

## Using the Bullets and Numbering toolbar

You can create a nested list (where one or more list items has a sub-list under it, as in an outline) by using the buttons on the Bullets and Numbering toolbar (Figure 83). You can move items up or down the list, create subpoints, change the style of bullets, add paragraphs without numbers or bullets (for list items that include more than one paragraph), and access the Bullets and Numbering dialog, which contains more detailed controls.

Use View > Toolbars > Bullets and Numbering to display the toolbar.



- |   |                                   |   |
|---|-----------------------------------|---|
| <b>1</b> Demote One Level                 | <b>5</b> Move Down                | <b>9</b> Insert Unnumbered Entry                |
| <b>2</b> Promote One Level                | <b>6</b> Move Up                  | <b>10</b> Restart Numbering                     |
| <b>3</b> Demote One Level with Subpoints  | <b>7</b> Move Down with Subpoints | <b>11</b> Open the Bullets and Numbering dialog |
| <b>4</b> Promote One Level with Subpoints | <b>8</b> Move Up with Subpoints   |   |

Figure 83: Bullets and Numbering toolbar

### Tip

You can use keyboard shortcuts to move paragraphs up or down the outline levels. Place the cursor at the beginning of the numbered paragraph and press:

*Tab* = Down a level  
*Shift+Tab* = Up a level

To insert a tab stop at the beginning of a numbered paragraph (that is, after the number but before the text), press *Ctrl+Tab*.

If you create a nested list using the buttons on the Bullets and Numbering toolbar, all the levels of the list (up to 10) initially apply the same numbering (or bullet) format. If you want to use a combination of numbering formats and bullets when creating nested lists, you can use these ways:

- Click in each list item and then select one of the choices in the drop-down palettes under the Bullets and Numbering buttons on the Formatting toolbar or the Properties deck of the Sidebar, as described in “Using the Bullets and Numbering palettes on the Sidebar” below.
- Use the Bullets and Numbering dialog, as described in “Using the Bullets and Numbering dialog” on page 94.

However, a much better strategy is to define and apply a list style, as discussed in Chapter 12, Lists: Tips and Tricks.

## Using the Bullets and Numbering palettes on the Sidebar

The Bullets and Numbering palettes on the Paragraph panel on the Properties deck of the Sidebar can be used to create nested lists and access the Bullets and Numbering dialog. The Sidebar does not include tools for promoting and demoting items in the list, as found on the Bullets and Numbering toolbar.