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.

Add Bullets to an Already Created List

✣ Select the text list that the bullets are to be added to.
✣ Click the **Home Tab**.
✣ In the **Paragraph Group**, click the **Bullet** button (see illustration below).

✣ A bullet should appear to the left of each paragraph item in the list.
✣ Click anywhere on the page to deselect the list.

Create a List with Bullets

✣ Select the frame where the bulleted list is to appear.
✣ Click the **Home Tab**.
✣ In the **Paragraph Group**, click the **Bullet** button (see illustration below).
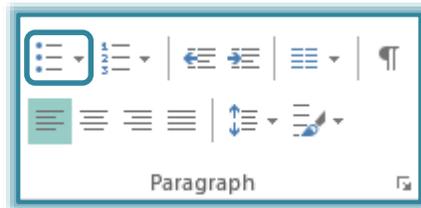
✣ Input the first line of text.
✣ Press the enter key. The next bullet will automatically appear.
✣ Input the next item. Continue this procedure until all the items have been added.
✣ Do one of the following to end the bulleted list:
    ✦ Click the **Bullets** button in the **Paragraph Group**.
    ✦ Press **Enter** twice. Pressing **Enter** two times stops the bulleting.

Change the Bullet Format

Using the Bullets and Numbering 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 the **Home Tab**.
✣ In the **Paragraph Group**, click the **Bullets** button (see illustration on next page).
✣ Choose **Bullets and Numbering** at the bottom of the list (see illustration on next page).
✣ The **Bullets and Numbering** dialog box will appear (see illustration on next page).
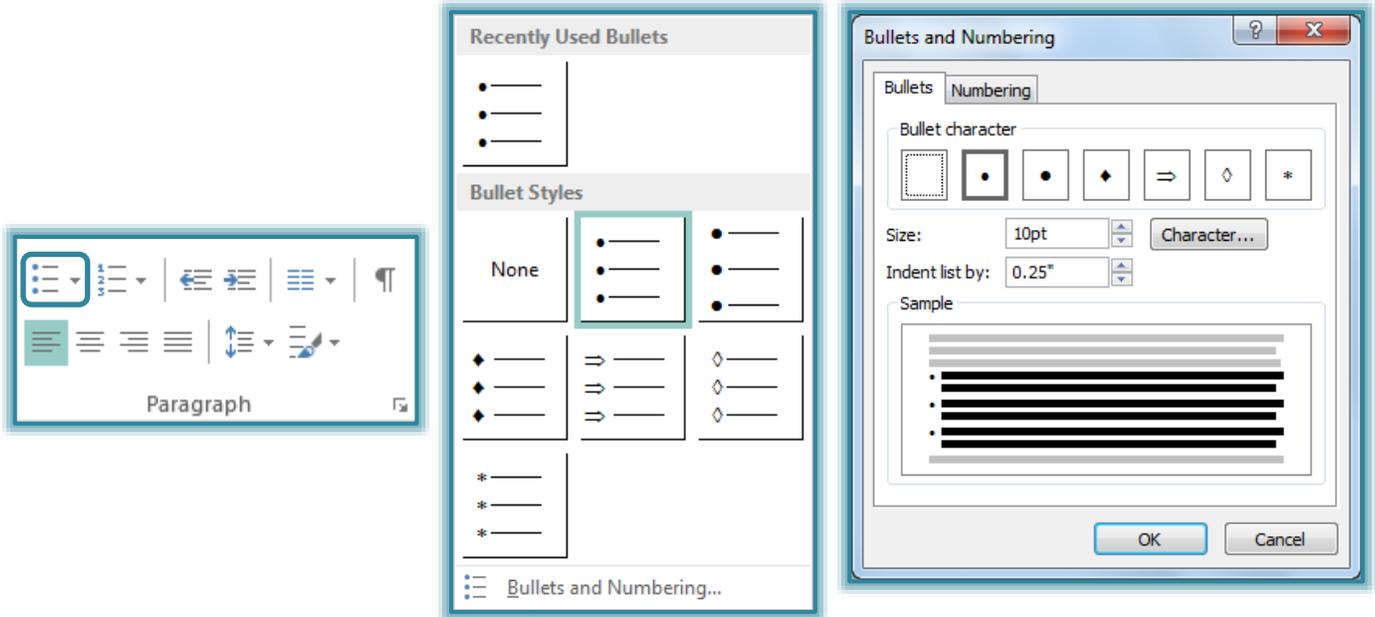
✟ Make changes to any of the following options:
- ✦ To change the bullet type, click a choice from the **Bullet Character** list, then click **OK**.
- ✦ To change the bullet size, do one of the following:
  - ▫ Type a new number in the **Size** box.
  - ▫ Click the up or down arrow at the right of the **Size** box until the desired number is reached.
- ✦ To 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.
- ✦ To select a **New Bullet** that is not in the list under **Bullet Character**, 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.

✟ When all the changes have been made, click the **OK** button.