Creating the CDTracks paragraph style

Although we could directly apply the list style to the items on the list, using a paragraph style is better practice, so we will do that. We will base our new CDTracks style on the *Default Paragraph Style*.

1) Start by clicking the **Paragraph Styles** icon on the Styles deck of the Sidebar. Then right-click on the *Default Paragraph Style* in the list box and choose **New**.

2) On the *Organizer* tab of the Paragraph Style tab, type **CDTracks** in the *Name* box and optionally set the *Next style* to be **CDTracks**.

3) On the *Outline & Numbering* tab (Figure 292), choose **CDTrack** in the *Numbering style* drop-down list.
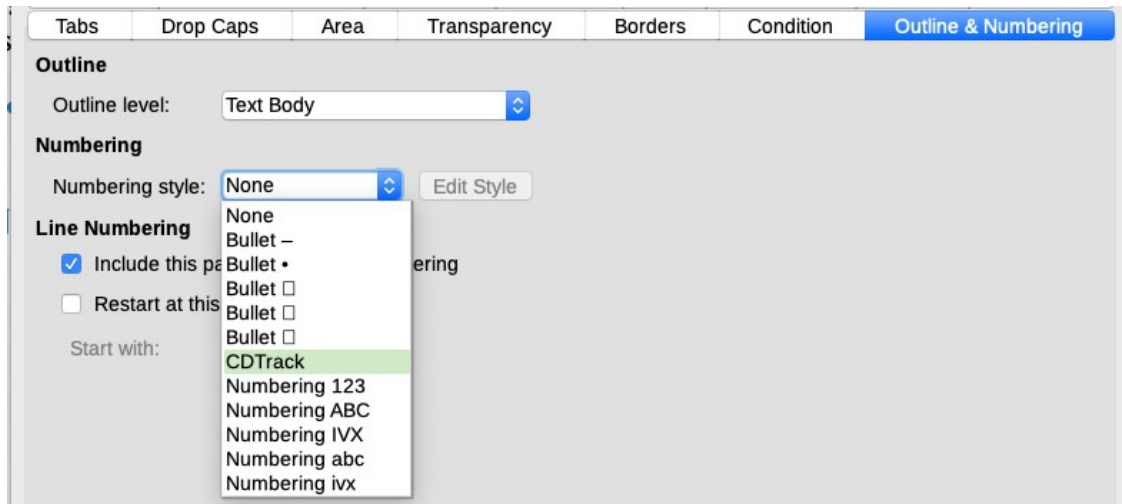
4) Click **OK** to save the new paragraph style.

Figure 292: Selecting a numbering style for the new paragraph style

Applying the list paragraph style

Now that the list style and paragraph style are available, they can be quickly applied to any list in the document.

1) If you are starting a new list, before pressing *Enter* to start a new line, double-click the desired paragraph style name in the Styles deck on the Sidebar. At the end of the list, press *Enter*, then double-click the paragraph style (on the Styles deck) you want for the rest of the text.

2) If you already have a list, select it and then double-click the desired paragraph style name on the Styles deck.

If you have more than one list in a document, the second and subsequent lists with the same paragraph style continue their numbering from the previous list. To restart at 1, place the cursor anywhere in the paragraph you want numbered 1, right-click, and choose **Bullets and Numbering > Restart numbering** in the context menu.