





# Formatting Paragraphs & Lists

## Numbered List



Creates a numbered list from the selection.

Select some text or place the cursor inside a paragraph, and click this button to make the text a numbered list. Click the button again to turn the numbered list into a regular paragraph of text.

## Bulleted List



Creates a bulleted list from the selection.

Select some text or place the cursor inside a paragraph, and click this button to make the text a bulleted list. Click the button again to turn the bulleted list into a regular paragraph of text.

## Increase Indent



Indents a paragraph to the right.

This button indents a paragraph to the right. Each time this button is clicked, the paragraph is indented further to the right.

## Decrease Indent



Decreases the paragraph indent to the left.

This button works only if indent has been applied to a paragraph beforehand. To use this button, click anywhere in the paragraph you want to indent to the left and click



## Align Left



Aligns the selected paragraph to the left.

Click this button to align the selected paragraph to the left.

## Center



Aligns the selected paragraph to the center.

Click this button to center the lines in the selected paragraph.

## Align Right



Aligns the selected paragraph to the right.

Click this button to align the selected paragraph to the right.

## Justify



Justifies the selected paragraph to the left and to the right.

Click this button to justify the selected paragraph.