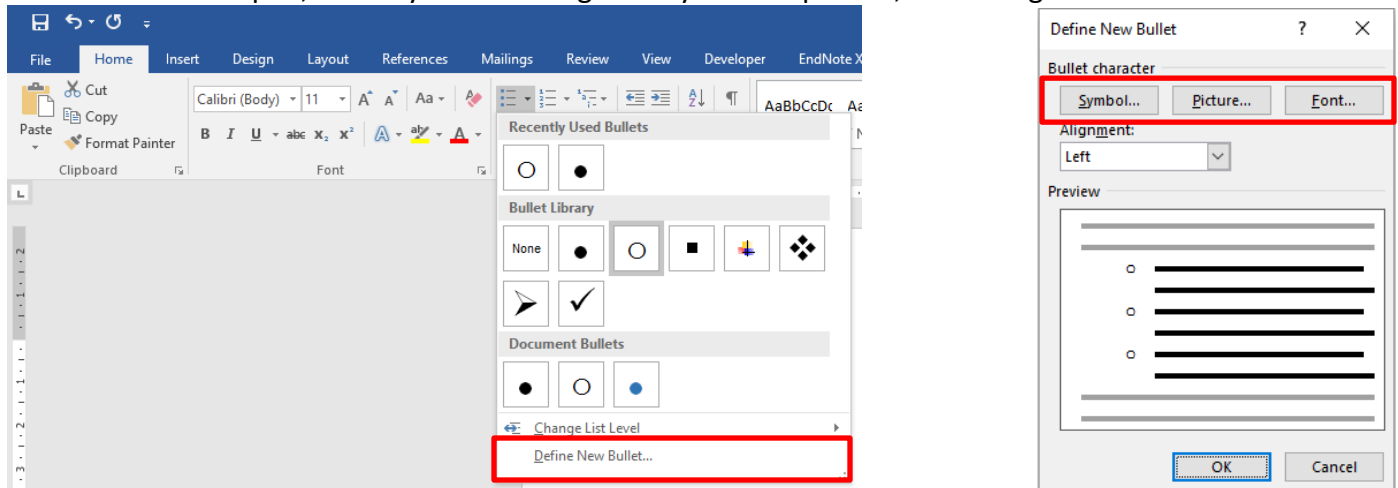
To select a bullet:

Select **text** << Click on **triangle** to right of **Bullet** icon << **Select** from **Bullet Library**

To define a new bullet:

Select **text** << Click on **triangle** to right of **Bullet** icon << **Select Define New Bullet**

A menu will then open, where you can change the symbol or picture, and change the font.
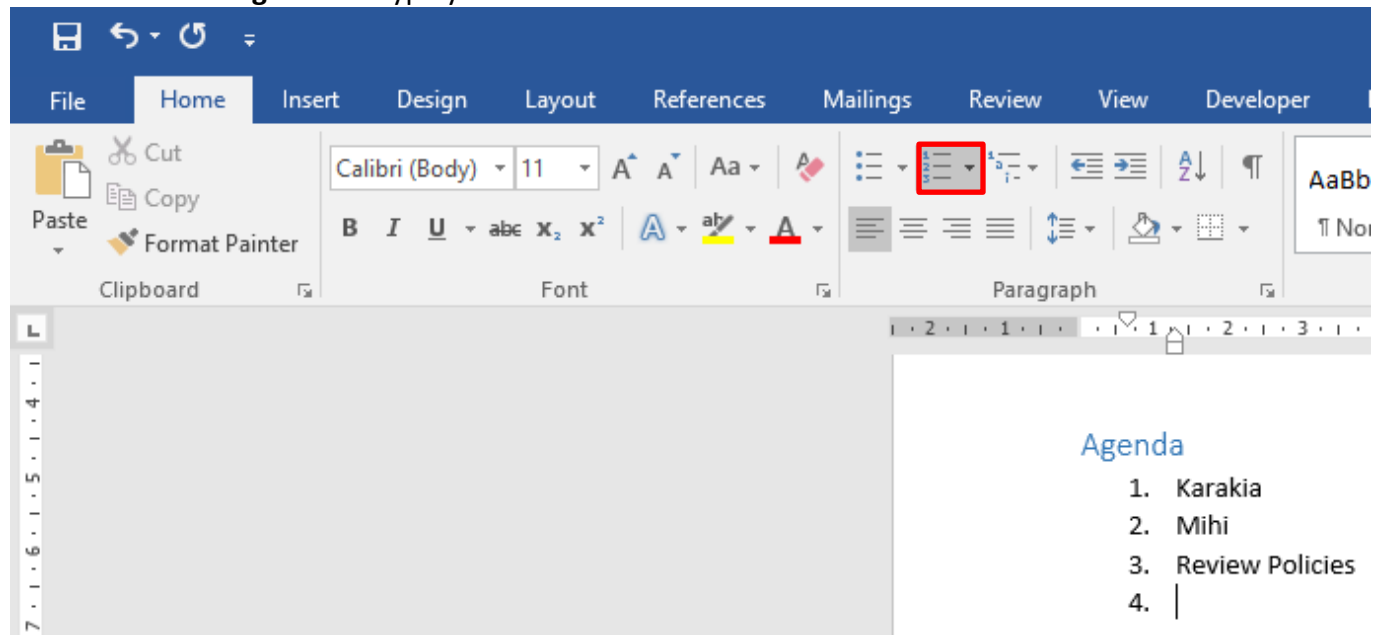
Numbering

