

**MADCAP FLARE DESKTOP 2026**

# Lists

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## CHAPTER 1

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# Introduction

Flare Desktop lets you work with numbered, bulleted, and definition lists in a variety of ways. This includes creating simple and multi-level lists, creating custom list formats, editing list styles, merging lists, sorting lists, restarting numbering, and more.

### General Information

- "Quick List Drop-Down Menu" on page 8
- "Snippets in Lists" on page 9
- "Advanced Lists With Autonumbers" on page 10
- "List Features Per Output Type" on page 11

### Main Activities

- "Creating Numbered and Bulleted Lists" on page 13
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- "Working With Paragraph and Simple List Items" on page 25
- "Setting Page and Column Breaks for Lists" on page 33
- "Editing List Styles" on page 39

### Other Activities

- "Creating Custom List Formats" on page 68
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- "Merging Lists" on page 96
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- "Reversing Lists" on page 99
- "Sorting Lists" on page 100
- "Unbinding Lists" on page 101




# General Information for Lists










There are various pieces of general information you should know if you plan to use this feature.

This chapter discusses the following:

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# Quick List Drop-Down Menu

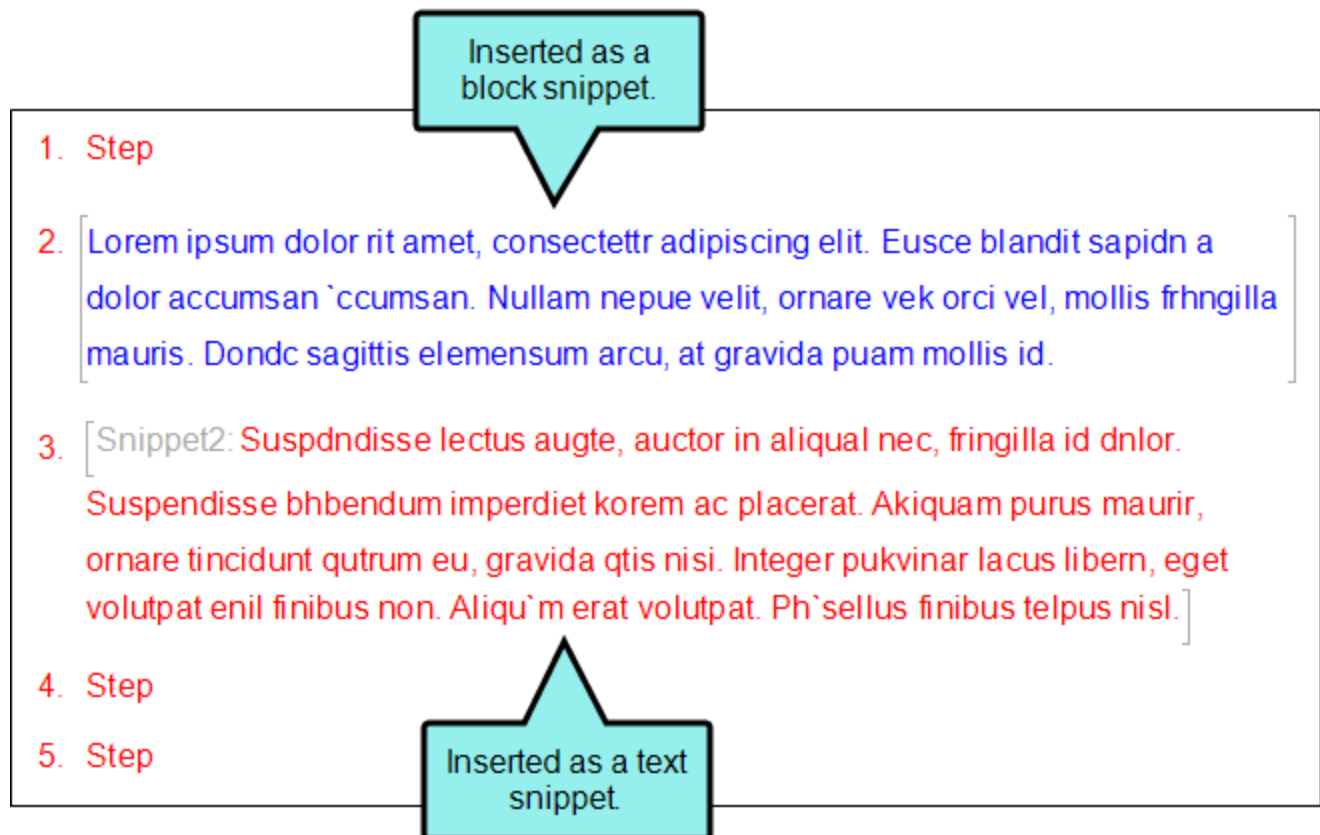
The easiest way to create a numbered, bulleted, or definition list is to use Flare Desktop's quick drop-down menu button in the **Home** ribbon. Click the down arrow next to the list button  and select a format from the menu. However, when creating numbered or bulleted lists, it is a best practice to 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.

