

Quickly Get the Number or Bullet List You Want in any Word Document

What

Instructions to set up and use Word to quickly use the number or bullet list that has the number/bullet, indent, hanging indent, and spacing you want. Also instructions to change all the number or bullet lists in a document into the number or bullet list style you want with just a few simple steps.

Why

Many users after inserting a number or bullet list in a document spend a lot of time adjusting the list to get which number/bullet, the amount of indent of the number/bullet from the margin, the amount of hanging indent between the number/bullet and the text for that line, and the spacing between the listed items the way they want. Some just settle for the default number list that they don't like. Sadly, they do this each time they use a number or bullet list. This tip is based upon the user wanting the number or bullet lists the way they want most if not all the time. The following instructions will negate those manual steps and let you start a number or bullet list in the style you want with a keyboard shortcut or selecting it from a list. With a few extra steps you can select a number or bullet list already in a document and change it to your list style or replace all number or bullet lists in a document to your list styles very quickly at the same time. Taking a little time to set this up pays back many times over saving you from manual editing the list each time you start one or edit existing lists.

Note: The screenshots are from Word 2019, but should be similar in other versions of Word.

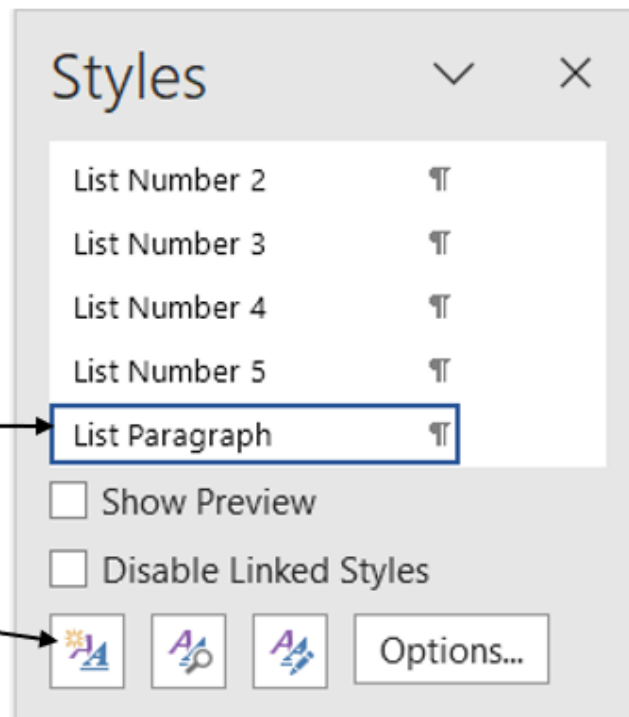
How

Step1 – Create Custom Style

- You do not have to create a custom style to make your number or bullet list or learn how to create custom styles. All you really have to do is give a name to the number or bullet list in some document that you like.
- The following applies to number or bullet lists, but you must create a separate custom style for each list (one for number and one for bullet) if you want both.
- Open a document that has the number or bullet list set up exactly like you want it.
- Place the pointer on the left side of the page where the first line of the list is in the document and click to select that first line of the list.
- While that line is highlighted, on the Home tab, click the diagonal arrow at the bottom of the Styles group to open the Styles window as shown in the image below

Blue border indicates current style for what's selected

Click New Style button



- Notice that the Style for the highlighted line in the document has a blue border. This is a way to identify the Style for any line in a document. Information for future use.
- Click the New Style button to open the New Style window as shown below.

