Adding characters before and after numbers

You can set up to 40 characters before or after the actual number using the *Before* and *After* fields. These characters are added automatically whenever the list style they are attached to is applied.

Common characters after a number might be a period, a parenthesis, or both. Alternatively, you might put a parenthesis both before or after the number, or text such as *Step #* in the *Before* field. In a *List Cont.* style, you might add *(Continued)* before.

More elaborately, you might set a paragraph style to start at the top of the page, then attach to it a list style with text so that the paragraph style will automatically add text.

In a numbered list, you can choose the number of outline levels in the list by adjusting the *Show sublevels* field. For example, if you decided to show three sublevels, the first use of the third sublevel would be numbered 1.1.1.

> ✔ **Note**
>
> Using the *Before, After,* and/or *Show sublevels* fields means that the settings on the *Position* tab need to be adjusted so there is enough space between the number and the text.

Setting the character style

By default, the *Character Style* field for numbered lists is set to the *Numbering Symbol* character style, and for bulleted lists to the *Bullets* character style.

For most purposes, you probably have no reason to change these defaults. Unless modified, these character styles use the same font and font size as the *Default Style* character style, and apply to both the number and any text in the *Before* or *After* fields.

Common modifications include making the numbers or bullets larger, giving them a corporate color, making them bold, or using a condensed version of a font.

> ✔ **Note**
>
> You may need to change the text indent if you use a larger font, especially for two or three digit numbers. The line height may also need to be increased.

Example: Formatting large list numbers

You may want to have the numbers in a larger or different font, or a different color, from the text of the list. To create this effect, follow these steps:

1) Create a new character style for the numbers, or modify an existing character style. For this example, the new style is named Numbers Large.

   On the *Font* tab of the character style dialog, increase the font size. To change the color of the number, go to the *Font Effects* tab. Click **OK** to save the new or modified character style.

2) Create a new list style, or modify an existing list style. On the *Customize* tab of the numbering style dialog (Figure 279), choose the character style you created or modified. For this example, choose Numbers Large. Click **OK** to save the style.

3) Create a new paragraph style, or modify an existing paragraph style. On the *Outline & Numbering* tab of the paragraph style dialog, choose the numbering style you created or modified.

4) Apply the paragraph style in the usual way to the items of the list.