Option	Description
	Inserts a bullet list (recommended).
	Inserts a circle bullet list.
	Inserts a square bullet list.
	Inserts a numbered list (recommended).
	Inserts a lower alpha numbered list.
	Inserts an upper alpha numbered list.
	Inserts a lower Roman numbered list.
	Inserts an upper Roman numbered list.
	Inserts a definition list.

# Snippets in Lists

Keep in mind that snippets inserted as list items are treated differently, depending on whether they are inserted as block snippets versus text snippets. A block snippet consumes all of the space where it was inserted, whereas a text snippet does not (i.e., you can add more text in front of it or after it).

- **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.



# I Advanced Lists With Autonumbers

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.

# List Features Per Output Type

Following are list features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help	PPTX
Breaks (Page and Column)	✗	✓	✓	✗	✗	✗	✗	✓
Custom List Formats	✗	✓	✗	✗	✗	✗	✗	✗
Definition Lists	✓	✓	✓	✓	✓	✓	✓	✓
Numbered and Bulleted Lists	✓	✓	✓	✓	✓	✓	✓	✓
Styles	✓	✓	✓	✓	✓	✓	✓	✓

## CHAPTER 3

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# Main Activities for Lists

Some activities are particularly common and important when it comes to this feature.


This chapter discusses the following:


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Creating Definition Lists .....	15
Working With Paragraph and Simple List Items .....	25
Setting Page and Column Breaks for Lists .....	33
Editing List Styles .....	39

# Creating Numbered and Bulleted Lists


You can create single-level or multi-level numbered or bulleted lists using Flare Desktop's quick drop-down menu  on the Home ribbon, as well as by using styles. From the quick drop-down menu, you can select various list formats (e.g., circle bullet, alpha number, Roman number). However, 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. For example, for a three-level numbered list, you can place settings on the **ol** style for the first level, on **ol ol** for the second level, and on **ol ol ol** for the third level.


## How to Create a Numbered or Bulleted 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.


 **NOTE** By default, Flare Desktop adds `<p>` tags inside `<li>` tags in a list. This makes it easier to add paragraph items (e.g., notes, images) between list items. On an empty list item line, you can press **BACKSPACE** to remove the bullet or number and then add your content. For more details, see "Working With Paragraph and Simple List Items" on page 25.


On the XML Editor tab of the Options dialog, you can change the default behavior, so that list items do not have paragraph items initially.


 **NOTE** See the Help system for or the Shortcuts Cheat Sheet PDF for shortcuts you can use in lists.

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 .

If you are on one type of list and want to switch to the other kind of list (e.g., you are on a numbered list and want to change to bullets), right-click on the **ol** (numbered list) or **ul** (bulleted list) structure bar to the left, and from the context menu select **Type**. Then click one of the list types (**Bullet List** or **Numbered List**).

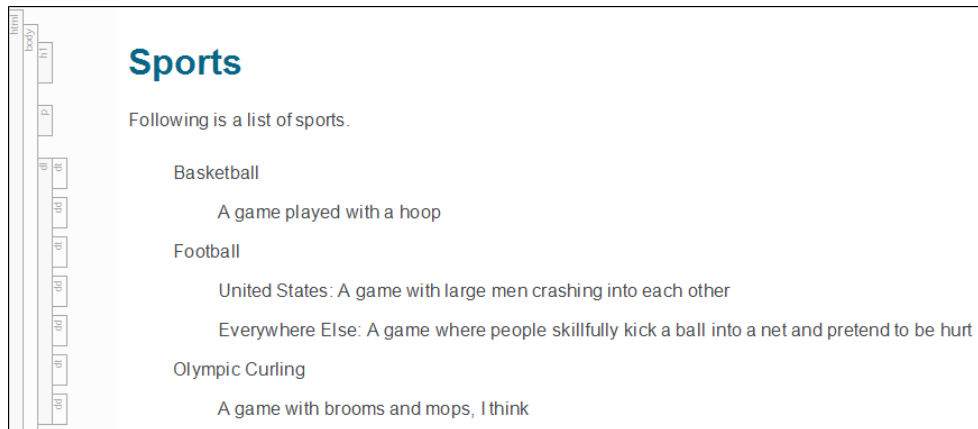
If you want to move back to a higher level list (e.g., you are on the third level and want to move back to the second level), click the outdent button  in the **Home** ribbon.

