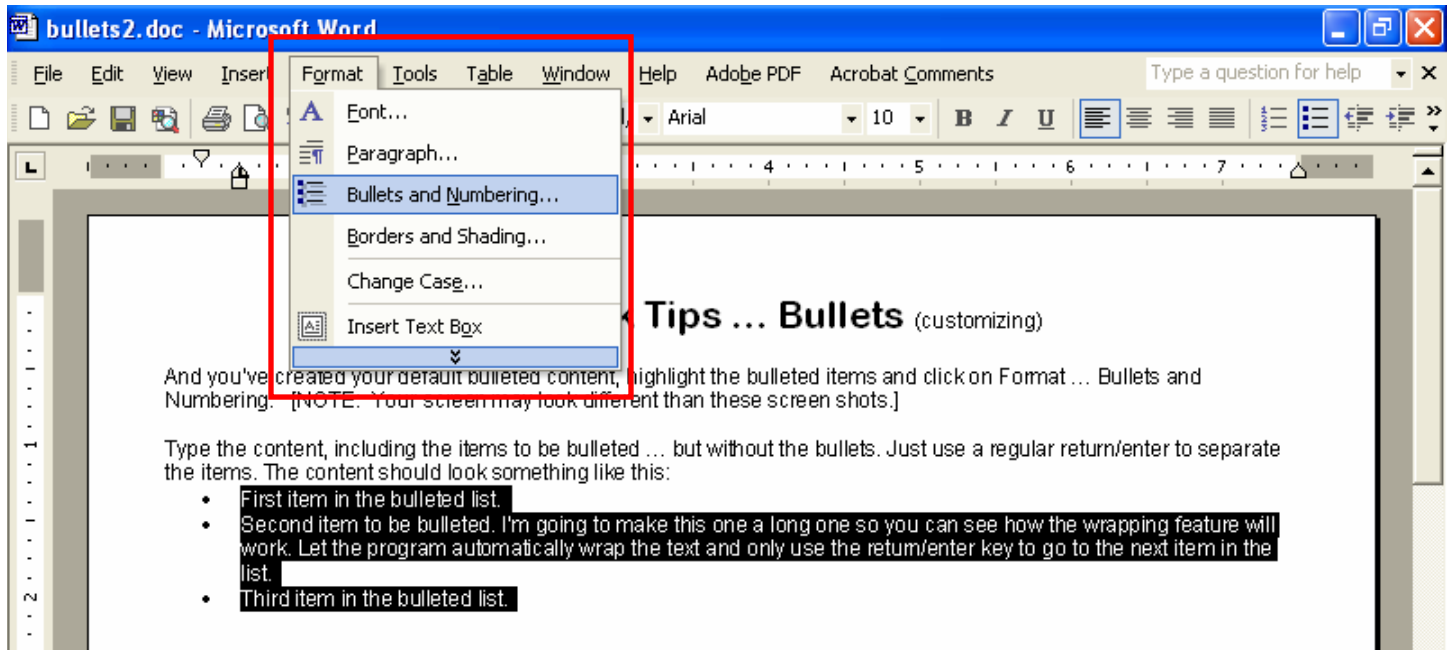


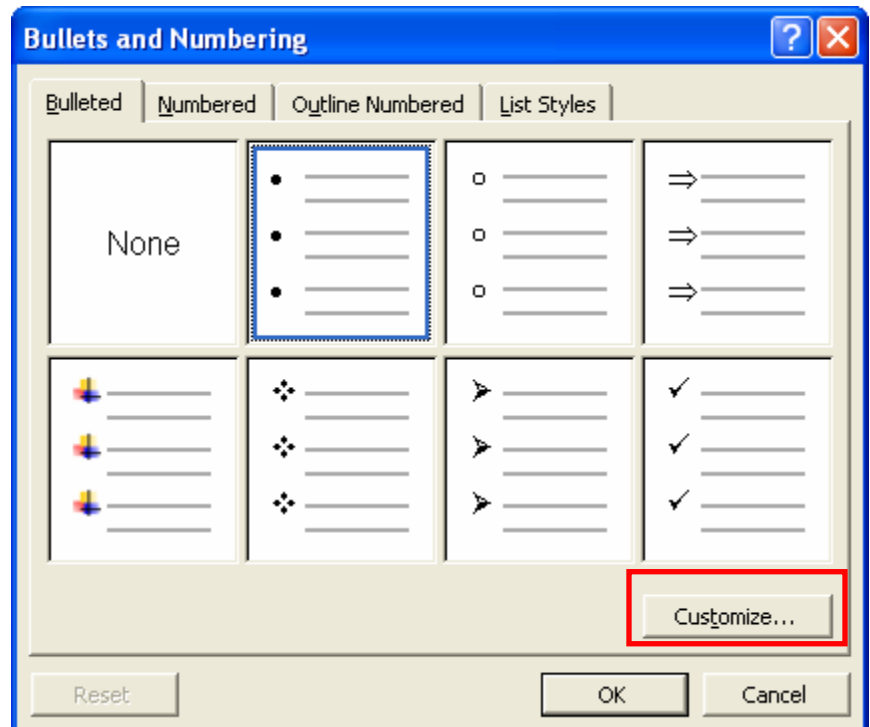
Word Quick Tips ... Bullets (customizing)

After you've created your default bulleted content, highlight the bulleted items and click on Format ... Bullets and Numbering (the screen shot has a red box around it so you can find it easily).
[NOTE: Your screen may look different than these screen shots.]



