Bulleted Lists

Do the following to build a bulleted list:

1. Single-click on the Unordered List icon on the Properties Panel
2. Type in your item and enter
   a. Add the next bullet and enter
   b. Repeat this process until finished
3. Single-click on the Unordered List icon on the Properties Panel to turn off the bullet function

Indenting Bullet Items (Promoting Bulleted Items)

1. Place the I-Beam next to the text that you wish to indent and single-click
2. Single-click on the Text Indent icon on the Properties Panel

Outdenting Bullet Items (Demoting Bulleted Items)

1. Place the I-Beam next to the text that you wish to outdent and single-click
2. Single-click on the Text Outdent icon on the Properties Panel

Changing the Bullet Type

1. Place the I-Beam next to the text where you wish to change the bullet type and right-click
2. Single-click on List
3. Single-click on Properties to open the Properties window
   a. Single-click on the down-arrow located to the right of the Style field
   b. Single-click on the style desired to select it
i. You only need to set the style once. When you use the enter key on the keyboard to advance to the next line this bullet style will be repeated. If you indented then the top level bullet styles will remain in either the default format or in the style that you selected.

**Tip:** Bullet styles are very limited in HTML. Consider using images for bullets if you want more variety.

### Top

#### Numbered Lists

Do the following to build a numbered list:

1. Single-click on the Ordered List icon on the Properties Panel
2. Type in your item and enter
   a. Add the next bullet and enter
   b. Repeat this process until finished
3. Single-click on the Ordered List icon on the Properties Panel to turn off the bullet function

#### Indenting List Items (Promoting List Items)

1. Place the I-Beam next to the text that you wish to indent and single-click
2. Single-click on the Text Indent icon on the Properties Panel

#### Outdenting List Items (Demoting List Items)

1. Place the I-Beam next to the text that you wish to outdent and single-click
2. Single-click on the Text Outdent icon on the Properties Panel

#### Changing the Bullet List Type

1. Place the I-Beam next to the text where you wish to change the bullet type and right-click
2. Single-click on List
3. Single-click on Properties to open the Properties window
   1. Single-click on the down-arrow located to the right of the Style field
   2. Single-click on the style desired to select it

You only need to set the style once. When you use the enter key on the keyboard to advance to the next line this bullet style will be repeated. If you indented then the top level bullet styles will remain in either the default format or in the style that you selected.

### Top

#### Definition Lists

You can create a list of definitions in HTML. Here's how you do it:

[Definition Lists - Text Panel]
1. Go to the Insert Panel at the top of the document window
2. Single-click on the nested Text Panel tab to gain access to the text tools
3. Single-click on the dl icon to start the list
   a. Type in the definition category
4. Single-click on the dt icon and enter the definition term then enter
5. Single-click on the the dd to enter the definition and enter
6. Repeat the steps 4 and 5 for each new term and definition