

Positioning bullets, numbers, and list items

The *Position* tab sets up the spacing before bullets or numbers, and between the bullet or number and the text.

When a list style is linked to a paragraph style, editing the fields on the *Position* tab in the Numbering Style dialog results in changes to the *Indent > Before text* and *Indent > First line* settings on the *Indents & Spacing* tab for the paragraph style.

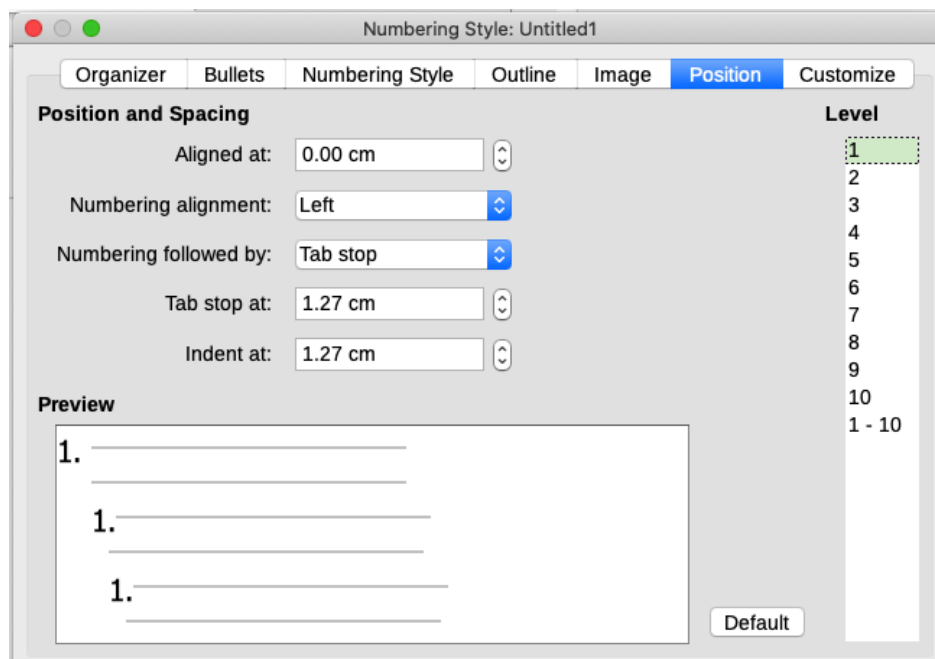


Figure 275: The *Position* tab is one of two tabs in the *Numbering Style* dialog for customizing lists

The reverse is also true. However, to avoid complications, make all the changes on the *Position* tab for the list style. Not only is that the logical place to look for changes on the list style, but adjusting the paragraph settings usually involves negative entries for the *First Line* field, which can complicate editing.

Understanding position fields

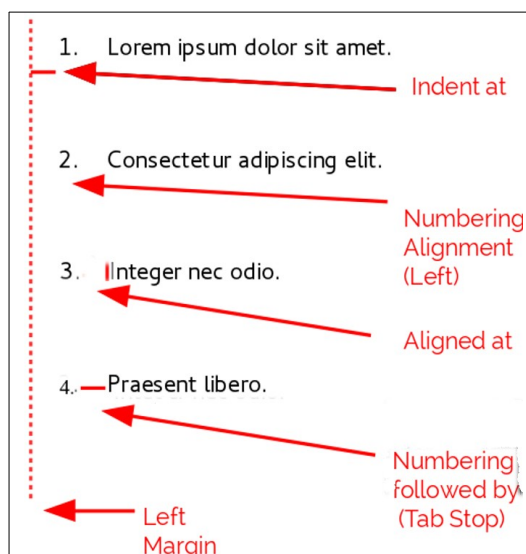


Figure 276: Fields on the *Position* tab for list styles and what they refer to