

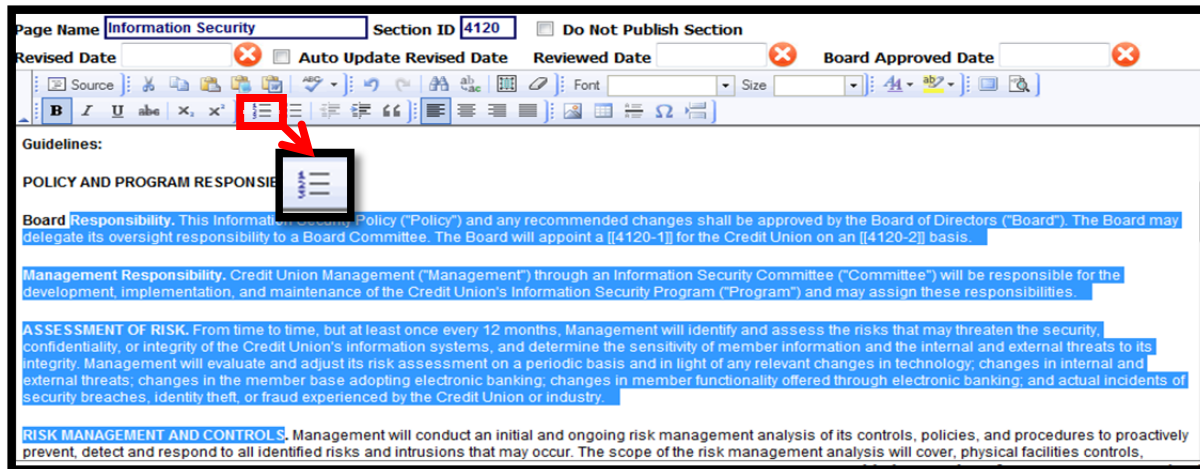
Editing Policies: Creating and Formatting Numbered & Bulleted Lists

Most of the policies within CU PolicyPro use extensive numbering and sub-numbering.

Note: This section of the User's Guide outlines how to apply and format numbered lists. The exact same method is used for applying and formatting bulleted lists. The only difference is the icon used to choose if numbered list or bullet style should be used. All screen shots show numbered list formatting. There are no separate text explanation or screen shots for bulleted lists.

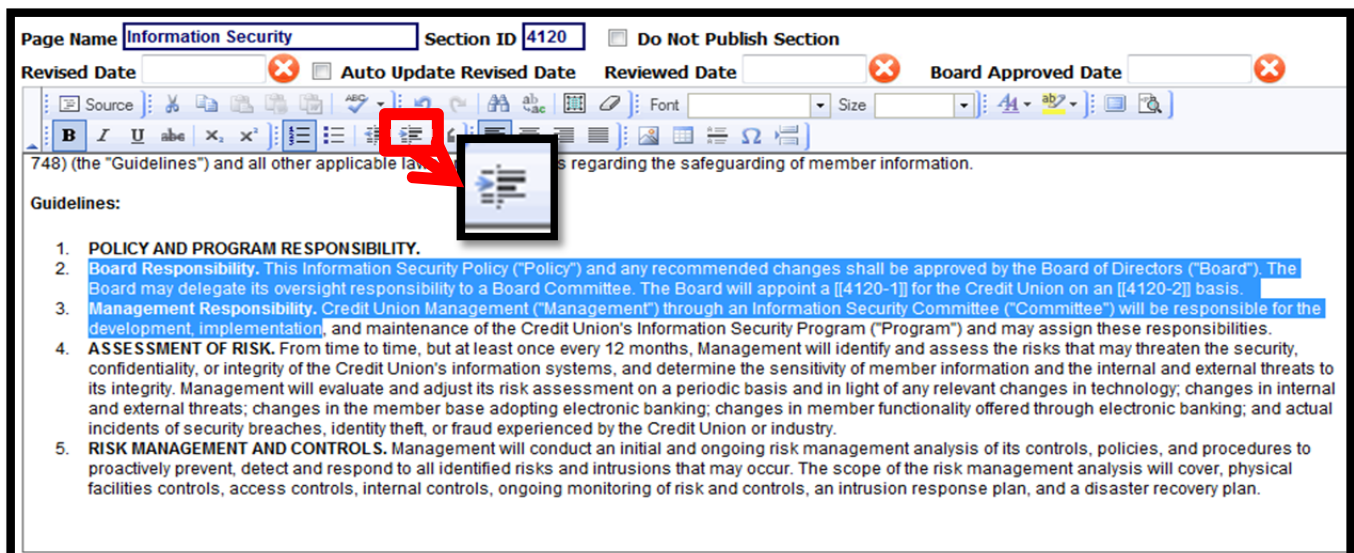
Applying Numbered Lists to Paragraph Text

