**Creating numbered or bulleted lists**

There are several ways to create numbered or bulleted lists:

* Use [autoformatting](https://wiki.openoffice.org/wiki/Autoformatting%22%20%5Co%20%22Autoformatting).
* Use list styles, as described in [Chapter 7](https://wiki.openoffice.org/wiki/Documentation/OOoAuthors_User_Manual/Writer_Guide/Working_with_Styles) (Working with Styles).
* Use the **Numbering** and **Bullets** icons on the paragraph formatting toolbar. To produce a numbered or bulleted list, select the paragraphs in the list and then click on the appropriate icon on the toolbar.

|  |  |
| --- | --- |
| Documentation note.png | It is a matter of personal preference whether you type your information first, then apply Numbering/Bullets, or apply these as you type. |

Using the Bullets and Numbering toolbar

You can create nested lists (where one or more list items has a sublist under it, as in an outline) by using the buttons on the Bullets and Numbering toolbar. You can move items up or down the list, or create subpoints, and even change the style of bullets. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.



Bullets and Numbering toolbar.

|  |  |
| --- | --- |
| 1 Bullets On/Off | 8 Insert Unnumbered Entry |
| 2 Numbering On/Off | 9 Move Up |
| 3 Numbering Off | 10 Move Down |
| 4 Up One Level | 11 Move Up with Subpoints |
| 5 Down One Level | 12 Move Down with Subpoints |
| 6 Move Up (One Level) with Subpoints | 13 Restart Numbering |
| 7 Move Down (One Level) with Subpoints   | 14 Bullets and Numbering |