

Applying list styles

List styles define properties such as indentation, numbering style (for example, 1,2,3; a,b,c; or bullets), and punctuation after the number, but they do not by themselves define properties such as font, borders, text flow, and so on. The latter are properties of paragraph styles.

Although you can apply list styles using the Styles menu on the Menu bar or the Styles deck on the Sidebar, those methods are not recommended.

Whenever possible, use paragraph styles for creating bulleted and numbered lists. Writer comes with two sets of paragraph styles for this purpose. It is recommended to use list styles and paragraph styles 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.

Writer has several predefined list styles, which use different bullet symbols or number sequences (123, abc, ABC, and so on). As with any style, you can redefine the properties of these styles, for example the numbering or bullet symbol and the indentation. You can also define other list styles in these series or create your own series.

List styles can have up to ten levels, used for nested lists. To switch from one level to another, use the **Promote One Level** or **Demote One Level** icons on the Bullets and Numbering toolbar, or press the *Tab* key (one level down) or *Shift+Tab* keys (one level up), or right-click on the list element and select **Promote One Level** or **Demote One Level** in the context menu.

Restarting or continuing the numbering

When creating more than one numbered list of the same type within the same chapter, Writer applies sequential numbering to all the lists. Sometimes this is what you want (for example, when placing illustrations between the numbered paragraphs), while at other times you want to restart the numbering.

To restart the numbering of any numbered list, right-click the paragraph and select **Bullets and Numbering > Restart Numbering** in the context menu or use the *Restart at this paragraph* option in the *Numbering* section on the Paragraph dialog (Figure 273).

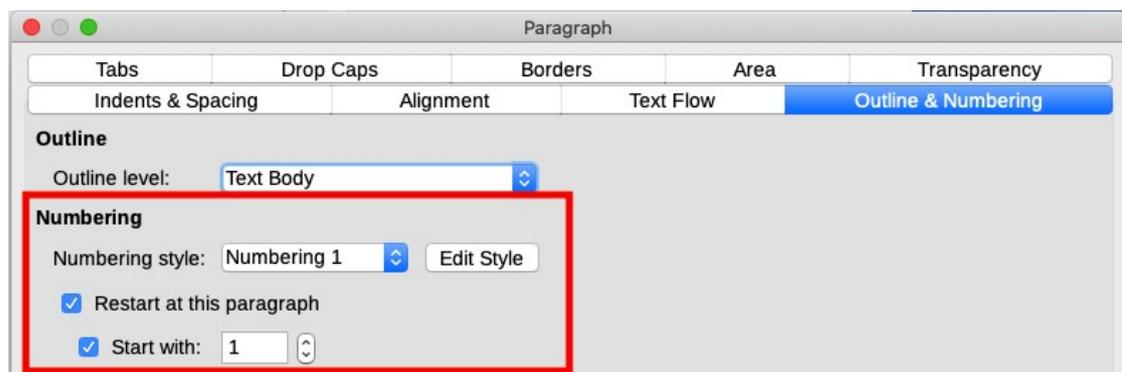


Figure 273: Restarting paragraph numbering

When editing a document, you may want to change from restarting numbering to continuing the numbering from a previous list. To do so, right-click on the list element and choose **Bullets and Numbering > Continue previous numbering** in the context menu.