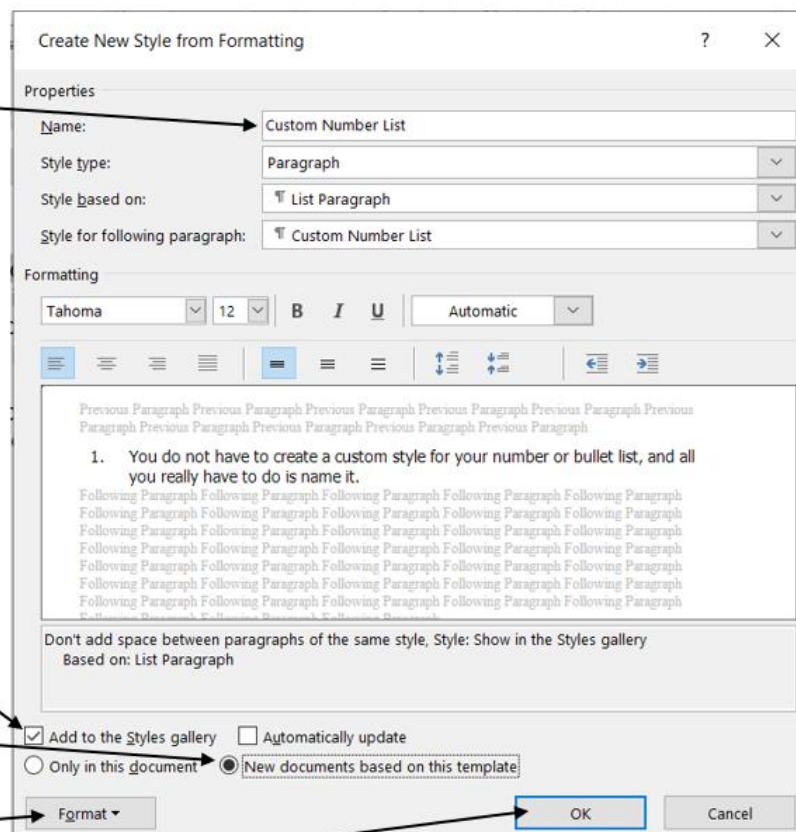
Enter Name

Make sure this checked

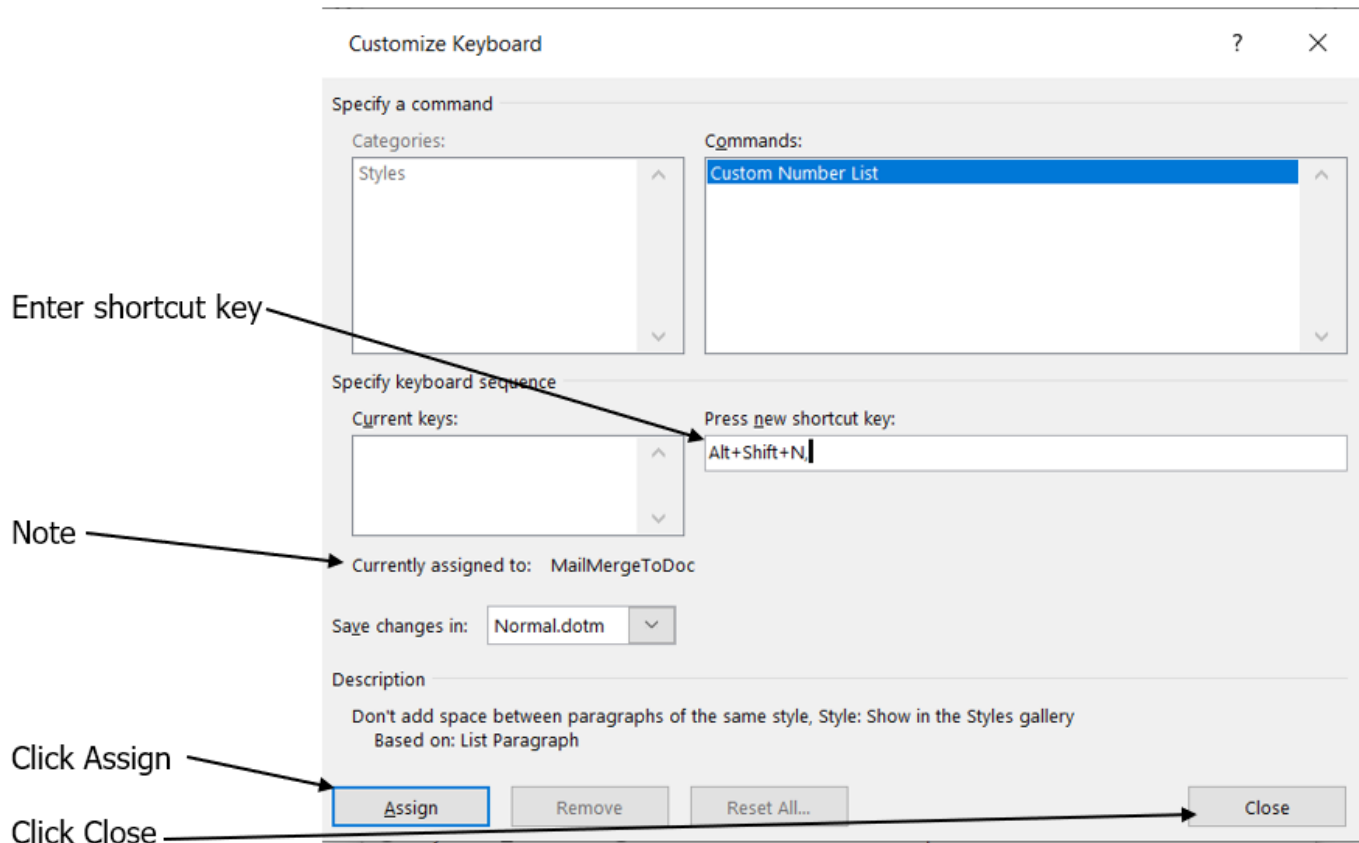
Select New documents based on this template

