

# Customizing Bulleted & Numbered Lists

By modifying numbered or bulleted lists, you are able to change the way the information is displayed. For example, you can create multilevel lists. By customizing numbered or bulleted lists, you are able to change the appearance of each bullet or number. For example, instead of a plain bullet, you could use a symbol or a picture.

This document discusses the methods for modifying and customizing lists. For information on creating bulleted lists, refer to Using Bulleted Lists.

## Modifying Bulleted Lists

Word gives you ways of modifying the format of your bulleted list. The following instructions will show you how to add explanatory text within your list without creating additional bullets and how to create a multilevel list.

### Adding Text to the List

Perhaps you want to add information to a list item but do not want to create a separate list item. Using this simple keystroke will place your insertion point on the next line without a bullet appearing.

1. Place the insertion point after the last character in the list item where you want to add text
2. Press **[Shift] + [Enter]**  
the insertion point appears under the previous list item.
  - In the *Spelling and Grammar* dialog box, click **OPTIONS...**  
|
3. Type the additional text

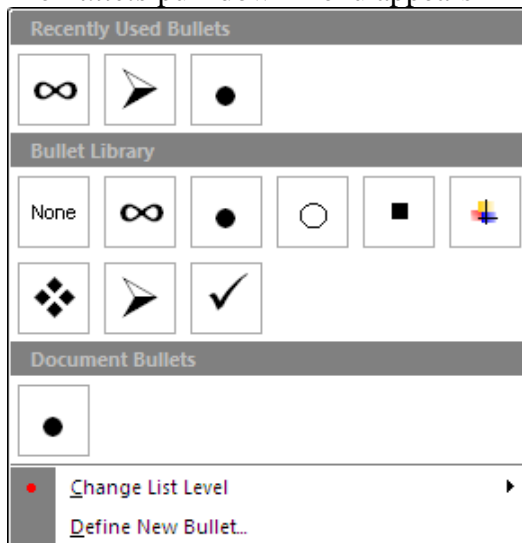
### Creating a Multilevel List (Outline)

Sometimes, one level of bullets is not enough. Creating an outline can help organize your document for clearer presentation. Word allows up to nine different levels for outline lists. It is easy to demote or promote a list item from one level to another using the **INDENT** buttons. For more information, refer to *Outlining: Bullet and Numbering Options*.

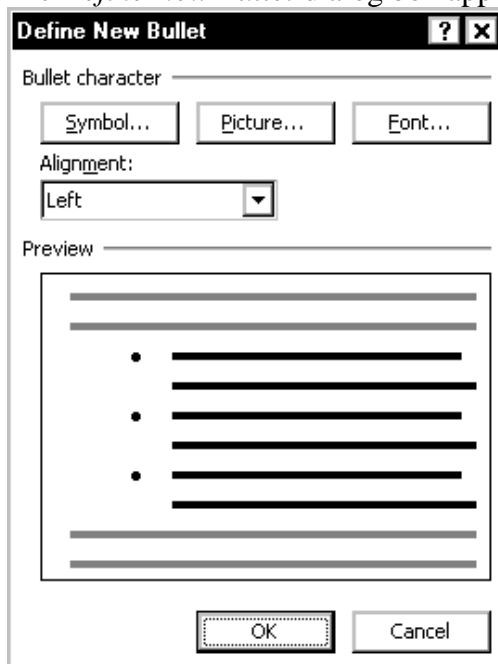
# Customizing Bulleted Lists

Customizing your bulleted list allows you to use creative and eye-catching bullets. Word provides many different images from which to choose. The following instructions assume that a bulleted list has already been created. If you do not have a bulleted list, refer to Using Bulleted Lists.

1. Select the bulleted list you want to customize
2. On the *Home* command tab, in the *Paragraph* group, click ▼ on the BULLETS button  
The *Bullets* pull-down menu appears



3. Select the desired bullet option
4. If the desired option does not appear, select *Define New Bullet...*  
The *Define New Bullet* dialog box appears



5. To select a symbol for your bullet,
  - a. Under *Bullet character*, click **SYMBOL...**  
The *Symbol* dialog box appears.
  - b. From the *Font* pull-down box, select the desired font
  - c. In the scroll box, select the desired bullet character
  - d. click **OK**
6. To select a picture for your bullet,
  - a. Under *Bullet character*, click **PICTURE...**  
The *Picture Bullet* dialog box appears.
  - b. In the scroll box, select the desired bullet character
  - c. Click **OK**

## Modifying Numbered Lists

Word gives you ways of modifying the format of your numbered list. The following instructions will show you how to add explanatory text within your list without creating additional numbers and how to create a multilevel list.

### Adding Text to the List

Perhaps you want to add information to a step but do not want to create a separate list item. Using this simple keystroke will place your insertion point on the next line without a number appearing.

