

How to create lists

You can create numbered lists and bulleted lists from existing text or from new text as you type in the Document window. Numbered lists are also called *ordered lists*. Bulleted lists are also called *unordered lists*.

Creating numbered lists

In Adobe Dreamweaver CS4, you can use numbered lists (**Figure 1**) to organize information that needs to be in order. You can apply numbering as you create the list, or you can add numbering to an existing list.

To create a numbered list:

1. Place the insertion point in your document where you want to add the list.
2. In the Property inspector, click HTML, and then click the Ordered List button (**Figure 2**).
3. Type the first list item.
4. Press Enter (Windows) or Return (Mac OS) at the end of each list item to type another item.
5. When you finish typing the list, press Enter (Windows) or Return (Mac OS) twice to turn off the list function.

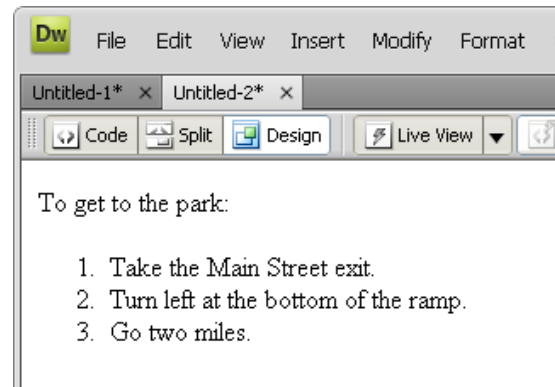


Figure 1 A numbered list

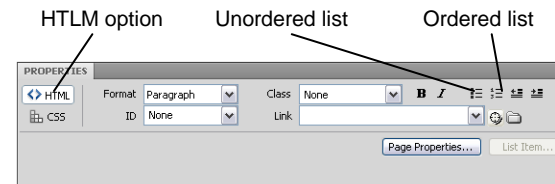


Figure 2 List buttons in the Property inspector

To create a numbered list from existing text:

1. Select multiple lines of existing text.
2. Click the Ordered List button in the Property inspector (**Figure 2**).

Creating bulleted lists

Use bulleted lists (**Figure 3**) to organize information that does not need to be in order. You can apply bullets as you create the list, or you can add bullets to an existing list.

To create a bulleted list:

1. Place the insertion point in your document where you want to add the list.
2. In the Property inspector, click HTML, and then click the Unordered List button (**Figure 2**).
3. Type the first list item.
4. Press Enter (Windows) or Return (Mac OS) at the end of each list item to type another item.
5. When you finish typing the list, press Enter (Windows) or Return (Mac OS) twice to turn off the list function.

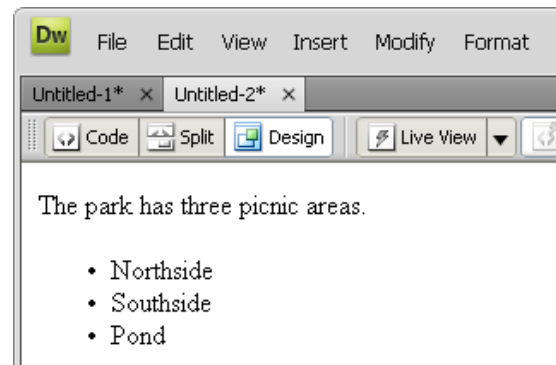


Figure 3 A bulleted list

To create a bulleted list from existing text:

1. Select multiple lines of existing text.
2. Click the Unordered List button in the Property inspector (**Figure 2**).