

Bulleted Lists

It is easy to create a bulleted list in a Publisher text frame. Publisher provides the option of creating the list before assigning the bullets or turning on automatic bullets before creating the list from scratch. Bullets are used to help delineate items in a list from other text in a frame.

Adding Bullets to an Already Created List

- ❖ Select the text list that the bullets are to be added to.
- ❖ Click the **Bullets** button on the **Formatting** toolbar. The list will appear with bullets added.
- ❖ Click anywhere on the page to deselect the list.



Creating a List with Bullets

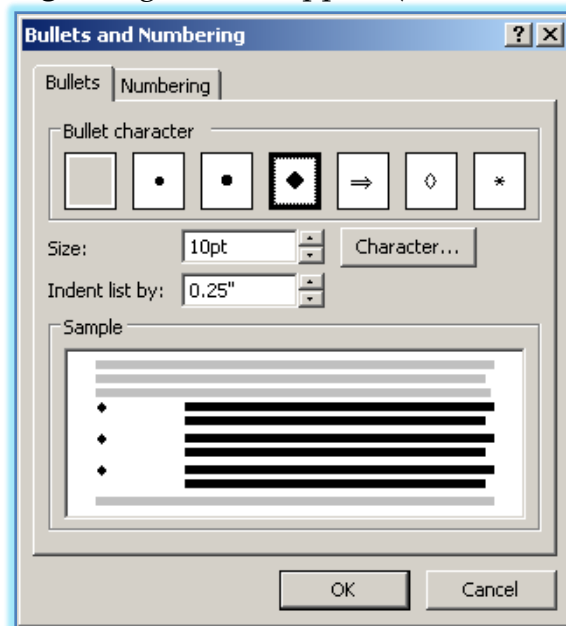
- ❖ Select the frame where the bulleted list is to appear.
- ❖ Do one of the following:
 - Click the **Bullets** button (see illustration at right) on the **Formatting** toolbar.
 - Choose **Bullets and Numbering** from the **Format** menu, click **Bullets**, click a **Bullet** character, and then click **OK**.
- ❖ Input the first line of text.
- ❖ Press the enter key. The next bullet will automatically appear.
- ❖ Input the next item. Continue this procedure until all the items have been added.
- ❖ Do one of the following to end the bulleted list:
 - Click the **Bullets** button on the **Formatting** toolbar.
 - Press **Enter** twice. Pressing **Enter** two times stops the bulleting.



Changing the Bullet Format

Using the Indents and Lists dialog box can change the format of the bullets in a bulleted list. In this dialog box, it is possible to choose the style of the bullet. To change the Bullet format, complete the steps below:

- ❖ Select the list for which the Bullet format is to be changed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Bullets and Numbering** from the items listed.
- ❖ The **Bullets and Numbering** dialog box will appear (see illustration below).



- ❖ Make changes to any of the following options:
 - To change the bullet type, click a choice from the **Bullet type** list, then click **OK**.
 - To change the bullet size, do one of the following:
 - Type a new number in the **Size** box.
 - Click the up or down arrow at the right of the **Size** box until the desired number is reached.
 - To select a **New Bullet** that is not in the list under **Bullet type**, click the **Character** button.
 - Choose a bullet from the list that appears.
 - If a desired bullet does not appear, click the **Font** drop-down list, and choose a different list.
 - To change the distance the text is indented from the bullet do one of the following:
 - Type a new number in the **Indent list by** box.
 - Click the up or down arrow at the right of the **Indent list by** box until the desired number is reached.
- ❖ When all the changes have been made, click the **OK** button.