

# OpenOffice.org 2 Resource Kit Sample Chapter

## Creating and Formatting Lists

The *OpenOffice.org 2 Resource Kit* by Solveig Haugland is coming this spring from Prentice Hall.

For OpenOffice.org 2 tips and tutorials, visit <http://openoffice.blogs.com>



# Creating and Formatting Lists

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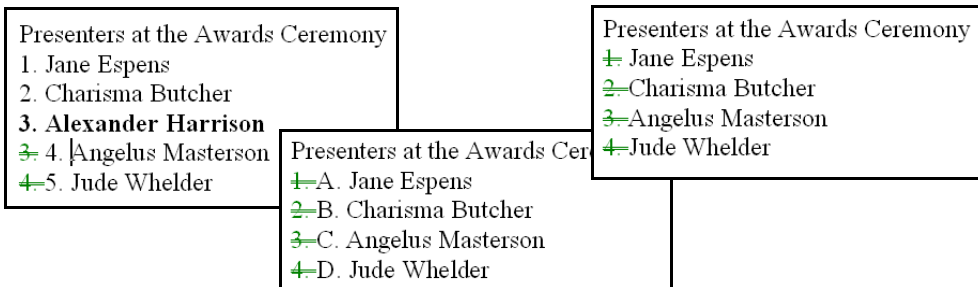
# How List and List Toolbars Make Life Easier

Lists aren't that complicated. You type 1, type the text, press Return, type 2, and so on. Why would you even need help from the software to make your lists?

- Presenters at the Awards Ceremony

  1. Jane Espens
  2. Charisma Butcher
  3. Angelus Masterson
  4. Jude Whelder

You might not need it initially, but it'll be great someday. Sooner or later, the list will change. And you'll need to renumber the list, possibly even daily or hourly. Or perhaps instead of reordering the items, you'll need to change the numbering style from **1 2 3** to **A B C**. You might even decide you don't want it numbered at all.



OpenOffice.org provides list formatting features because things change, and an office suite should make change as painless as possible.

You'll save yourself enormous time and get some pretty cool formatting tools with the list tools in Writer.

# Basic Lists

Here's how to format a series of items as a list, with bullets and numbers, and turn it off again.

## Creating Numbered Lists

- 1 Open a document and select the items in the list that you want to number.

### Time Per Checkout

You can check out an item for *two weeks* and renew it *once*.

### Online Resources

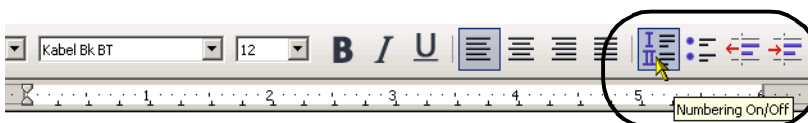
Online renewal: [www.douglaslibrary.com](http://www.douglaslibrary.com)

New books: [www.douglasnewbooks.com](http://www.douglasnewbooks.com)

Activities: [www.douglasactivities.com](http://www.douglasactivities.com)

Note that you do not have to select the whole line, just part of it. This is because numbering and bullet formatting automatically apply to the whole paragraph.

- 2 Click the numbered list icon at the top of the window.



- 3 The list will become numbered.

### Online Resources

1. Online renewal: [www.douglaslibrary.com](http://www.douglaslibrary.com)

2. New books: [www.douglasnewbooks.com](http://www.douglasnewbooks.com)

3. Activities: [www.douglasactivities.com](http://www.douglasactivities.com)

## Creating Bulleted Lists

- 1 Open a document and select the text you want to bullet.

### Dropoff Locations for Books

100th and Lincoln  
4th and Main  
7th and Oak

- 2 Click the bulleting icon.



- 3 The list is now bulleted.

