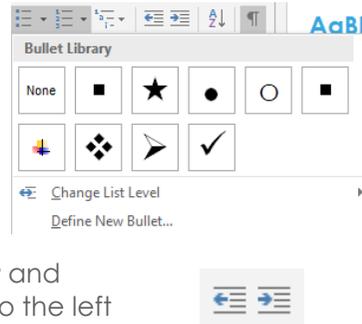


Application: Word – Bullets

We would always recommend that bullet styles are incorporated in your house style but if this isn't the case, don't underestimate the degree of frustration the innocent-looking bullet can engender!

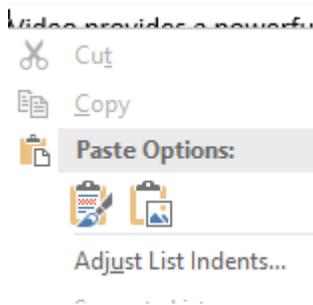
Inserting Bullets

1. Click on the dropdown list next to the **Home > Paragraph > Bullets**.
2. Select the required style from the **Bullet Library**.
3. Press **Home > Paragraph > Decrease Indent** and **Increase Indent** buttons to align the bullet to the left margin or to indent it further.

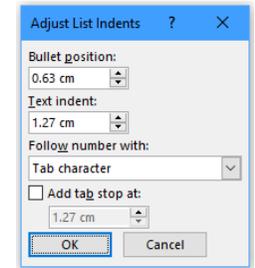


Adjusting the Bullet Indent

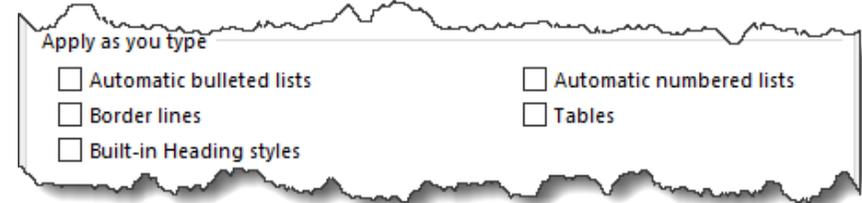
1. You can change the default indent measurement by ensuring the Insertion Point is positioned at the beginning of one of the bulleted paragraphs.
2. **Right click.**



3. Select **Adjust List Indents**.
4. Set the **Bullet Position** and **Text Indent**.
5. Select what to follow the number with. You can choose from a Tab, Space or Nothing.
6. Add a **Tab Stop** measurement if required.
7. Click on **OK**.



1. Select **File > Options > Proofing > AutoCorrect Options > Autoformat As You Type**.
2. Deselect the **Automatic bulleted lists** check box.
3. Click on **OK**.



Stop Bullets

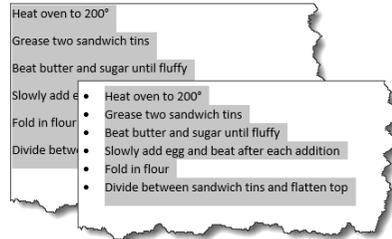
Each time you press **RETURN** you will get another bullet. Press **RETURN** twice to stop the bullets.



Apply Bullets Retrospectively

You can add bullets *after* creating a list.

1. Select the text you want to apply the bullets to.
2. Click on the dropdown list next to the **Home > Paragraph > Bullets**
3. Select the required style from the **Button Library**.



Defining a New Bullet

1. Click on the dropdown list next to the **Home > Paragraph > Bullets**.
2. Select **Define New Bullet**.
3. If you click on **Symbols** the Word **Symbols** Dialog Box will be displayed and you can choose a symbol to use.
4. If you click on **Picture** you can choose to insert a picture from your local drive, from a Bing Search result or other source (if applicable).
5. If you click on **Font** a normal **Font** Dialog Box will be displayed and you can choose the font, font size and font colour, etc.
6. You can choose **Left**, **Right** or **Centre** Alignment. The Alignment range is between the left margin and indent position.

