




## Lists

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### Tips

#### Use Main Bulleted and Numbered List Options

The easiest way to create a numbered, bulleted, or definition list is to use Flare's quick drop-down menu button in the **Home** ribbon. Click the down arrow next to the list button  and select a format from the menu. However, when creating numbered or bulleted lists, it is a best practice to limit your selections to the **Bullet List**  and **Numbered List**  options, then rely on list style settings to provide the type of list item automatically depending on its level.

#### Use Styles to Control Different Levels

An advanced (or "complex") selector lets you format content based on very specific criteria. You can use advanced selectors when creating lists to automatically use different styles for each level in a multi-level list. For example, you could create a multi-level numbered list that uses a regular number in bold for the first-level ol, a lower-alpha number in italics for the second-level ol (i.e., the "ol ol" advanced selector), and a lower-Roman number for the third-level ol (i.e., the "ol ol ol" advanced selector). It could also be a combination numbered and bulleted list. For example, in the "ol ul ol ol" advanced selector, a numbered list is used for the first, third, and fourth levels, and a bulleted list is used for the second level.

#### Understand How Block and Text Snippets Work



- **Block Snippets** A block snippet in a list item retains the styling used on the content in that snippet (e.g., if the paragraph color in the snippet is blue, it will continue to be blue).
- **Text Snippets** A text snippet in a list item uses the styling for the list (e.g., if the paragraph color in the snippet is blue but in the list it is red, the content in the inserted snippet will be red). To use a text snippet, first type a single character in the empty list item, drag the snippet next to it, then remove the character.

#### Use Autonumbers for More Advanced Lists

In addition to using the quick list drop-down menu, you can use autonumbering to create more advanced types of lists. You might want to use autonumbering on lists, for example, if you want the list items to contain text in addition to numbers (e.g., Step 1, Step 2, Step 3). A list using autonumbers also supports cross-references to specific list items.

## How To

### Create a List

1. Open the content file and place your cursor where you want to insert a list.
2. Select **Home** >  (down arrow) and choose a list type from the menu (recommend **Bullet List** or **Numbered List**).
3. Enter text for the list item. Then press **ENTER** to move to the next list item and repeat.
4. (Optional) If you want to move to a second level of the list, press **Tab** or in the **Home** ribbon click the indent button .
5. If you are at the end of the entire list and want to exit the list altogether, press **ENTER** again on a blank list item.

### Switch From Numbered List to Bulleted, and Vice Versa

Right-click the **ol** (numbered list) or **ul** (bulleted list) structure bar to the left, and from the context menu select **List Type**. Then click one of the list types (**Bullet List** or **Numbered List**).

### Move Back to Higher Level in List

In the **Home** ribbon, click the outdent button .

### Add Content Between List Items

1. Make sure there is a `<p>` tag inside the `<li>` tag where you want to add the content. If not, right-click the **li** structure bar to the left of the list item. Then select **Make Paragraph Item(s)**.
2. Press **ENTER**.



## How To

3. Press **BACKSPACE** to remove the bullet or number from the list item. Then type your content.

### Set Default Behavior (Paragraph or Simple Items) for Lists

1. Select **File > Options**, and in the Options dialog, select the **XML Editor** tab.
2. Make a selection from the **List** field.
  - **Paragraph** Automatically adds a `<p>` tag inside each `<li>` tag
  - **Simple** Does not add a `<p>` tag inside each `<li>` tag

### Set Page Break on List Style

1. Open your stylesheet.
2. Select a list style. For example, you can select **ol** for ordered (numbered) lists, **ul** for unordered (e.g., bullet) lists, or **li** for individual list items. You can select the parent style (e.g., `li`), or you can select a class that you may have created for that tag (e.g., `li.Bold`, `li.Italic`).
3. If you are using the grouped view, expand the **PrintSupport** group.
4. To the right of the appropriate property (e.g., **page-break-before**, **page-break-after**), click  and select one of the options.
5. Click  to save your work.
6. Apply the style to the appropriate area of the list.

## How To

### Set Manual Page Break Between List Items


1. Place your cursor on an empty line in the list where you want to insert the page break. When you generate print-based output, the break occurs *after* this insertion point.  
  
If this is between list items, you will initially see a number or bullet next to that empty line.
2. If there is a <p> tag within the <li> tag, remove the <p> tag by making it a simple list item. To do this, right-click the li structure bar and select **Make Simple Item(s)**.
3. Select **Insert > Page Break**.

A gray bar is displayed in the XML Editor, and the number or bullet is removed. The gray bar is also represented by a structure bar on the left side of the XML Editor. You can apply conditions to the break, in case it should be used in some outputs but not others.

In the code, Flare uses the MadCap:pageBreak element where a page break is inserted.

## How To

### Restart Numbering

1. Click in the numbered list where you want to restart the numbering.
2. Select **Home >**  (down arrow).
3. Do one of the following:
  - If you want to change the numbering for the entire list, restarting the first item at a specific number, click **List Start Number**. Enter a value in the dialog and click **OK**.
  - If you want to change the numbering for a specific item in a numbered list, click **Item Number**. Enter a value in the dialog and click **OK**.

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### Merge Lists

1. Right-click the **ol** or **ul** structure bar to the left of one of the lists.
2. Select either **Merge With Previous List** or **Merge With Next List**. The lists are merged.

## List Styles

When you modify the look of lists that you create, you can modify any of the following kinds of styles in your stylesheet. Each of these styles is used to control a different aspect of a list. You can also create classes of these styles if you want to have multiple lists with different looks. For example, you could create one class of the ul style and call it "Indent1Inch," and then create another class of that style and call it "Indent2Inches."

- **li** Modifies *individual list items*.
- **ol** Modifies an *entire numbered ("ordered") list*, such as a set of steps in a procedure.
- **ul** Modifies an *entire bulleted ("unordered") list*.
- **dl** Modifies a *definition list*.
- **dt** Modifies *terms in a definition list*.
- **dd** Modifies *definitions in a definition list*.

## Shortcuts

Add Another Definition <dd> to Definition List	ENTER (press at end of <dd> tag containing text)
Add New Term <dt> to Definition List	ENTER (press at end of empty <dd> tag)
Create Paragraph or Simple Item in List (Toggle)	CTRL+;
Exit Bulleted or Numbered List	ENTER (press x2 on last line)
Exit Definition List	ENTER (press x3 on last line, at end of final <dd> tag)
Indent List Item	TAB
Outdent List Item	SHIFT+TAB
Remove List Tag and Convert to Paragraph	