### Dropoff Locations for Books

- 100th and Lincoln
- 4th and Main
- 7th and Oak

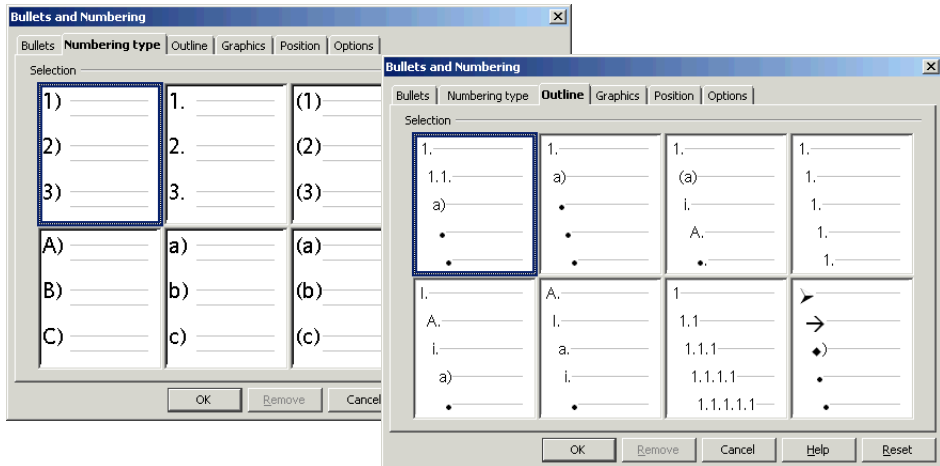
## Formatting Lists

It's easy to turn numbered and bulleted lists on and off. Those default list formats, however, aren't that interesting and don't offer anything like roman or ABC numbering. Here's how to make your list look exactly how you want it.

### Applying Different Types of Numbers

- 1 Select the list and choose Formatting > Bullets and Numbering. (You can also right-click on the list and choose Numbering > Bullets.)
- 2 The Bullets and Numbering window will appear.

- Click the Numbering Type tab, to apply a specific type of numbering, or click the Outline tab, to apply prefab outline types. .



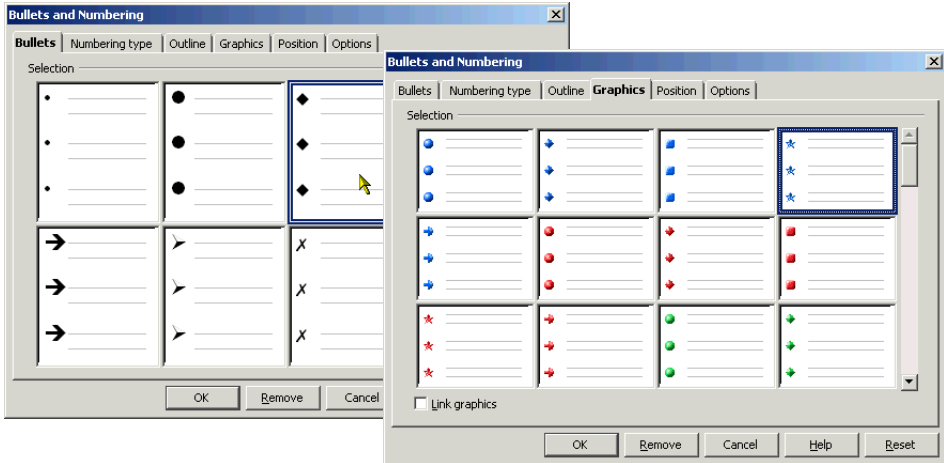
- Select a style you like.
- Click OK.

**Note** – To make the different levels for the outline numbering apply correctly, see *Indenting Sub-Items* on page 135.

## Applying Different Types of Bullets

- Select the list and choose Format > Bullets and Numbering.
- The Bullets and Numbering window will appear.

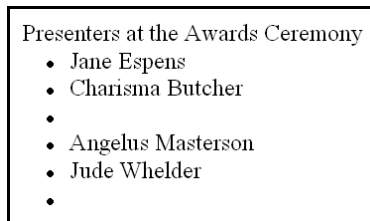
- 3 Click the Bullets tab, for interesting black bullets, or click the Graphics tab, for colored graphical bullets.



- 4 Click OK.

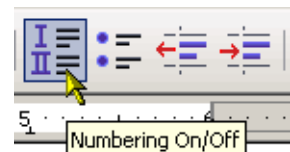
## Getting Rid of Numbers or Bullets

Let's say you don't want text to be numbered or bulleted anymore. Or you've got something like this.



You could click on those lines and backspace to remove the bullets. However, the best way is to just turn off the bullets for those lines.

You know that the icons don't say Number This or Bullet This. They say **Numbering On/Off** and **Bullets On/Off**. That means the icons work like light switches. Click once to turn on list formatting; click again to turn it off.





Click on the line where the unwanted list formatting is, and just click the same icon you used to put it there in the first place.



