

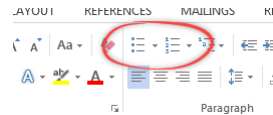


# Bullets and Numbering

## How do I add bullet or numbered points?

### Method One: Add a bullet list to text already typed:

1. In the 'Home' ribbon select the relevant text.
2. Click the 'Bullets' or 'Numbering' button.



### Method Two: Add a bullet list to new text:

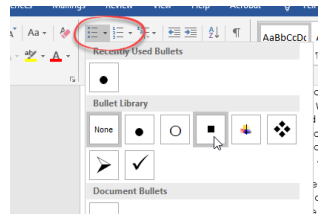
1. In the 'Home' ribbon click the 'Bullets' or 'Numbering' button in the toolbar.
2. Type your text.
3. Press <Return> key to be taken to a new line with a bullet point at the beginning.
4. When you reach the end of the list press the <return> key twice to remove the last bullet point.  
OR  
Click return once and click the bullet button in the toolbar.

## How do I remove bullet points?

1. Click within the paragraph or select the paragraphs that no longer require the bullet or number.
2. In the 'Home' ribbon click the 'Bullets' or 'Numbering' button to turn the option back off.

## How do I change the bullet style?

1. Click within the paragraph or select the paragraphs that contain the bullet or numbering you wish to alter.
2. In the 'Home' ribbon click the 'Bullets' or 'Numbering' drop down menu button.
3. Click one of the styles to select it.

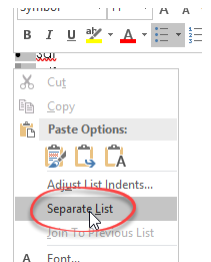


## How do I separate a bullet list?

Bullet points are grouped into sets. Changing one bullet points will change all points in the set. To prevent this from happening you need to separate your list

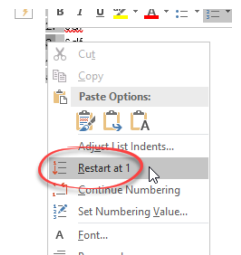
1. Right click at the point you wish your list to be separated.
2. Click 'Separate List'.

You can now format each set of bullets independently of each other.



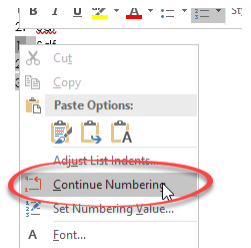
## How do I restart the numbering of my bullets?

1. Right click at the point you wish to restart the numbering.
2. Choose 'Restart at 1'.



## How do I continue numbering from a previous list?

1. Right click at the point you wish to continue the numbering from a previous list.
2. Choose 'Continue numbering'.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)