1. To use the numbering function, highlight the text to be put into a list and click the numbering icon.

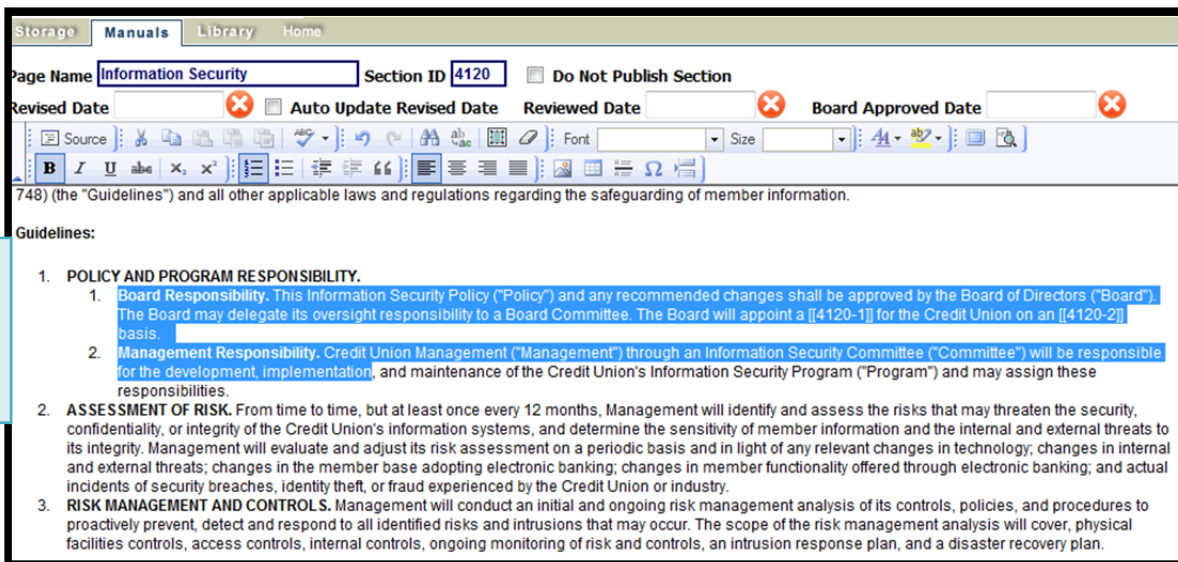


Creating a Sublist in an Existing Numbered List

1. Numbered list formatting must already be applied to the content in order to create a sublist.
2. To create a sub-list, highlight the text that should be indented, and use the "Block Indentation" icon.
Tip: when highlighting, only a portion of the text in the last line needs to be highlighted. If the entire last line of text is highlighted and the block indentation is not working, try highlighting only a portion of the last sentence.

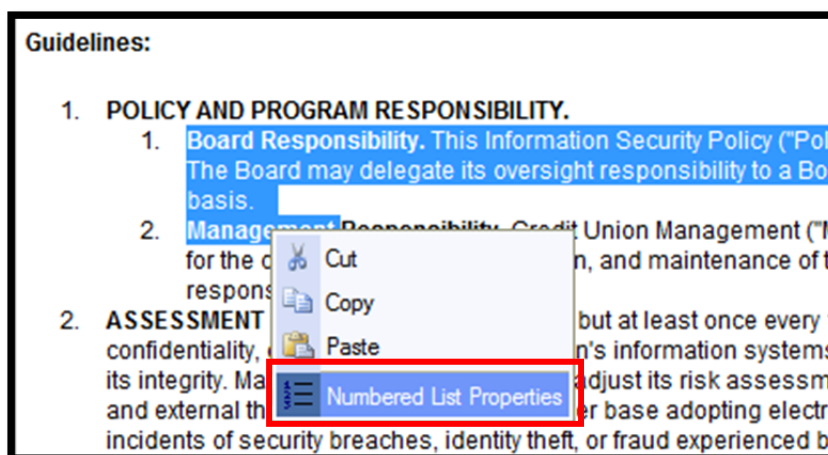


- By default, the sublist will have the same numbering structure as its parent list.