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- 
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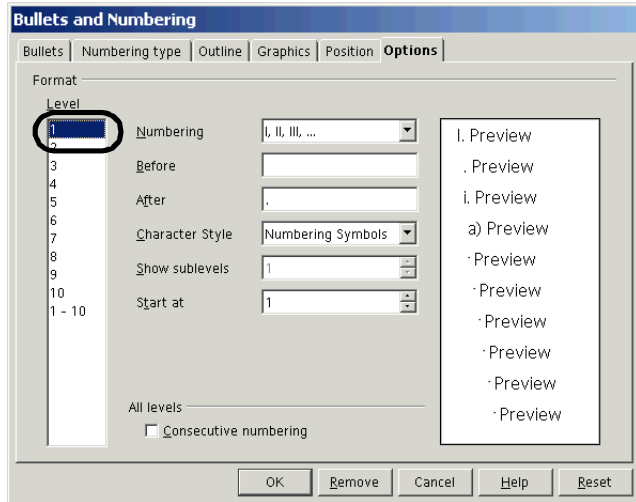
Then just get rid of the extra lines as you would normally, or leave them there and fill in non numbered text.

## Cool Tip: Creating Your Own List Prefix Like Category or Resident

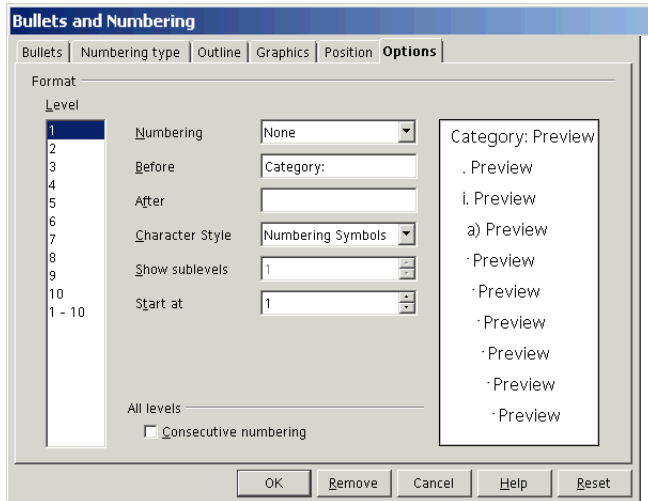
You can create lists that go way beyond just **1 2 3** or **A B C**. You can list items as **Resident 1**, **Resident 2**, and so on, or any other text prefix you want.

- 1 Select the entire list and choose Format > Bullets and Numbering
- 2 The Bullets and Numbering window will appear.
- 3 Click the Options tab.

- 4 Click the 1 item in the Level list, or the level that you want the prefix at.

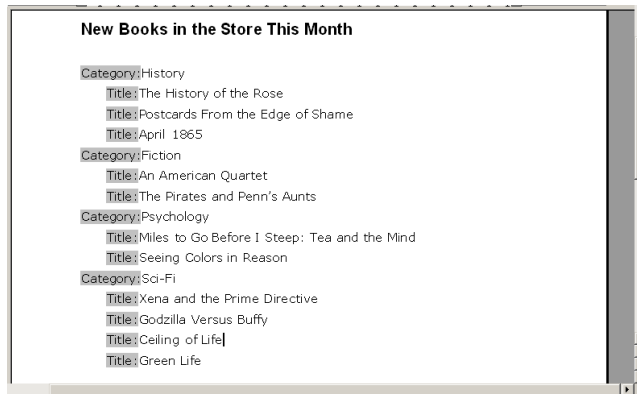


- 5 In the Numbering list, select None. Delete anything from the Before field and type the text you want in the prefix, followed by a space. Delete anything in the After field. Look at the preview area to see how the list will look.



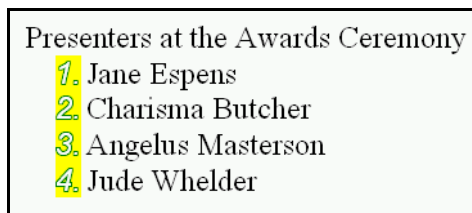
- 6 If you want to continue, select the 2 item in the Level list and repeat the steps.

- 7 Click OK. You'll see your prefix or prefixes.



