

## Borders

The *Borders* tab is the same as the Borders tab on the Paragraph dialog; see page 83.

## Formatting lists using styles

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Whenever possible, use paragraph styles for creating bulleted and numbered lists. Writer comes with two sets of paragraph styles for this purpose. However, these styles do not include options for settings such as the type of bullet or position of numbers. Those settings come from list styles, which are intended to be attached to paragraph styles. It is recommended to use them together in these ways:

- Use paragraph styles List 1, List 2, List 3, and so on for creating bulleted lists. These styles use Bullet list styles.
- Use paragraph styles Numbering 1, Numbering 2, Numbering 3, etc, for creating numbered lists. These styles use the list styles called Numbering 1, Numbering 2, etc.

With paragraph styles, you can easily create nested lists, in which list items have sub-items under them, as in an outline. This requires specifying the settings for the additional levels. Once you have set up nested lists, you can readily change the hierarchy of an item. To demote an item one level, position the cursor at the beginning of the line (after the bullet or number) and press the *Tab* key. To promote an item one level, press *Shift+Tab*.

For more about creating lists using styles, see Chapters 8 (Introduction to Styles), 9 (Working with Styles) and 12 (Lists: Tips and Tricks).

## Formatting lists directly

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You can directly format numbered or bulleted lists in several ways:

- Use the Bullets and Numbering toolbar (Figure 83).
- Use the **Toggle Bulleted List** and **Toggle Numbered List** buttons on the Formatting toolbar, the Formatting (Styles) toolbar, or the Paragraph panel of the Properties deck of the Sidebar (Figure 84).
- Use the Bullets and Numbering dialog (Figures 85 and 86).

To produce a simple numbered or bulleted list, select the paragraphs in the list and then click the appropriate icon on the Paragraph panel on the toolbar.

### Tip

It is a matter of personal preference whether you type your information first, then apply numbering/bullets or apply these as you type.

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### Note

Bullets and numbering applied in these ways cannot be removed with **Format > Clear Direct Formatting** on the Menu bar, or with the **Clear Direct Formatting** icon on the Formatting toolbar, or with **Clear Direct Formatting** on the context menu, or by using *Ctrl+M*. Rather, they are turned off or removed from selected text by toggling the relevant buttons on the Formatting toolbar, or on the Sidebar's Properties deck.

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