

Outlining: Bullet & Numbering Options

An outline's hierarchy is separated by levels. You can customize these levels by adding bullets or numbers. Bullets and numbers are useful because they help a user locate headings and levels with relative ease.

Customizing the Settings and Levels

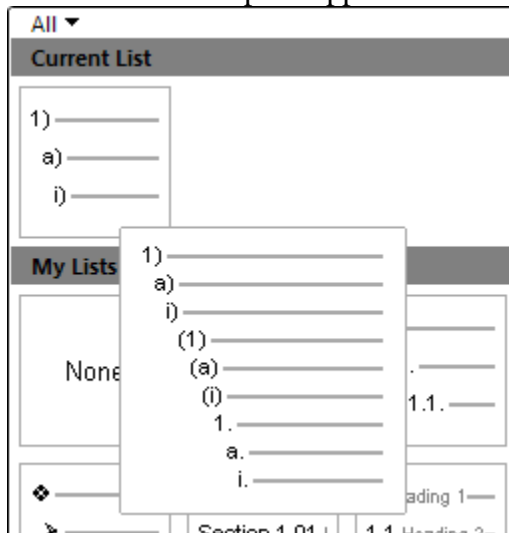
Word provides various default outline settings. If you do not want to use these settings, you can create your own. You can customize the levels of both bulleted and numbered outline lists by using the *Ribbon*. Among the features you can customize are: the font of your bullets or numbers, their positions, and their numbering styles.

Customizing Outline Numbered Lists

1. Place the insertion point within the desired list
2. From the *Home* command tab, in the *Paragraph* group, click **MULTILEVEL LIST**



the *Multilevel List* pane appears.



3. Select an outline option
4. To customize your list, use one or more of the following options :

To customize **style**, from the *Home* command tab, in the *Styles* group, select the desired style

To customize the **sequence of numbers in a numbered list**, right click on the line you want to change » select *Numbering* » *Set Numbering Value...* and use the nudge buttons to set the appropriate number

To customize **font style**, from the *Home* command tab, in the *Font* group, select the desired style

To customize **number position for a numbered list**, place the insertion point somewhere in the list, and then right click » select *Adjust List Indents...* and set *Number Position* appropriately

To customize **text position in a numbered list**, place the insertion point somewhere in the list, and then right click » select *Adjust List Indents...* and set *Text Indent* appropriately

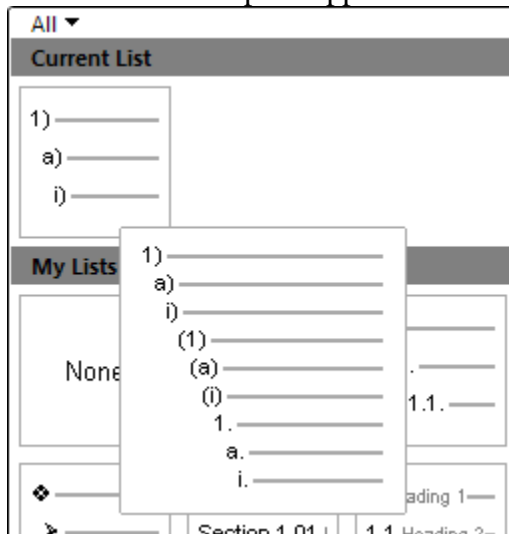
5. Repeat steps 1-4 for each outline level
6. When you are satisfied with your customized outline format, click **OK**

Applying Outline Numbering to Existing Text

1. Select the text you want to apply outline numbering to
2. From the *Home* command tab, in the *Paragraph* group, click **MULTILEVEL LIST**



the *Multilevel List* pane appears.



3. Select the desired outline option
the bullets or numbers are applied to your selected text.
OPTIONAL: To customize the outline option you just selected, refer to Customizing Outline Numbered Lists

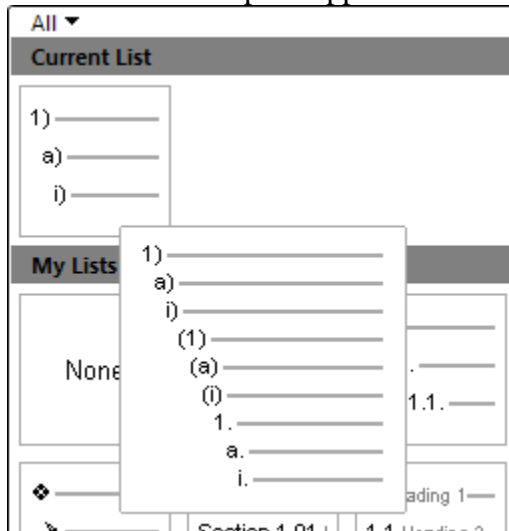
Applying Outline Numbering as You Type

You can select and customize your outline list prior to typing any list items. For instructions on the basics of using bulleted or numbered lists, refer to Using Bulleted Lists or Using Numbered Lists.

1. Place the insertion point where list is to begin
2. From the *Home* command tab, in the *Paragraph* group, click **MULTILEVEL LIST**



the *Multilevel List* pane appears.



3. Select the desired list option
 4. OPTIONAL: To customize the outline option you just selected, refer to Customizing Outline Numbered Lists
 5. Type the text for the first list item
- NOTE: Word will automatically number or bullet your headings accordingly.

Adding or Deleting Levels

After you have customized your outline, you may need to add or delete levels. If you have a customized outline, added levels will automatically follow the customized format. Your customized outline will automatically adjust to deleted levels as well.

Adding a Level

1. Place the insertion point above the location where you want to insert a new level
 2. Press **[Enter]**
- The new level appears with the appropriate outline symbol to the left.



Deleting a Level

1. Select the level you want to delete
2. Press **[Delete]**

Helpful Keyboard Shortcuts

Here are some helpful keyboard shortcuts to use when promoting/demoting the different levels and paragraphs of your outline.

Action	Key Combination
Advance to next list item	[Enter]
Promote a list item	[Shift] + [Tab] OR [Alt] + [Shift] + [Left Arrow]
Demote a list item	[Tab] OR [Alt] + [Shift] + [Right Arrow]
Demote to body text	[Ctrl] + [Shift] + [N]
Select list item above	[Alt] + [Shift] + [Up Arrow]
Select list item below	[Alt] + [Shift] + [Down Arrow]

HINT: To promote/demote levels, you can also click **INCREASE INDENT**  or **DECREASE INDENT** .

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