## Formatting the Numbers or Text in Lists

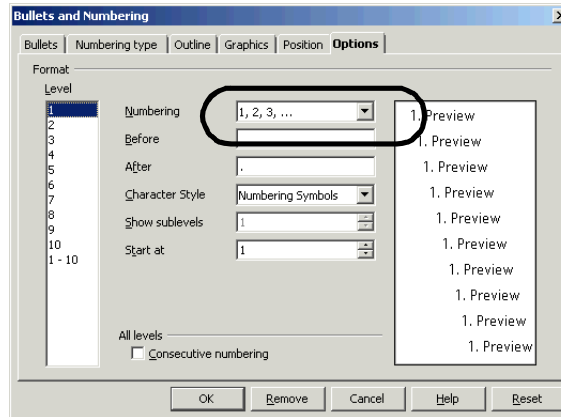
So far I've talked about how to change the item that starts off your list by selecting a different numbering scheme. But there's much more you can do. For instance, maybe for the document you're doing, you'd like the numbers for your lists to be bold, green, highlighted, and 12-point size. Basically, you want the numbers to look the way you want them to.



Here's how. You need to create *character style* first, so if you haven't hit styles yet, you'll want to read up on that first. Once you've got the style, though, the process is pretty simple.

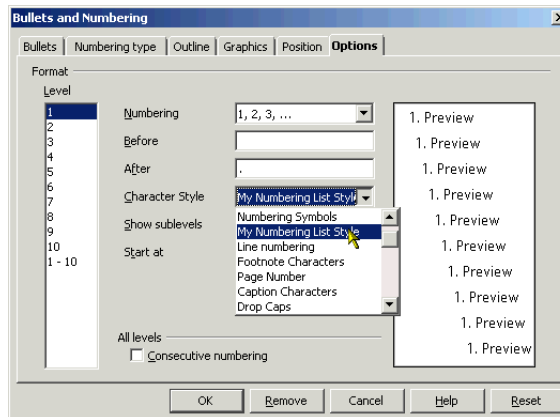
- 1 Create the character style or styles that have the formatting you want for the numbers or characters preceding each list item. See *Creating a New Style* on page 277.
- 2 Open the document and select the list to format.
- 3 Choose Format > Numbering/Bullets.
- 4 Click the Options tab.

- 5 Be sure that the formatting for that level is a **character** by choosing actual numbers or text such as 1 2 3 or A B C. This won't work with graphical bullet, since a character style can only affect numbers or letters.



- 6 Select one level in the Level list, or select 1-10 in the Level list to apply the character formatting to all levels..

- 7 Select the character style you want to use from the Character Style dropdown list.



- 8 Click OK.

- 9 The numbers in the list will look like the style you created.

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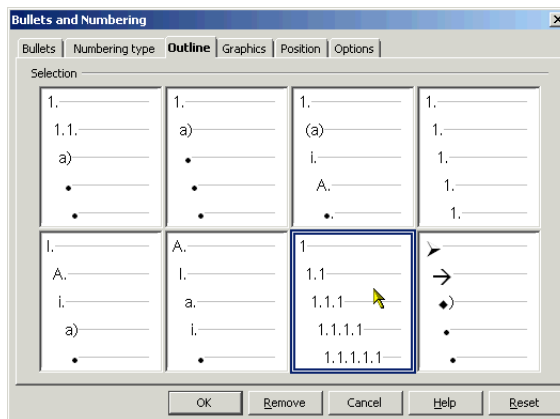
## Advanced Reference to the Additional List Tools

The Numbering and Bullets formatting window has cropped up in quite a few of these procedures, and I've talked about the most commonly used features. There is some serious power in that window that we haven't really talked about. I want you to know it's there, but it's outside the scope of this book. Use the online help to learn more about these windows.

**Note** – Be sure that you use the Tab key or the indent icons on the Bullets and Numbering toolbar, to indent, when you use these features. See *Indenting Sub-Items* on page 135.

## Outline Tab

Use this tab to apply commonly used outline formats.



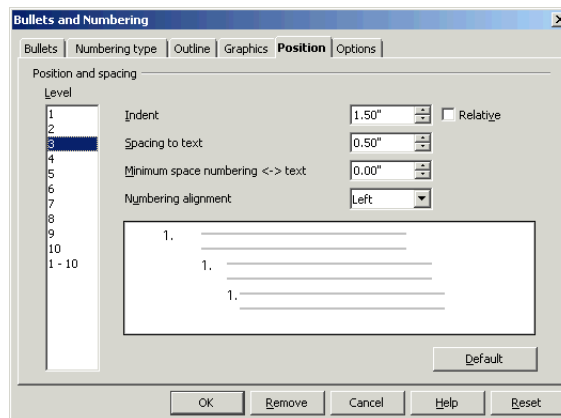
The window as shown results in a list formatted as shown. To apply the level so that the text matches the specifications in this window, you still need to indent the items by pressing Tab or using the instructions in *Indenting Sub-Items* on page 135.