1. Place the insertion point after the last character in the step where you want to add text
2. Press [**Shift**] + [**Enter**]  
your insertion point appears under the previous list item.
  1. In the *Spelling and Grammar* dialog box, click **OPTIONS...**  
|
3. Type the additional text

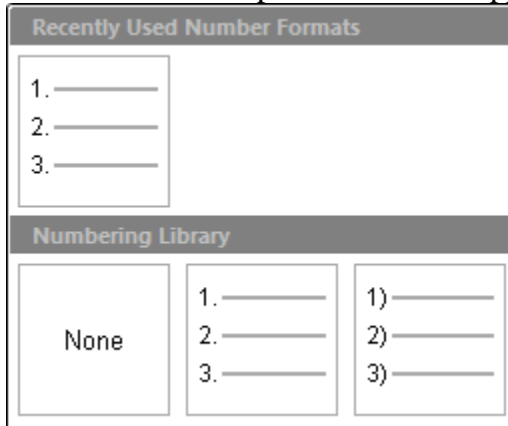
### Creating a Multilevel List (Outline)

Sometimes, one level of numbering is not enough. Creating an outline can help organize your document for clearer presentation. Word allows up to nine different levels for outline lists. It is easy to demote or promote a list item from one level to another using the **INDENT** buttons as described here. For more information, refer to *Outlining: Bullet and Numbering Options*.

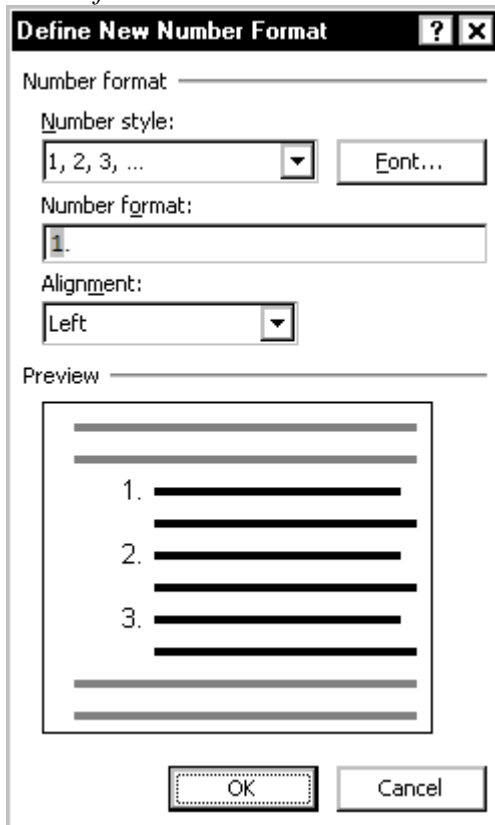
## Customizing Numbered Lists

Customizing your numbered list allows you to have a wider variety of styles for numbers. Word provides several different ways of customizing your numbers in order to create an effective numbered list. The following instructions assume that a numbered list has already been created. If you do not have a numbered list, refer to *Using Numbered Lists*.

1. Select the numbered list you want to customize
2. On the *Home* command tab, in the *Paragraph* group, click ▼ on the NUMBERING button  
The *Numbered List* pull-down menu appears.



3. Select the desired numbering option
4. If the desired option does not appear, select *Define New Number Format...*  
The *Define New Number Format* dialog box appears.



5. To change the number style, from the *Number style* pull-down list, select the desired option
6. To change the number format, in the *Number format* text box, make the desired changes  
EXAMPLE: Instead of following numerals with a period (1.), you may want to follow them with a dash (1- ).

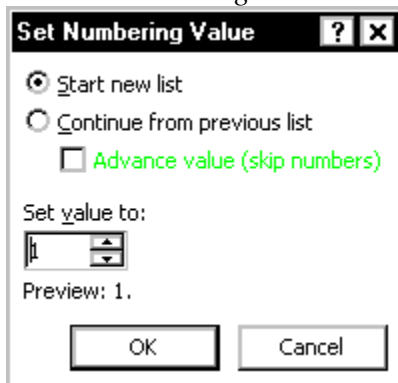
7. To change the numbering alignment, from the *Alignment* pull-down list, select **Left**, **Right** or **Centered**

Left-aligned	Centered	Right-aligned
8. Eight	8. Eight	8. Eight
9. Nine	9. Nine	9. Nine
10. Ten	10. Ten	10. Ten
11. Eleven	11. Eleven	11. Eleven

8. To change font, style, color, or size of the numbers,
  - a. Click **FONT...**  
The *Font* dialog box appears.
  - b. Under *Font*, *Font style*, *Font color*, or *Size*, select the appropriate options  
an example of your number formatting appears in the *Preview* section.
  - c. Click **OK**  
your customized number appears in the *Number format* text box.
9. Click **OK**

## Changing the Starting Number

1. Select the numbered list
2. On the *Home* command tab, in the *Paragraph* group, click ▼ on the NUMBERING button  
The *Numbered List* pull-down menu appears.
3. Select **Set Numbering Value...**  
The *Set Numbering Value* dialog box appears.



4. In the *Set value to* scroll box, type or use the nudge buttons to select the number to start the numbered list
5. Click **OK**