Creating consistent sub-points in Word

Section 1: Create the style

Sometimes the points and sub-points in Word are not consistent in a document especially when you have imported or copied and pasted. You can create a bullet style and apply it to the points.

To create a bullet style:
- In Word, from the Format menu choose Bullets and Numbering.

Choose the Outline Numbering tab.
- Choose the style that is the closest to the one you want (the one you are currently using should be selected).
- Click the Customise button.
- For Level one, adjust these settings. (choose your own sizing)
• For Level **two**, adjust these settings. (choose your own sizing)

![Customize Outline Numbered List](image)

• Click **OK** to finish.

**Section 2: Apply the style**

Sometimes the new styles aren’t applied automatically, so you need to apply them. There are at least three ways to do this;

*To apply a bullet style - using the Format menu;*

• Create the style as in Section 1.
• Select all the points. (you may need to do this multiple times, separately)

```
• Point 1
  • Point 2
    • Sub point
    • Sub point
  • Sub point

• Point 3
• Point 4
• Point 5
```

• From the **Format** menu, choose **Bullets and Numbering**.
• Choose the **Outline Numbering** tab.
• Choose the style you just modified.

```
1. Point 1
2. Point 2
  2.1. Sub point
  2.2. Sub point
  2.3. Sub point
  2.4. Sub point
3. Point 3
4. Point 4
5. Point 5
```
Note: If all the points go to the top level;

- Select the sub-points.

To apply a bullet style - using the Style box;

- Create the style as above Section 1.
- Create a point and a sub-point. You can use this to test the style so any text will do.
- Apply the style as above in Section 2.
- Make sure the points are selected.
- Click into the Style box on the Formatting toolbar. To make sure you have done it correctly the contents should be selected.

- Type in a Name for your new style; E.g. Points Notes.
- To apply the style;
- Select the points or text you want to convert to points.
- Choose the style from the Style box.
- To get sub-points, select the points.
- Click the Increase Indent button on the Toolbar.

To apply a bullet style - using the Format painter;

This is a quick way if your bullet style is already in use.

- Select the bullet with the style already applied.
- Click the Format Painter button. (Double click if you want to paste it more than once)
- Click on the new point/s and the formatting will be applied.