

# Bulleted and Numbered Lists

One of the applications of hanging indents is the creation of bulleted or numbered lists. Google Docs has automated the process to make the creating of these lists very easy. To illustrate this, let's create an advertisement for a new car.

## Entering the Headings

The title of the advertisement and a sentence describing the product will be entered first.

- 1 Load Google Docs or start a NEW DOCUMENT.
- 2 Enter:

Fasten Your Seat Belts

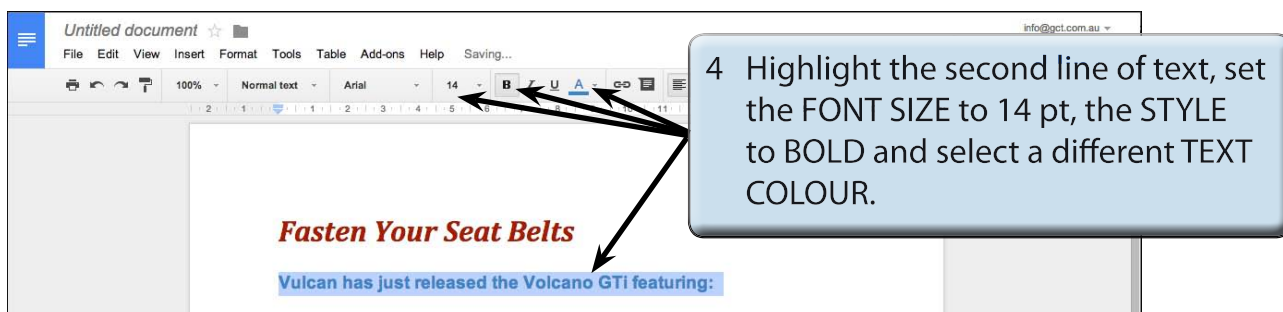
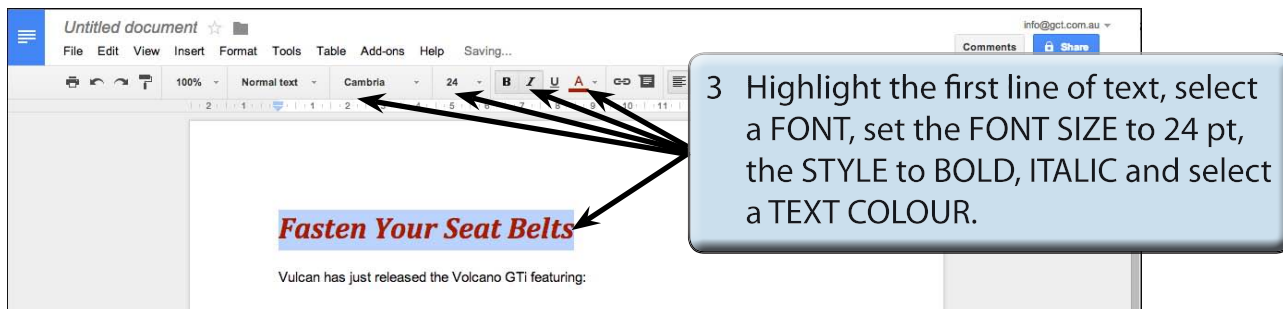
<enter> or <return>

<enter> or <return>

Vulcan has just released the Volcano GTi featuring:

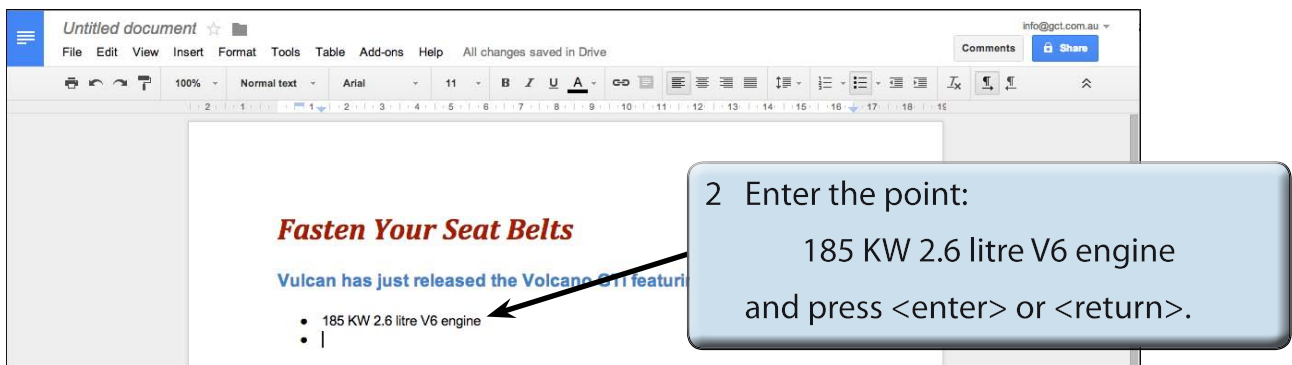
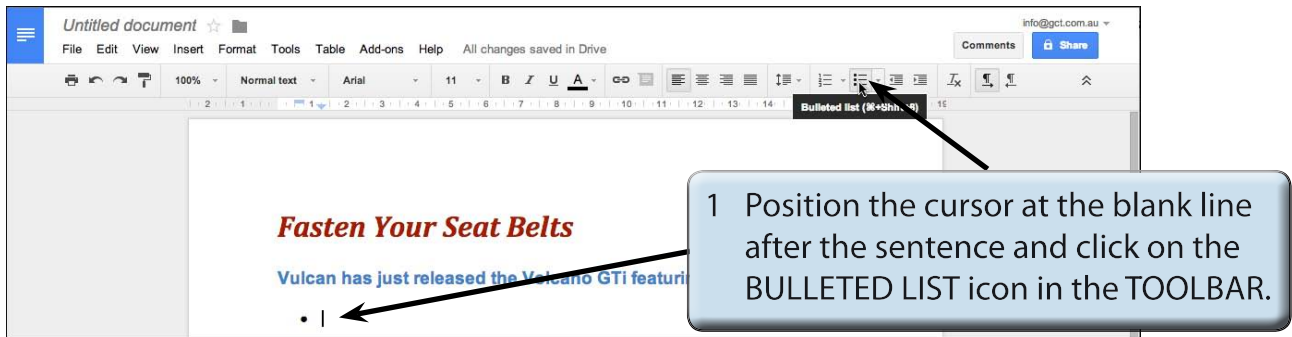
<enter> or <return>

<enter> or <return>



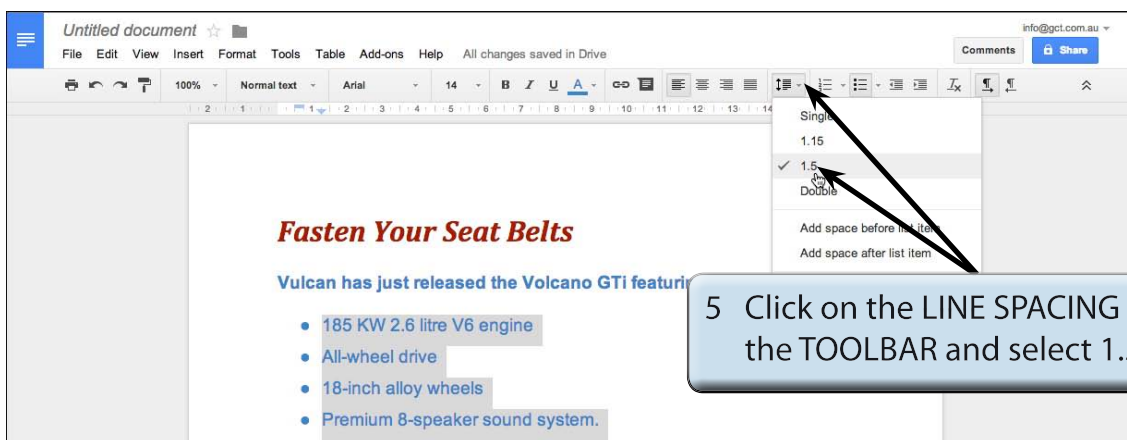
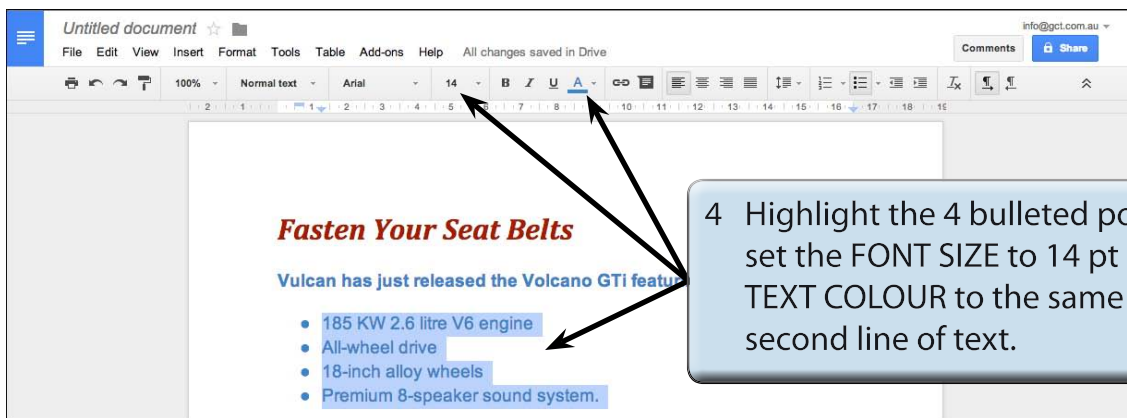
## Entering the Points

Bulleted points will be used to highlight the features of the car.