Apply Numbers

Bullets can be applied one of two ways; whilst typing, and to a section that has already been typed.
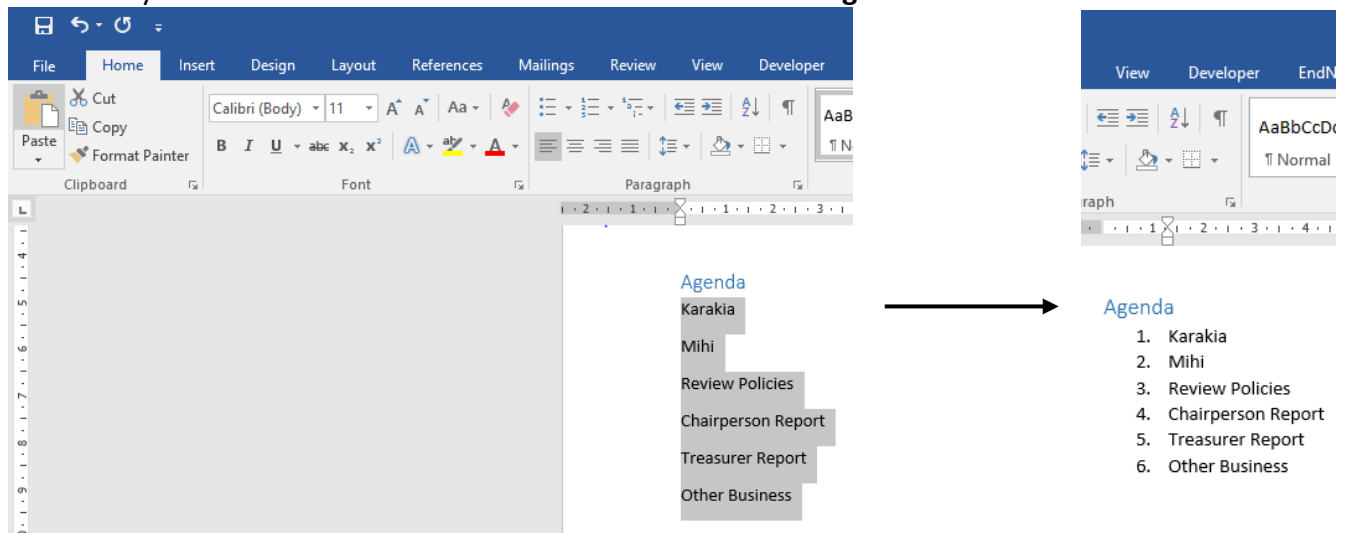
To apply whilst typing:

Click on **Numbering** icon << Type your **text** << **Enter**

To apply to a section that has already been typed:

Select **text** you want as a numbered list << click on the **Numbering** icon
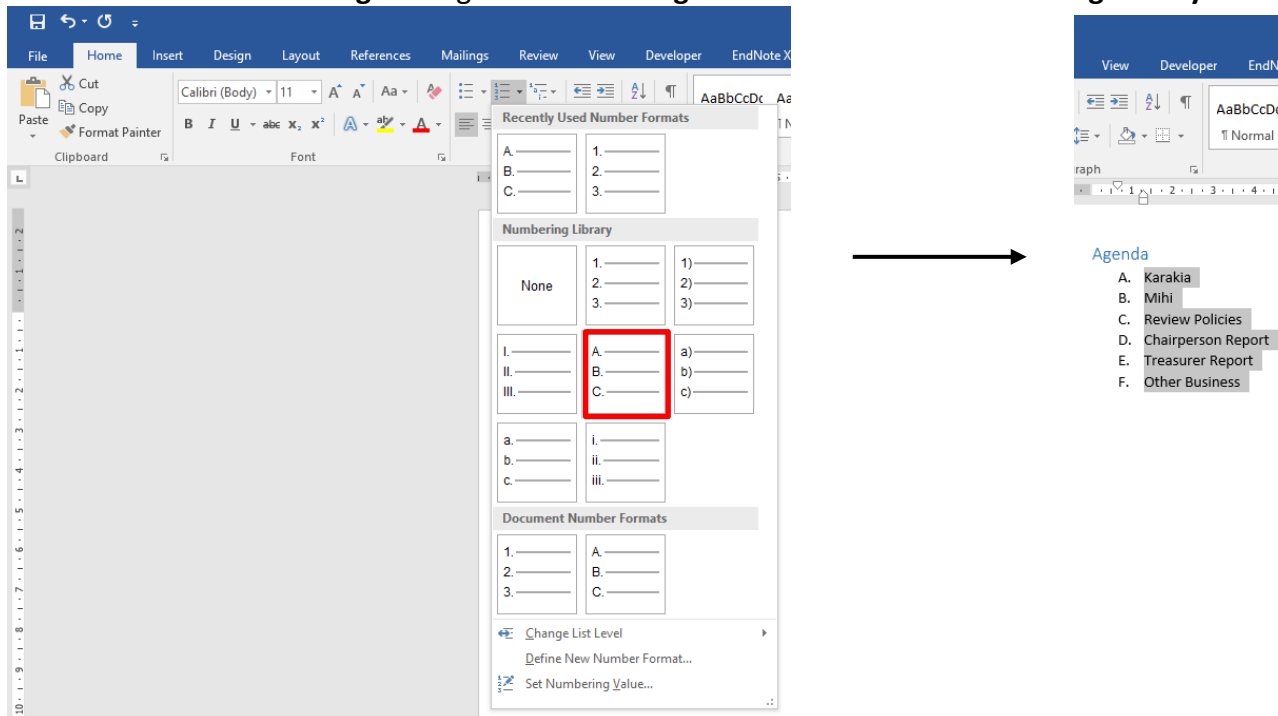
Change Formatting

To change the formatting, you can either **select a number** from the drop-down menu, or **define a new number.**
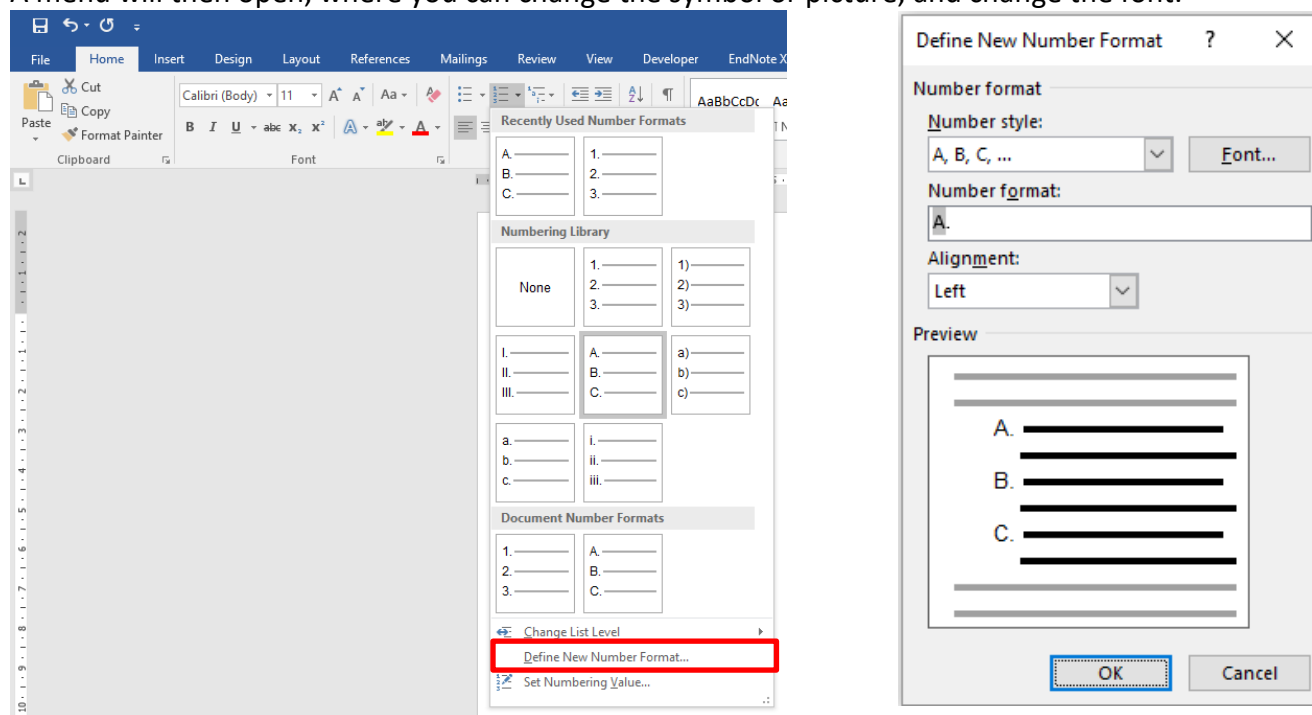
To select a number:

Select **text** << Click on **triangle** to right of **Numbering** icon << **Select** from **Numbering Library**

To define a new number:

Select **text** << Click on **triangle** to right of **Numbering** icon << **Select Define New Number**

A menu will then open, where you can change the symbol or picture, and change the font.

Lists

You can use the Multilevel List tool to create outline numbering in your document.

This is mainly used in a large-scale report where you require Headings and sub headings to be numbered.

Highlight **text** << click on **Multilevel List** << select **list type** (click on triangle to right of Multilevel List icon) << **enter**

Your document will be numbered from one to fifteen as in the example below; increasing the indent by one or two levels will change the list level as displayed in the following examples.
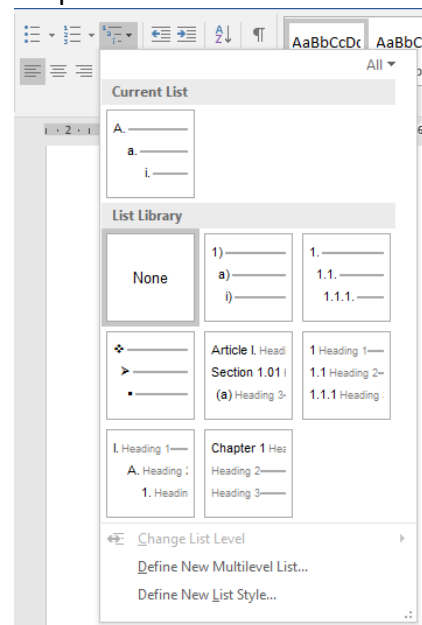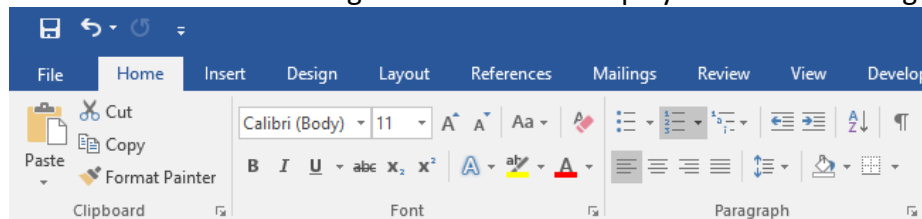
Example Outline Numbering:
No Indent

1. Executive Summary
2. Method of Investigation
3. Evidence
4. Conclusions
5. Introduction
6. Major Issues
7. Intended Readers
8. Name of Commissioner
9. Boundaries of the Investigation
10. Scope of the Investigation
11. Acknowledgements
12. Terms of Reference
13. Body
14. Conclusion
15. Recommendations

Example Outline Numbering:
Increase Indent Once

1. Executive Summary
    1.1. Method of Investigation
    1.2. Evidence
    1.3. Conclusions
2. Introduction
    2.1. Major Issues
    2.2. Intended Readers
    2.3. Name of Commissioner
    2.4. Boundaries of the Investigation
    2.5. Scope of the Investigation
    2.6. Acknowledgements
3. Terms of Reference
4. Body
5. Conclusion
6. Recommendations

Example Outline Numbering:
Increase Indent Twice

1. Executive Summary
    1.1. Method of Investigation
    1.2. Evidence
    1.3. Conclusions
2. Introduction
    2.1. Major Issues
    2.2. Intended Readers
    2.3. Name of Commissioner
        2.3.1. Boundaries of the Investigation
        2.3.2. Scope of the Investigation
        2.3.3. Acknowledgements
3. Terms of Reference
4. Body
5. Conclusion
6. Recommendations