

Numbered Lists

It is easy to create a numbered list in a Publisher text frame. Publisher provides the option of creating the list before assigning the numbers or turning on the automatic numbering before creating the list from scratch. The great thing about using the automatic numbering option is that if a line is added or deleted in the numbered list, all the numbering changes to accommodate the addition or deletion.

Creating a List with Numbers

- ❖ Select the frame where the numbered list is to appear.
- ❖ Do one of the following:
 - Click the **Number** button (see illustration at right) on the **Formatting** toolbar.
 - Input the number **one (1)**, press the **Tab** key, and then input the text, and press the **Enter** key.
 - Choose **Bullets and Numbering** from the **Format** menu, click on **Numbering**, select a **Format** for the number, and then click **OK**.
- ❖ Input the first line of text.
- ❖ Press the **Enter** key. The number 2 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 numbered list:
 - Click the **Numbers** button on the **Formatting** toolbar.
 - Press **Enter** twice. Pressing **Enter** two times stops the numbering.

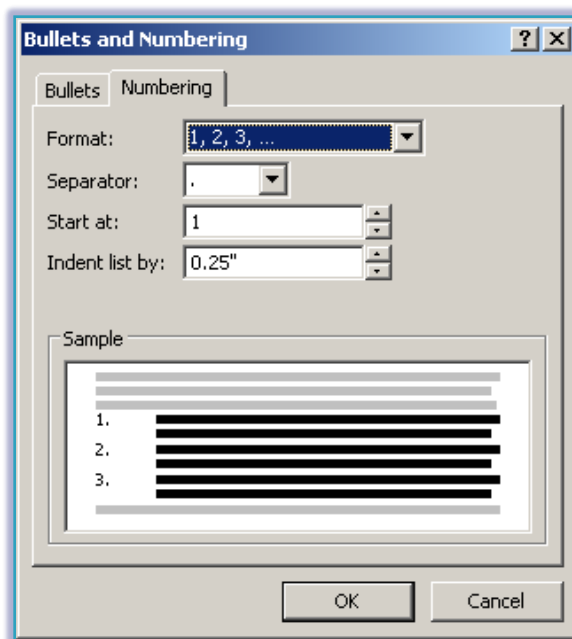


Adding Numbers to an Already Created List

- ❖ Select the text list that the numbers are to be added to.
- ❖ Click the **Numbers** button on the **Formatting** toolbar. The list will be numbered.
- ❖ Click anywhere on the page to deselect the list.

Changing the Number Format

The Bullets and Numbering dialog box is used to change the format of the numbers in a numbered list. In this dialog box, it is possible to choose the style of the number and where the numbers in the list will start numbering (i.e. with the number 5, instead of number 1). To change the Number format, complete the steps below.



- ❖ Select the list for which the number 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 on previous page).
- ❖ Click the **Numbering** tab.
- ❖ Make changes to any of the following options:
 - Use the **Format** drop-down list to select a new numbering format for the selected list.
 - Use the **Separator** drop-down arrow to select a different separator for the selected list.
 - To change the starting number in the list, do one of the following:
 - Type a new number in the **Start at** box.
 - Click the spinner arrow at the right of the **Start at** box.
 - To change the distance the text is indented from the number, do one of the following:
 - Type a new number in the **Indent list by** box.
 - Click the spinner arrow at the right of the **Indent list by** box until the desired number is reached.
 - To change the alignment of the text, use the **Alignment** drop-down arrow.
 - To change the space between the lines, click the **Line Spacing** button.
- ❖ When all the changes have been made, click the **OK** button.