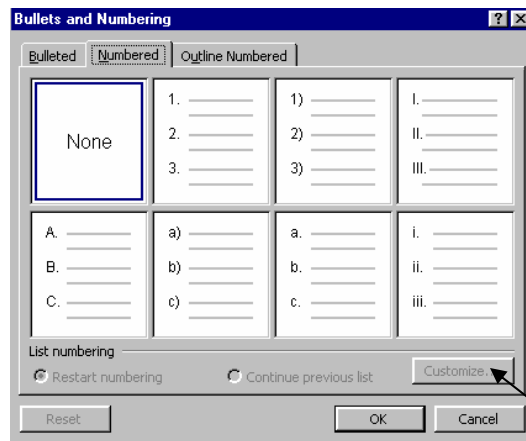
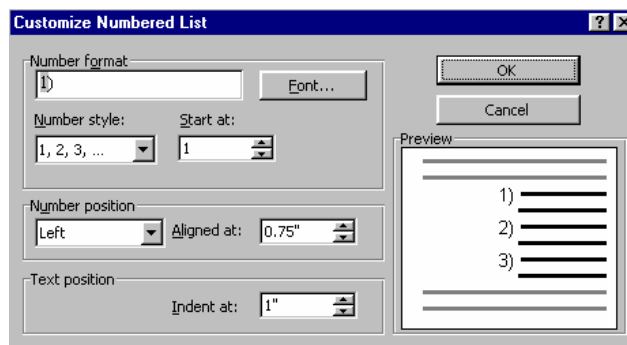


Changing Numbering Options

1. Highlight to select the list to be numbered.
2. Click on **Format** on the standard menu. (Or you can right-click for a short-cut menu)
3. Click **Bullets and Numbering**.



4. Select the **Numbered** tab.
5. Choose a numbering format and click the **Customize** button.
6. On the dialogue box that appears, you can choose from the drop-down list labeled **Number Style**. (You can also change the font, position, or starting number.)
7. If you want customize the format to include text with the number, click in the box labeled **Number Format**.
8. Add the text **before** the number field. **Make sure to add a space after the text!**



9. Click **OK** to save your new numbering format.