- Shopping List**

  - 1 Bread
    - 1.1 French
      - 1.1.1 Baguette
      - 1.1.2 Boule
    - 1.2 Rye
  - 2 Dessert
    - 2.1 Ice Cream
      - 2.1.1 Chocolate
        - 2.1.1.1 Plain Chocolate
        - 2.1.1.2 Rocky Road
        - 2.1.1.3 Chubby Hubby
      - 2.1.2 Caramel
        - 2.1.2.1 Decadent Delight
        - 2.1.2.2 Sin Ridge
    - 2.2 Cake
      - 2.2.1 Angel Food
      - 2.2.2 Torte

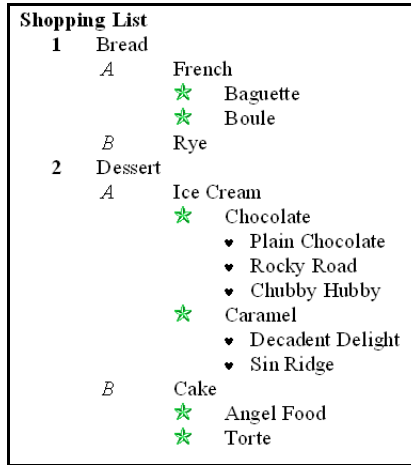
## Position Tab

Use this tab to control how far to the right each item at each level is, and how far the text is from the list formatting item. To apply the level so that the text matches the specifications in this window, you still need to indent the items by pressing Tab or using the instructions in *Indenting Sub-Items* on page 135.





The window as shown results in a list formatted as shown.



## Indenting and List Management

You can do basic list formatting with the object bar at the top of the work area.



You also get some formatting power by right-clicking on a list and choosing Number/Bullets.

However, the real power comes from the advanced bulleting toolbar, and from some other tabs in the Numbering/Bullets window.



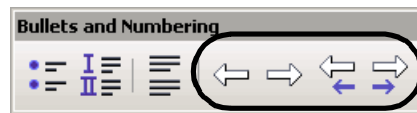


## Always Use this Toolbar, or Tab, to Indent Subitems

I drove myself crazy before I discovered these tools. I indented using the indent icon on the normal toolbar. This is **Bad**. The normal indent icon doesn't give the list items the attribute of a level. And that notion of a level is very important.

**What you want, and what you also get, when you indent the *right way*.**

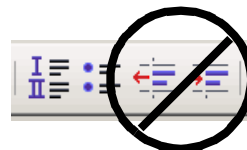
1. Dessert
  1. Ice Cream
    1. Chocolate
    2. Caramel
  2. Cake
    1. Angel Food
    2. Torte
2. Drinks
  1. Soda
    1. Fresca
    2. Coke
3. Water



Indenting by pressing Tab or by using the advanced indent icons on the bullets and number toolbar.

**What you *don't* want, but what you get, when you indent the *wrong way*.**

1. Dessert
  2. Ice Cream
    3. Chocolate
    4. Caramel
  5. Cake
    6. Angel Food
    7. Torte
8. Drinks
  9. Soda
    10. Fresca
    11. Coke
12. Water



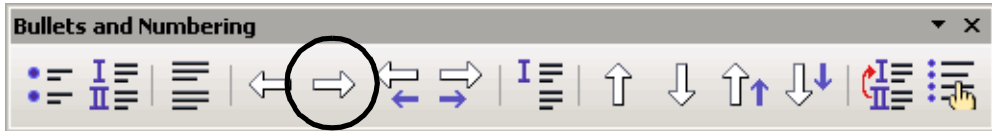
Using the normal indent icon on the standard formatting toolbar.

## Indenting Sub-Items

Let's say you've got a shopping list: things to buy at a few different stores. It would be nice to be able to have the main level of the list be the stores, and then have the sub-item under each be the items you need to buy.

Here's how to indent items to make them subitems, using the specialized list icon object bar. Sometimes the specialized object bar just pops up when you need it.

To get to the specialized object bar if it's not showing, just choose View > Toolbars and find the right one, the same way you find the other specialized object bars like the one for tables, for drawing, for pictures, and so on. For this toolbar you choose **View > Toolbars > Bullets and Numbering**.