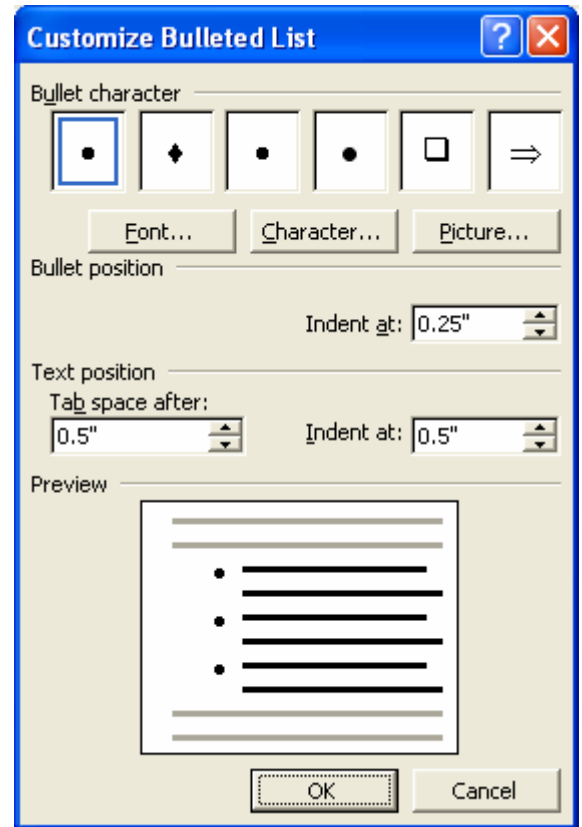
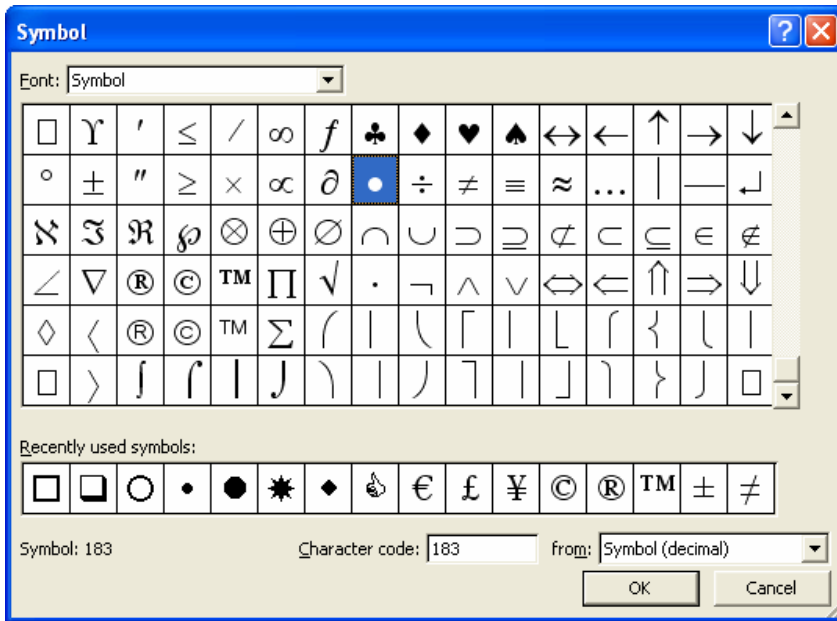
The pallet will open with the default bullet style highlighted. You may choose one of the other styles shown ... or click on Customize (outlined in red on the screen shot so you can find it easily).

Note: Your screen will show different styles since I've already customized several choices.

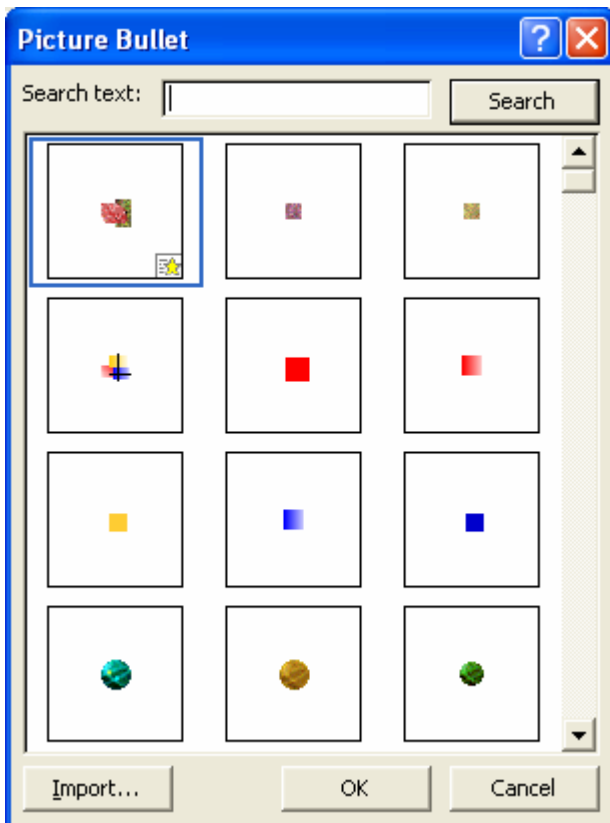


Continued ...

Here you can choose one of the shown bullet characters or choose a different option by clicking on Character ...



Or you can use a picture instead of a symbol by clicking on Picture ...



You can also change the bullet position and how the text flows in relation to the bullets.

Clicking on Font ... lets you choose a different font, size, etc.

