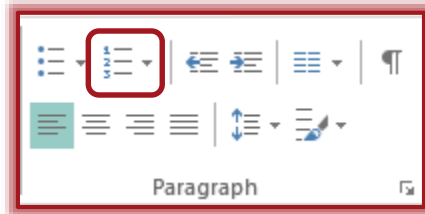


Numbered Lists

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.

Create a List with Numbers

- † Select the frame where the numbered list is to appear.
- † Click the **Home Tab**.
- † In the **Paragraph Group**, click the **Numbering** button (see illustration below).



- † Input the first line of text.
- † Press the **Enter Key**. The next number will automatically appear.
- † Input the next item.
- † Press the **Enter Key**. Continue this procedure until all the items have been added.
- † Do one of the following to end the numbered list:
 - ☆ Click the **Numbering** button in the **Paragraph Group**.
 - ☆ Press **Enter** twice. Pressing **Enter** two times stops the numbering.

Add Numbers to an Already Created List

- † Select the text list that the numbers are to be added to.
- † Click the **Home Tab**.
- † In the **Paragraph Group**, click the **Numbering** button (see illustration below).



- † A number should appear to the left of each paragraph item in the list.
- † Click anywhere on the page to deselect the list.

Change 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.

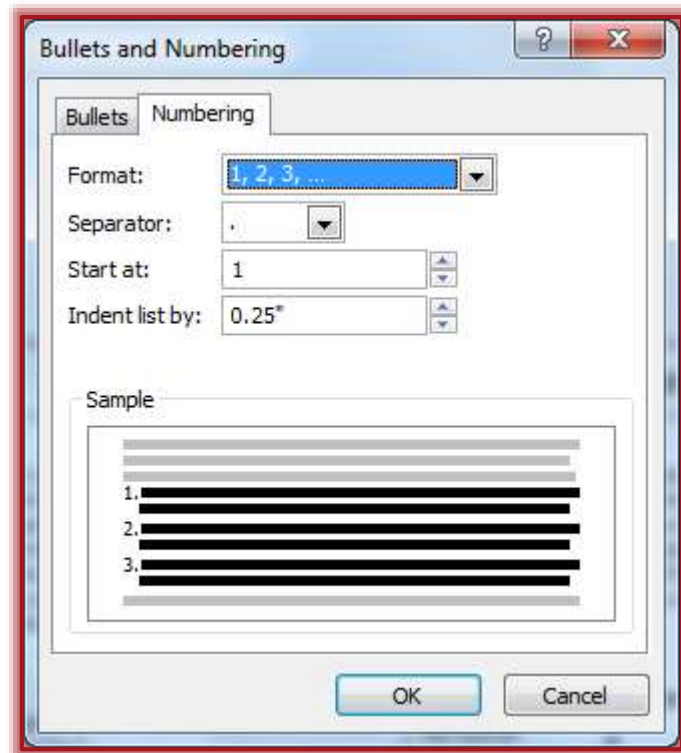
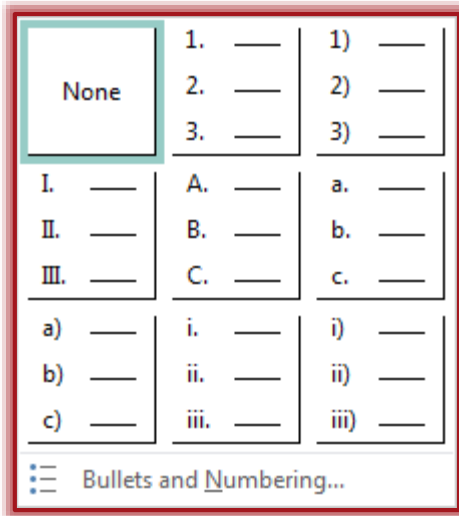
- † Select the list for which the Bullet format is to be changed.
- † Click the **Home Tab**.

✚ In the **Paragraph Group**, click the **Numbering** button (see illustration below).



✚ Choose **Bullets and Numbering** at the bottom of the list (see illustration below).

✚ The **Bullets and Numbering** dialog box will appear (see illustration below).



✚ Make changes to any of the following options:

☆ Click the **Format** list arrow to select a different style for the number.

☆ To select a different separator, such as a parenthesis, click the **Separator** list arrow.

☆ Click the **Start At** spinner arrows to specify which number the list is to start at. The default is number 1.

☆ To change how far the number is to be indented, click the **Indent list by** spinner arrow.

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