Click Format to select Shortcut key...

Click OK to save



- Enter a name for this custom style such a Custom Number List. Make sure the box next to *Add to the Styles gallery* is checked. Select **New documents based on this template** (*very important*).
- Click the Format button and from the menu that opens select *Shortcut key...* to open the Customize Keyboard as shown below. You do not have to create a shortcut key to use your custom style, but it does make it easier.



- In the box under *Press new shortcut key:* press the keys you want for your shortcut. Shortcut keys are 2 to 3 keys of Alt, Ctrl, and Shift plus any other key. You don't want to take the shortcut key away from some other function the key is currently assigned to that you will use, but if it is a function you don't use then assign it to your custom style. In the example in the screenshot I assigned Alt + Shift + N to the custom style and took that shortcut away from MailMergeToDoc which I never use.
- After you click *Assign* to assign the shortcut key click the *Close* button to close the window and return to the Create New Style window.
- Click *OK* in the Create New Style window to save and close.
- That custom style is added to the Styles of the Normal template and any new document started will have that style in their Style gallery to choose from.
- If you desire you can repeat the above to make a custom bullet style.

Step 2 – Use Your Custom Style (Number List)

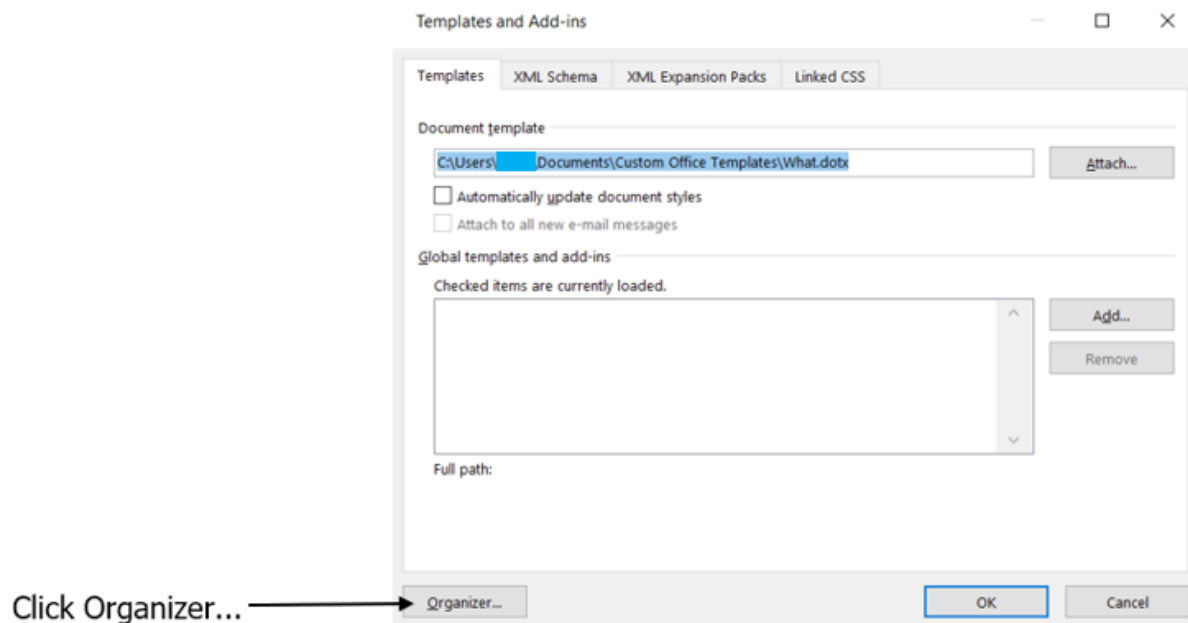
Using your custom style differs slightly between a new document and an older document, and in a older document between change one list or changing all the lists in a document. There are separate instructions below for each situation.

