Formatting bullet lists

The default character style for bullets is *Bullets*. It gives you a standard bullet for the Default Paragraph Style. However, you might want to change the symbol using the *Character* field on the *Customize* tab. Selecting the *Character* field opens a dialog from which you can choose any symbol supported by the current font.

If your design includes nested bullets – that is, bullet lists within bullet lists – you might want to create an additional list style with a name like *Bullets2.*

However, if you do use more than one bullet list style, make sure their designs are compatible. In fact, indenting the nested bullets and nothing more is enough to distinguish them from the top level bullets.

Example: Making a checklist

Depending on the characters you choose, bulleted list styles can serve as more than unordered lists. For example, a bullet list can be made into a checklist by selecting the font or character used for the bullet.
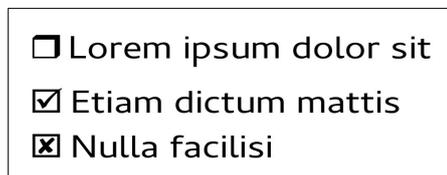

Figure 281: Three bullet list styles for checklists

If you want a checklist to be used with a pen, set up the list style in the usual way, using a character style that uses the OpenSymbol font that ships with LibreOffice, and assign the character *U+E00B* (a shaded open box) as the bullet (that is two zeros, not lower case "o"s). Print the list, and it is immediately ready for use. Add some corporate branding and letterhead, and the To Do list can be used in business.

If you want to use the list on the computer, create two list styles, one that uses the character *U+2752*, and one that uses the character *U+E531* (a box with a check mark). Create the list using the first style, then tick off an item by applying the second style to it.

Depending on the purpose of the list, you can also create a third list style that uses the character *U+E532* (an X mark) to indicate items that were not completed.

Using images as bullets

Using an image instead of a standard bullet is a convenient way to add some originality to your document. However, you are limited by the small size at which most bullets display. Mostly, simple images with strong contrast work best as a substitute bullet. Often, a black and white image is more effective.