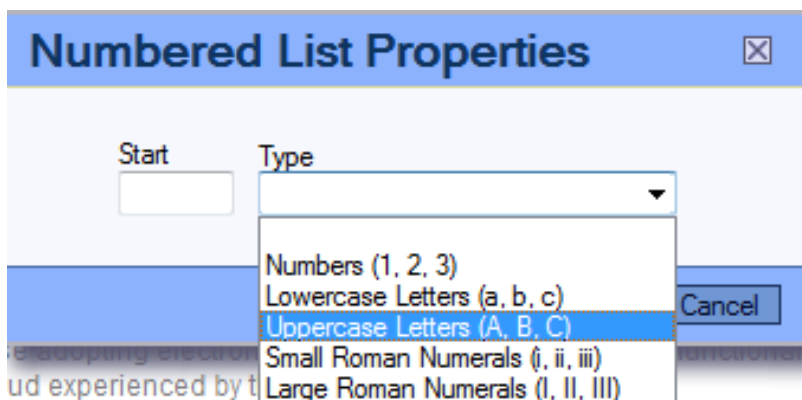


The sublist has the same formatting as the parent list style.

- To change the style of the numbered list, **right click** on the highlighted text, and choose "Numbered List Properties".



- A dialog box will pop up with several different numbering styles to choose from (in a dropdown list).
- Choose the style you prefer from the dropdown list. Click OK to apply the selected style to the sublist. You can also use this dialog box to start the numbering or sub-numbering at a particular number.



Double Spacing Items in a Numbered List

The model policies are double spaced to make reading the policies a bit easier. However, by default, the CU PolicyPro system will single space each item in a numbered list.

The following steps are the best practice method for creating double spaced lines in a numbered list. It is recommended to take care of spacing last, after all content is in the numbered list, with each item in the correct position and correctly formatted.

1. Place your cursor **at the end** of the first item that is single spaced.
2. Hold the SHIFT key as you press ENTER (SHIFT+ENTER). This will drop the cursor down one line without creating a new item in the numbered list, effectively creating a double space.
3. Use the space bar to add a “space” in the newly created line break. Some printers will not recognize the SHIFT+ENTER code and will remove the double spacing during printing. The “space” character acts as a place holder, making the spacing appear as expected.

Adding New Items into an Existing Numbered List

This section describes the best practice method for adding new content to an existing numbered list. More detailed information on formatting and spacing is available in the sections immediately preceding this one.

While many methods can be used to create a numbered list, following the order of operations below to add a new item into an existing numbered list will provide the best result.

1. Place your cursor **at the end** of the previous item within the existing numbered list.
2. Click ENTER, which will create a new item in the numbered list. It may not yet be in the correct position or may not have the correct numbering style or spacing – this is OK.
3. Type (or paste) the text for the new item. If pasting, it is recommend to **paste as plain text**.
4. If necessary, position the new numbered list item using the “Block Indentation” icons.



- a. If the item should be in a sublist position (needs to indent to the right), use the “Block Indentation” icon with the right arrow (increase indent).
 - b. If the item should be in a parent position (needs to outdent to the left), use the “Block Indentation” icon with the left arrow (decrease indent). The left “Block Indentation” icon can be used more than once if the item needs to move to a farther left position.
 - c. If the item is in the correct position, move on to Step 5.
5. Format the new item if necessary. If you have moved the new item as a sub item (moved it right), the system will give it the same format as the parent. See page 23-24, items 3-6 for more information on how to format a sublist item.
 6. Add spacing as needed. See above for information on spacing items within a numbered list.