

When you are defining a new list style, the important fields on the *Position* tab are:

- *Aligned at*: The vertical position for numbers, measured from the left margin. In most cases, you can leave this field at 0 (at the left margin). However, if you use any *Numbering alignment* except *Left*, numbers set this field to another value.
- *Numbering alignment*: How the bullet or number is aligned. Most of the time, you can leave this field at the default of *Left*, but if you are having trouble positioning text, changing the alignment to *Center* or *Right* can sometimes solve the problem, especially for lists or levels that require two-digit numbers.

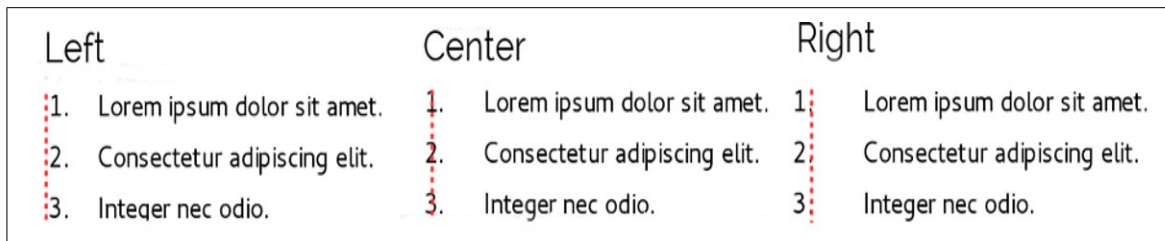


Figure 277: The dotted line is the margin in this example. If the value of the *Numbering Alignment* is 0, then choosing *Center* or *Right* can force the numbers into the left margin.

- *Numbering followed by*: Sets the space between the number or bullet and the text. Although the choices include *space* or *nothing*, the choice that offers the most control is *Tab stop at*. Set the exact tab in the *Tab stop at* field directly below the drop-down list.
- *Indent at*: Sets the start of the text. This setting should be equal or greater to the tab stop set for *Numbering followed by*.

## Formatting numbered lists

To create a numbered list, select a numbering style from the *Number* field on the *Customize* tab. The selections in the drop-down list begin with typical choices for Western European languages: Arabic, upper and lower case letters, and upper and lower case Roman numerals. Scroll down, and options for Bulgarian, Russian, Serbian, and Greek are available.

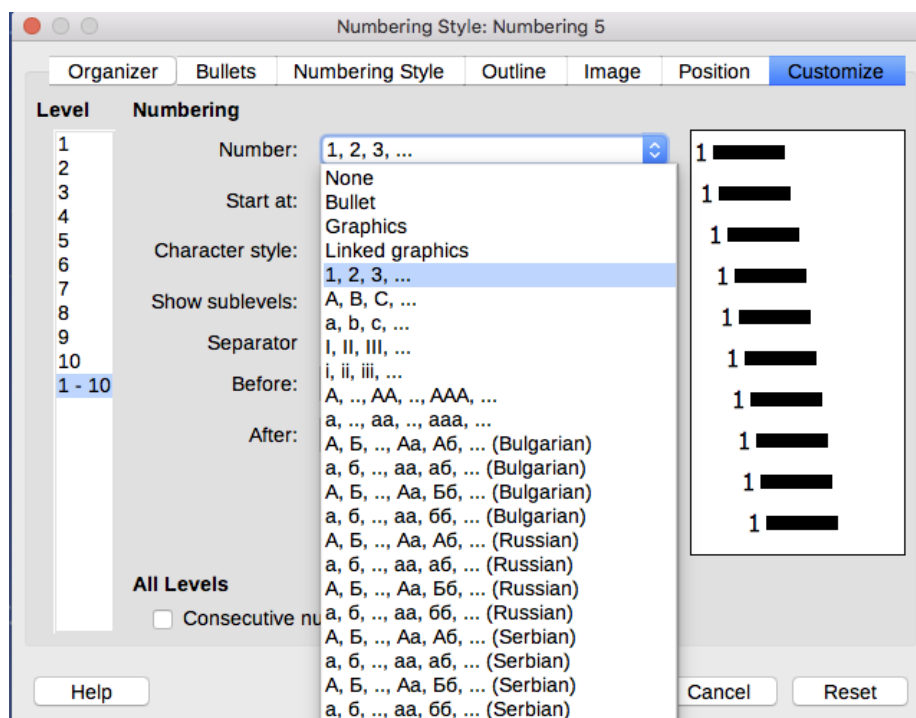


Figure 278: Select a numbering style from the *Customize* tab