3 Enter the next 3 points:

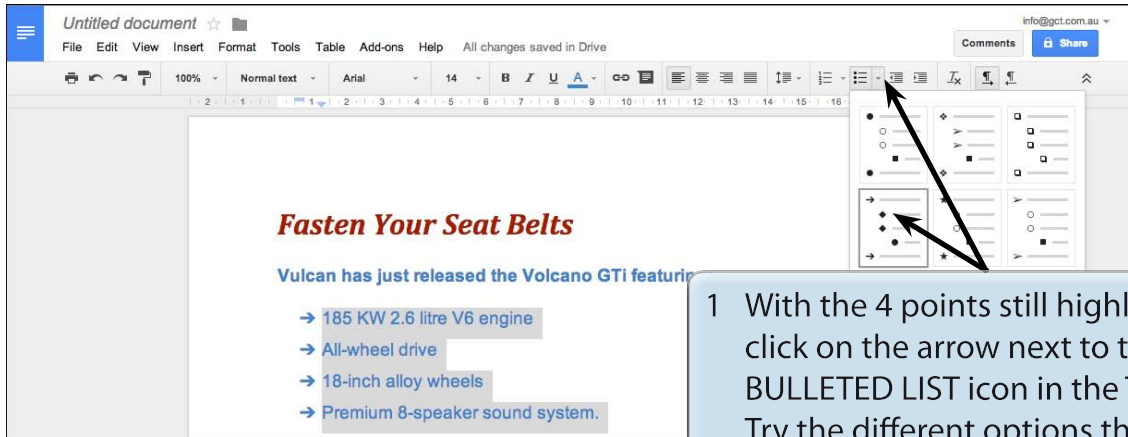
- All-wheel drive <enter> or <return>
- 18-inch alloy wheels <enter> or <return>
- Premium 8-speaker sound system.



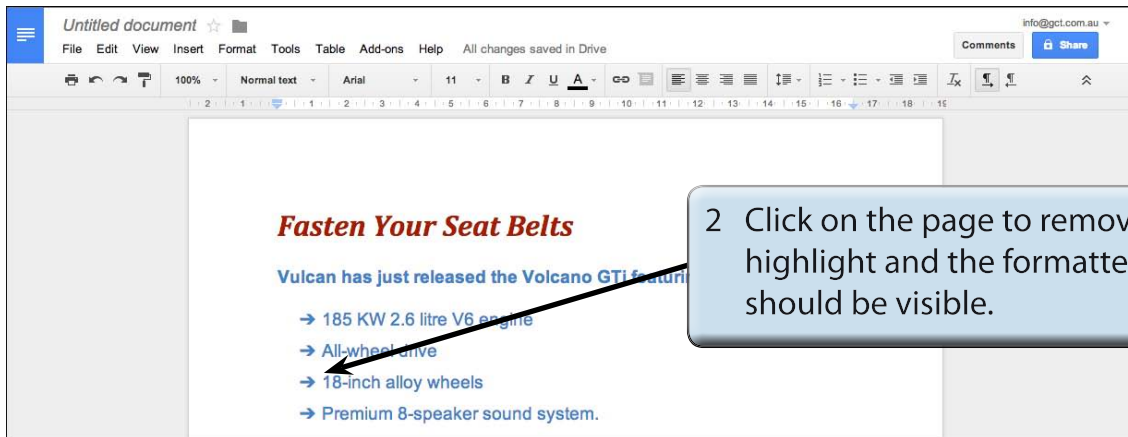
- NOTE:**
- i Setting the line spacing to 1.5 lines is another way of adding half line spacing between the points.
  - ii Notice that the automatic bullets have set the indents in the Ruler to hanging indents.
  - iii When entering bullets, pressing the <enter> or <return> key twice turns the bullets off.

## Formatting the Bullets

The default bullet character is a solid dot. This can be changed to other characters such as an arrow or a tick.



1 With the 4 points still highlighted, click on the arrow next to the BULLETED LIST icon in the TOOLBAR. Try the different options then select one.



2 Click on the page to remove the highlight and the formatted bullets should be visible.