

Combining Lists

Different style lists may be combined if necessary. For example, numbered lists may need to contain sub-list items that do not require a particular sequence.

To add a different style list as a sub-item, first place your cursor at the end of a line and press enter to create a new list item.

Click the Indent button on the toolbar. This sets the list item on a separate level so it can be converted to a different style without disrupting the sequence of the other list items.

Click the desired list button on the toolbar. Items can now be added to the combined list.