Use Custom Style in a New Document

- Place the cursor at that place in the document you want to start a numbered list.
- Press the shortcut key for your custom style or select your custom style from Styles window.
- That's it. You have your number list just the way you want without any adjusting.

Use Custom Style in an Older Document

- Any document that you created before you added your custom style to the Normal template or any other Word document from a different source will not have your custom style in its styles gallery for you to use. No problem and a simple solution with just a few clicks you can add the custom style to that document and then you can use it.
- Add the custom style to the document:
 - In the document select the Developer tab and click Document Template to open the Templates and Add-ins window as shown below.

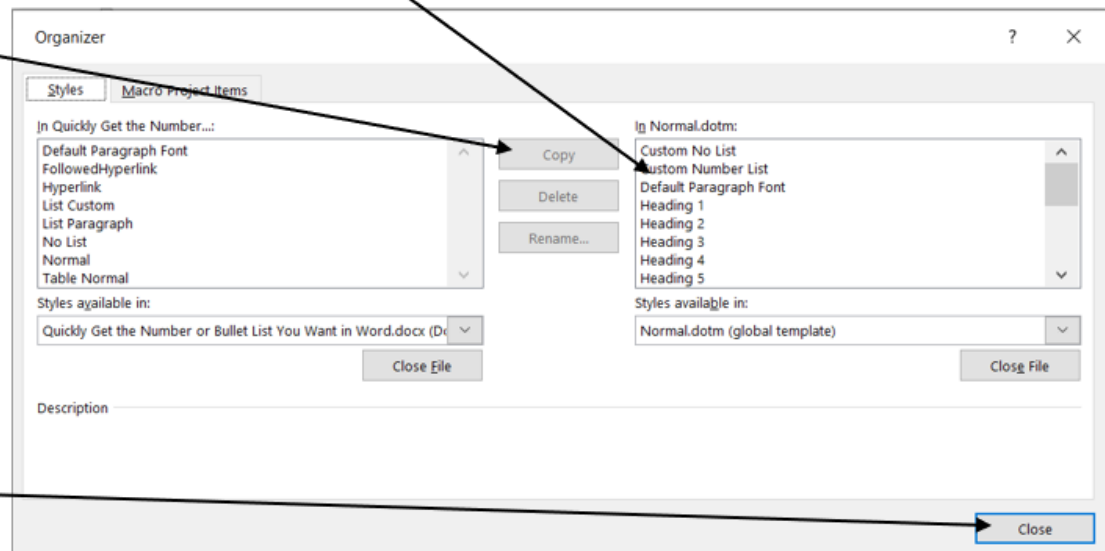


- Click the Organizer... button to open the Organizer window as shown below. Make sure the Styles tab is selected and displaying.

