

✓ Note

The *Restart at this paragraph* field in the Line Numbering section of the *Outline & Numbering* tab is for line numbering, not paragraph numbering.

Naming list styles

LibreOffice provides several default names for bullets and numbered lists. You can modify these styles, and you can add your own list styles and give them descriptive names like *Arabic Numeral Blue* or *Lower Case Indented*.

If you decide not to use these styles, you can right-click each of them in the Styles deck on the Sidebar and hide them. You can go to the *Hidden* view and unhide them later if you decide to use them.

i Tip

Using the same name for both the list style and the paragraph style with which it is linked can make working with different types of styles much easier. If you use a character style to define the bullet or number, give it the same name, too.

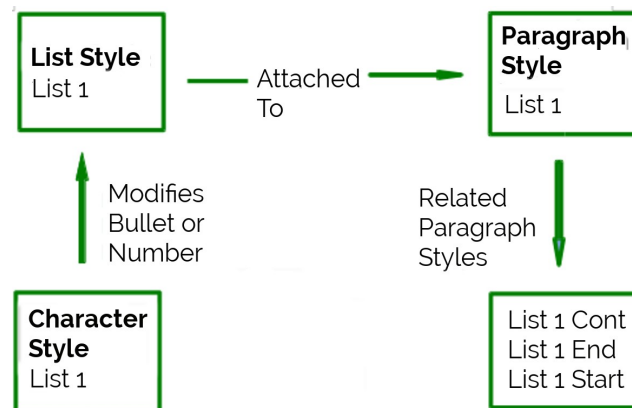


Figure 274: Give related styles similar names and you can locate the ones you need more quickly

Formatting list styles

You have two ways of formatting bullets and numbers in list styles.

The quick way is to select a list style from the *Bullets*, *Numbering Style*, *Outline*, or *Image* tabs. Each of these tabs give a variety of options, although not an exhaustive selection.

Even if the choices on the *Image* tab look old-fashioned, they can be useful; for instance, see “Example: Styling the Tips, Notes, and Cautions in this book” on page 266.

The second and more practical way is to customize bullets or numbered lists for yourself, using the *Customize* and *Position* tabs. Both tabs have ten levels. This setting is mostly useful for creating a single outline numbering style, in which the numbering changes each time you press the *Tab* key (see “Outline lists” on page 255). For most bulleted and numbered lists, either set the *Level* to 1, or leave the *Level* at the default 1-10.