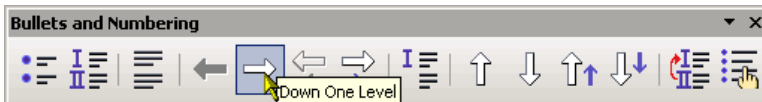
It's a very very good idea to do it this way, instead of just using the indent icon on the normal text formatting bar. This approach is smart indenting; if you use the indent icon on the normal text formatting bar, you lose a lot of the list capabilities.



- 1 Open the document with the items you need to indent.
- 2 Select the items to indent. If necessary, apply the bullet or numbering formatting if it's not a list yet.

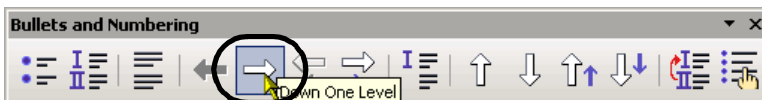


- 3 The list object bar will appear. It might be floating in the middle of the work area as shown in the previous illustration, or it might be with the other object bars. If it doesn't appear, choose View > Toolbars > Bullets and Numbering.



If the toolbar is floating, move it to the bottom of the work area, or out of the way by docking it.

- 4 Select items to indent and click the Down One Level icon on the object bar.



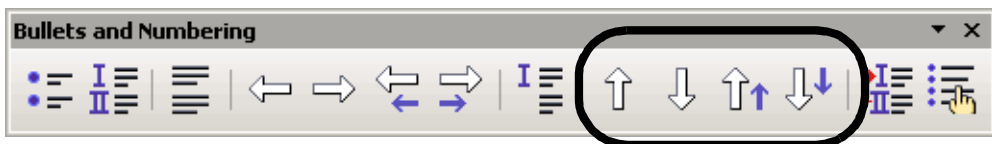
- 5 If you have just one item to indent, you can click to the left of it and press Tab. Both approaches work fine.
- 6 The items will be indented.

## Moving Items and Subitems Up and Down Within a List

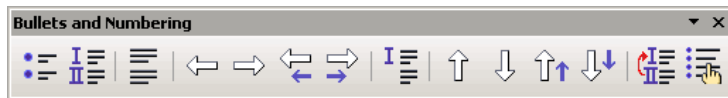
Let's say you've got a great list, but—d'oh!—Elaine from Accounting sent you an updated version of the information and you need to rearrange a lot of the items.

You can cut and paste and delete and add lines and generally drive yourself crazy.

Or you can use the icons created just for this purpose—moving things around within a list without screwing up the numbering and the levels..



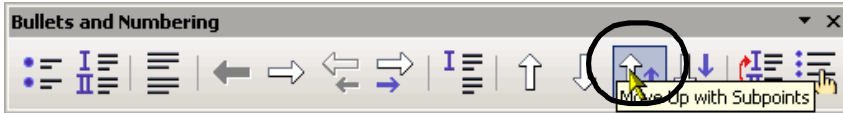
- 1 Open the document.
- 2 Be sure the toolbar is displayed; choose View > Toolbars > Bullets and Numbering.



- 3 Click anywhere in the item you need to move. You don't need to select any text and you don't need to select any of its subitems if it has any.



- 4 Click the Move Up With Subpoints or Move Up With Subpoints icon in the list toolbar to move the item where you want it.



- 5 The item and its subitems if any are now in the middle of the list, and the renumbering happened automatically.



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**Note** – If the subitems didn't move, just Undo (Ctrl + Z, select the item and its subitems this time, and repeat the previous step.

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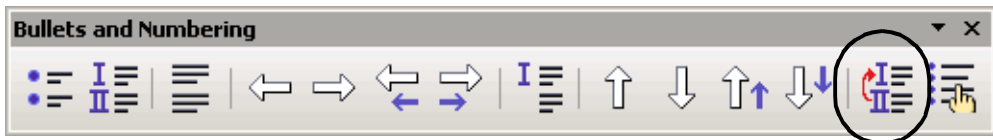
- 6 Use the other icons as necessary to move items around in the list, up or down, and with or without their subitems.

## Reference to Advanced Features in the Bullets and Numbering Toolbar

Here's a quick guide to less frequently used, but still very valuable, list management features.

### Restarting a List at 1

To restart any list at one, just select the item you want to be restarted at one, and click the Restart Numbering icon.



### Inserting Unnumbered Text in the Middle of a List

To insert an unnumbered piece of text in the middle of a list, just click *above* where you want the text, and click the Insert Unnumbered Entry icon.