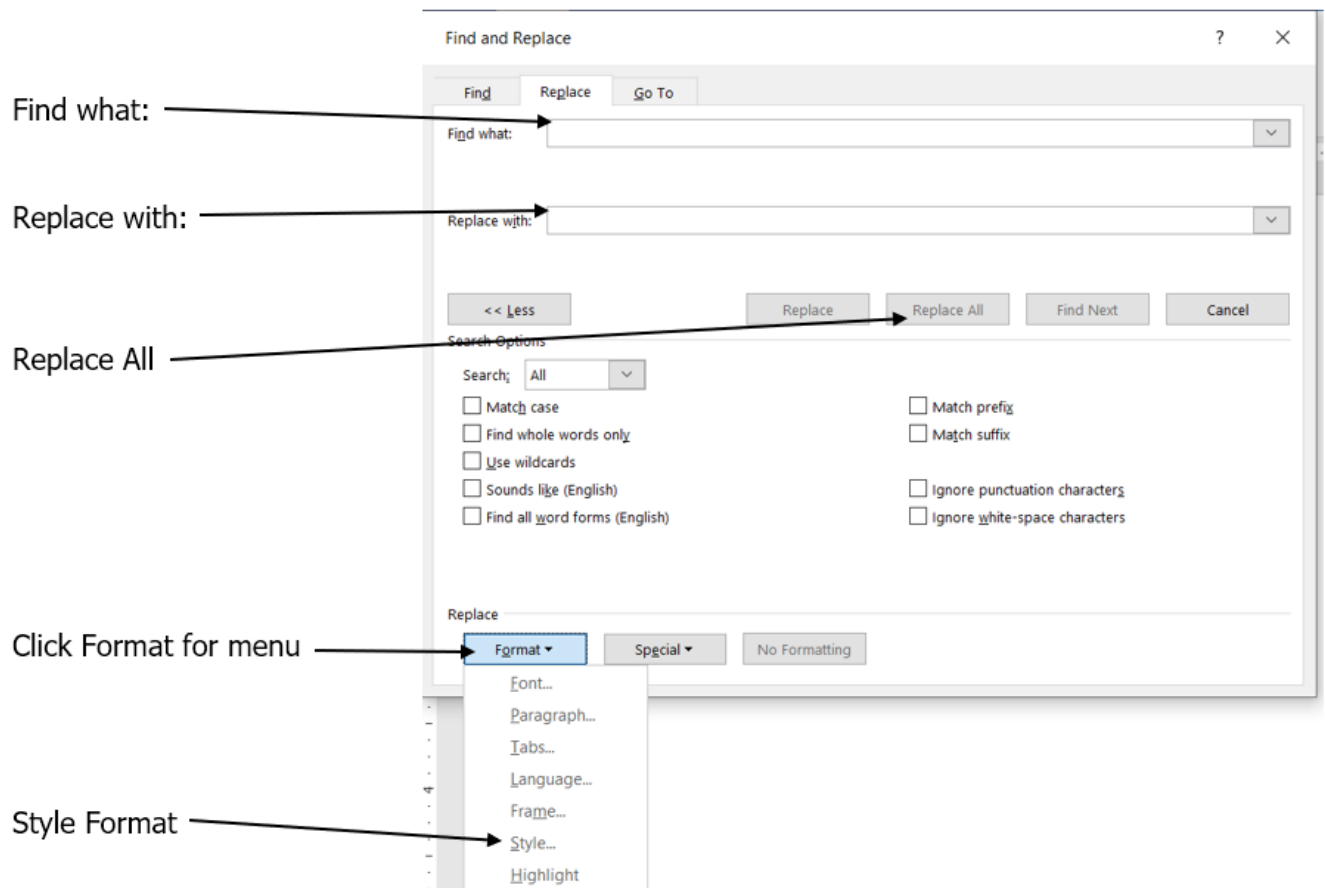
Select the custom style in Normal template