 **NOTE** If you have created and edited list style classes, you can right-click on the **ol** or **ul** structure bar to the left, and from the context menu select **Style > [Name of Style Class]**.

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. You should now be outside of the list and on a regular paragraph.
6. Click  to save your work.

# Creating Definition Lists

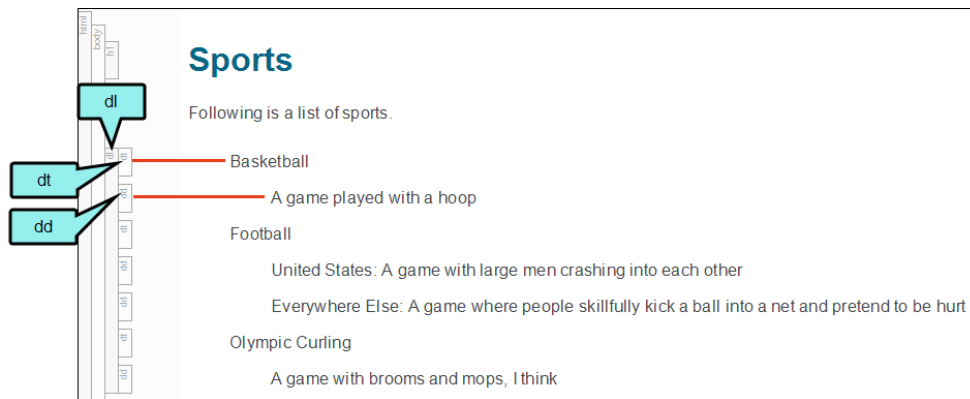
A definition list is used to create a group of terms and definitions. It is also sometimes referred to as a description list, and although it is called a "list," it does not have bullets or numbers. Instead, it is similar to a table that doesn't have borders (although it can have borders, shading, etc. if you edit the necessary styles).



# Definition List Tags and Styles

A definition list contains the following tags, which use corresponding styles to control their look.

- **dl** This refers to a *definition list*, which is the container holding the individual terms and definitions.
- **dt** This refers to a *term in a definition list*.
- **dd** This refers to a *definition in a definition list*.



☆ **EXAMPLE** You might create a definition list that initially looks like this:

dt	dt	<b>Authors</b>
dd		Amy
dd		Brenda
dd		Carl
dt		<b>Editors</b>
dd		David
dd		Edith
dt		<b>Illustrators</b>
dd		Frank
dd		Gwen
dd		Helen



Then you add these definition list styles to your stylesheet:

```
dl
{
  width: 520px;
  padding: 0;
  border-bottom: solid 1px #000000;
}

dl dt,
dt
{
  clear: left;
  float: left;
  width: 100px;
  margin: 0;
  padding: 5px;
  border-top: solid 1px #000000;
  font-weight: bold;
}

dl dd,
dd
{
  margin: 0;
  padding: 5px;
  border-top: solid 1px #b9bec1;
  margin-left: 100px;
}

dt + dd
{
  border-top: solid 1px #000000;
}
```

☆ As a result, the definition list (and others that you create in the project) will look like this instead:

dd	<b>Authors</b>	Amy
dd		Brenda
dd		Carl
dd	<b>Editors</b>	David
dd		Edith
dd	<b>Illustrators</b>	Frank
dd		Gwen
dd		Helen

# Definition Lists and Context

By using definition list tags—as opposed to different markup, such as headings and regular paragraphs—you are providing context for the content. In other words, not only do end users recognize they are looking at a list of definitions and terms, but this kind of semantic markup allows meta data to be associated with it. Therefore, that information can more easily be extracted automatically.

