

Introduction

This chapter expands on information given in Chapter 9, Working with Styles, and provides some extra examples.

In many word processors, list options are included in paragraph styles, but Writer treats them as a separate type of style that can be linked to paragraph styles for use.

Writer's separate list styles have two major advantages:

- The same list style can be used with multiple paragraph styles, avoiding duplication of design work.
- A paragraph's associated list style can be changed with a single selection.

Tip

You cannot change the style used by the default toolbar icons for lists. You can create new toolbar buttons that apply list styles to paragraphs, but a better strategy is to create paragraph styles for lists and, if you wish, create toolbar icons for them. See Chapter 20, Customizing Writer, for information on creating toolbar buttons.

Types of list

With list styles, you can create three types of list:

- **Bullet lists:** Unordered lists whose items start with a bullet, special character, dingbat, or graphic.
- **Numbered lists:** Ordered lists whose items start with a number, upper or lower case letters, or upper and lower case Roman numerals.
- **Outline lists:** Hierarchical summaries of an argument or piece of writing, in which each level has its own numbering system.

All these types of list are in common use today, especially online.

Each type of list has its own set of conventions about how it is structured and used, as described in this section.

Bullet lists

Bullet lists are popular in technical documents, presentations, many web sites, and other online documents. Writer provides several pre-defined bullet list styles (Figure 267), and you can select others in the Gallery or create your own bullets.

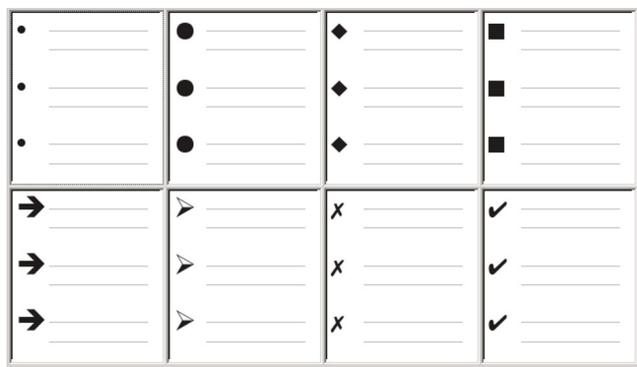


Figure 267: Writer's pre-defined bullet types