Click Copy

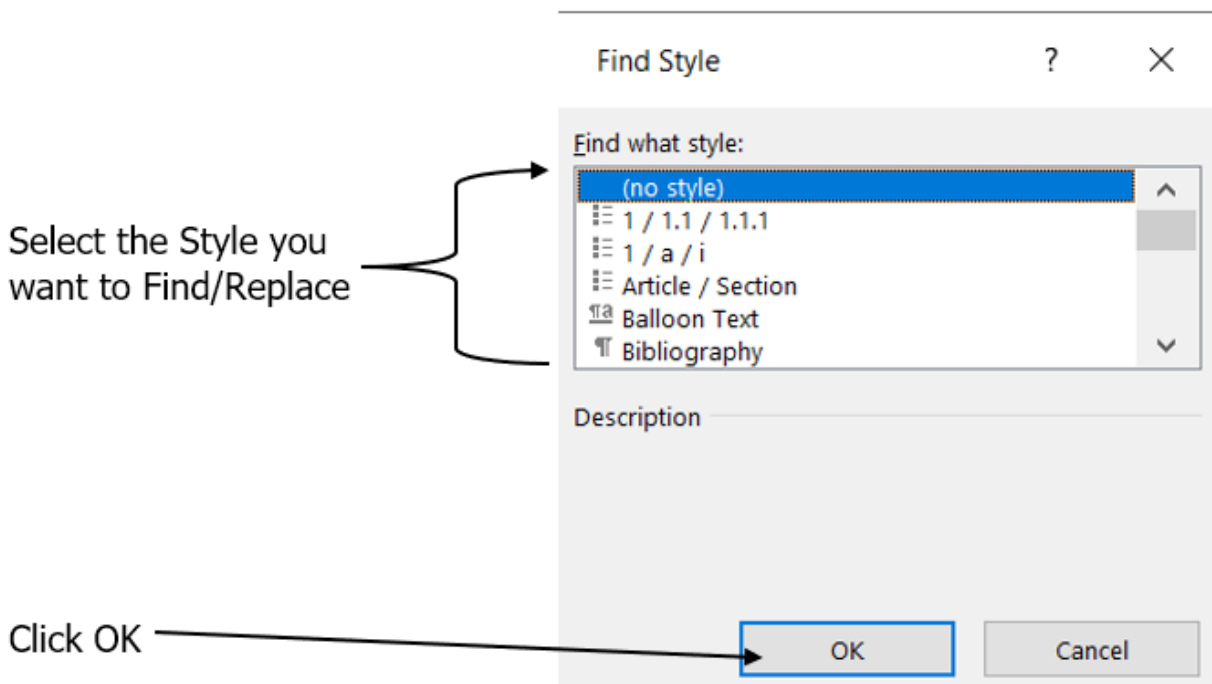
Click Close



- The Organizer shows the styles that are in the current document in the left pane and the styles that are in the Normal template in the right pane.
 - Select the custom style from the list of styles in the Normal template to highlight it.
 - Click the Copy button which will copy that style to the document.
 - Click Close to close the Organizer and templates windows.
 - The custom style is now in that document's style gallery.
-
- Use Custom Style for One List in an Older Document
 - Once you have added the custom style to the document you can use it to start a new list or change the number list style of a list that is there to your number list style and keep all the data the same.
 - To change only one list in the document, select and highlight the whole list. Enter the shortcut key for your custom number list or select the custom number list from the document's styles list. The number list will change to your custom number list style with all the text that was in the old list in your new style list.
 - Use Custom Style for All Lists in the Document
 - Select and highlight any list in the document that you want to change and on the Home tab, click the diagonal arrow at the bottom of the Styles group to open the Styles window to see the style in the blue box that is the current style for the lists. Usually this is List Paragraph, but verify what style is used for the lists.
 - Press Ctrl + H to open the Find and Replace window.
 - If the Find and Replace window is not expanded and fully open, click the More button to expand the Find and Replace window as shown below



- Click the *Find what:* box to activate and cause the cursor to flash there.
- Click the *Format* button to display that menu. From that menu select the *Style...* button which will open the Find Style window as shown below.



- Scroll thru the list of styles and select the current style of the lists in the document that you saw in the above step. Click OK to save your selection which closes the window and returns to the Find and Replace window.
 - Click the *Replace with:* box to activate and cause the cursor to flash there.
 - Click the *Format* button to display that menu. From that menu select the *Style...* button which will open the Replace Style window which is like the Find Style window.
 - Scroll thru the list of styles and select your Custom Number List style. Click the OK to save your selection and return to the Find and Replace window.
 - Click the *Replace All* button.
 - All lists in the document of that list style in the Find what: box are changed to the Custom Number List style and all the text for each line is still there in the new style.
 - Close the Find and Replace.
 - Saving the document will save your changes.
- That's it. From now on you can quickly get the number or bullet list style you want in a new, old, or any other source Word document.

Comments

- Consider what you learned following the prior instructions and you can expand your editing power. The number or bullet custom style could also be a custom TOC, Heading, or Footnote style to edit the document.