

## ✓ Note

LibreOffice uses the terms “numbering style” and “list style” inconsistently, but they are the same thing. For example, the tooltip in the Sidebar’s Styles deck says List Styles, but its style dialog says Numbering Style.

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## Creating a new list style

The dialog to create a new list style includes six tabs in addition to the usual *Organizer* tab discussed on page 187.

### Bullets, Numbering Styles, and Image tabs

The *Bullets*, *Numbering Style*, and *Image* tabs contain predefined formatting for list item symbols (bullets or numbers). To use one of them for your style, click the image. A thick border indicates the selection. The bullets on the *Bullets* tab are font characters; those on the *Image* tab are graphics.

### Outline tab

Use the *Outline* tab to select from eight predefined nested lists. You can also select one and use it as a starting point for your own style, customizing the list using the *Position* tab and the *Customize* tab, as described below.

### Position tab

Use the *Position* tab (Figure 222) to fine tune the indentation and spacing of the list item symbol and the text of the list item. This tab is particularly effective when used in combination with the *Customize* tab.

You can adjust the following settings for each individual level or all levels at once (to make them all the same).

- **Aligned at:** the position of the numbering symbol, measured from the left margin of the page.
- **Numbering alignment:** Select *Left* to align the numbering symbol to start directly at the *Aligned at* position. Select *Right* to align the symbol to end directly before the *Aligned at* position. Select *Centered* to center the symbol around the *Aligned at* position. This option does not set the alignment of the paragraph, only the numbering symbol.
- **Numbering followed by:** the character to follow the numbering symbol (plus any characters—for example a punctuation mark—chosen on the *Customize* tab to appear after the number). Choose between a tab stop, a space, or nothing.
- **Tab stop at:** If you selected the tab stop above, you can specify the position of the tab.
- **Indent at:** Specify the distance from the left page margin to the start of all lines in the numbered or bullet paragraph that follow the first line.

See Figure Error: Reference source not found for a graphic representation of the effects of the above parameters.

## i Tip

To fully appreciate how the *Numbering alignment* and other parameters work, try to create a numbered list with more than ten elements and make sure that enough room has been made for numbers with two or more digits. You may also wish to right-align numbers 10 or greater, as in Figure Error: Reference source not found on page Error: Reference source not found.

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