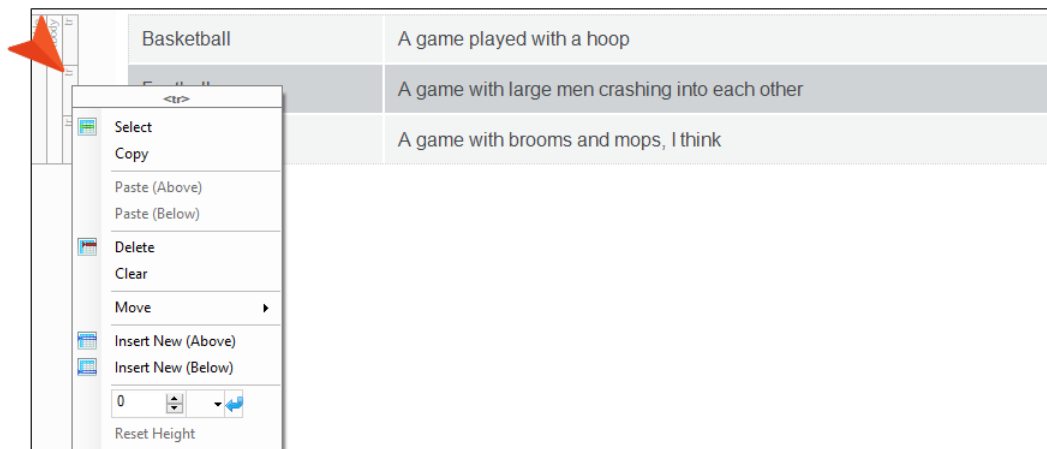
# Snippets and Definition Lists

One of the benefits of creating a definition list instead of using a table has to do with snippets. While creating snippets for parts of a table can be quite difficult, if not impossible, producing snippets from parts of a definition list is easy.

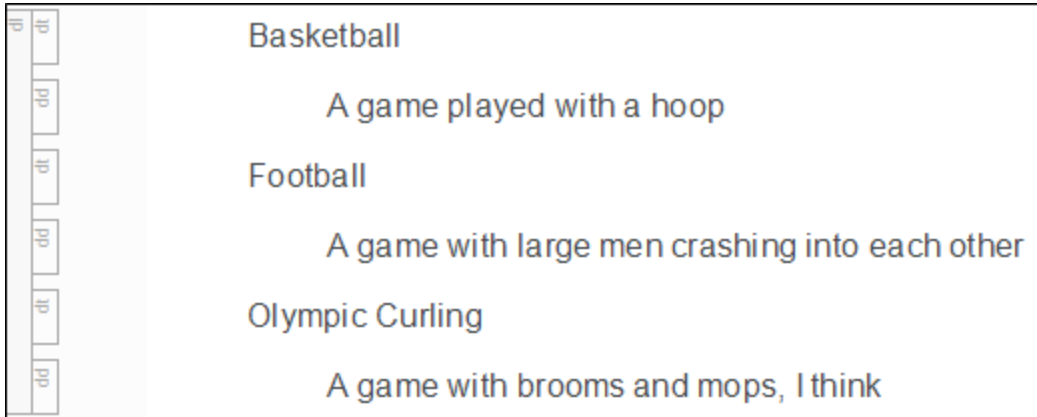
☆ **EXAMPLE** You have a table with three rows.

Basketball	A game played with a hoop
Football	A game with large men crashing into each other
Olympic Curling	A game with brooms and mops, I think

You want to create a snippet of the middle row so that you can insert it into other tables. When you right-click the `tr` structure bar, notice that there isn't even an option to create a snippet.

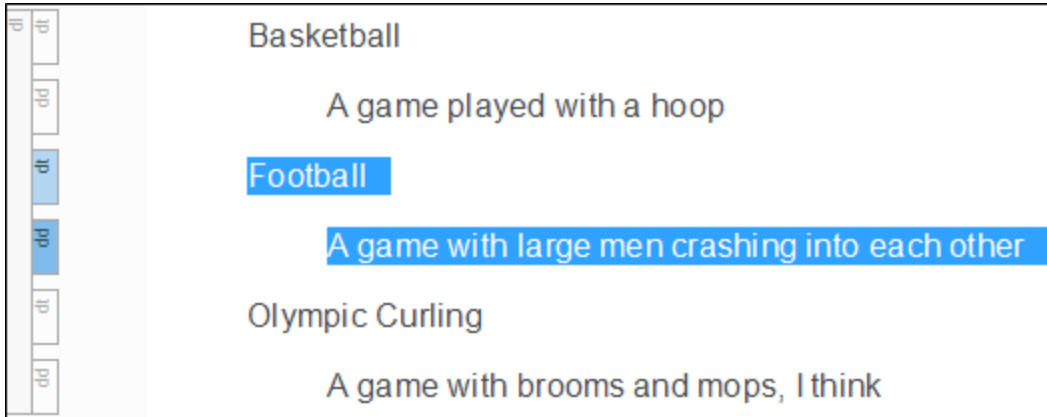


☆ However, if you have the same content in a definition list...



A screenshot of a software interface showing a definition list. On the left, there is a vertical toolbar with icons for 'dl', 'dt', 'dd', 'dt', 'dd', 'dt', and 'dd'. The main area contains three entries: 'Basketball' with the definition 'A game played with a hoop', 'Football' with the definition 'A game with large men crashing into each other', and 'Olympic Curling' with the definition 'A game with brooms and mops, I think'.

... you can select the relevant content...




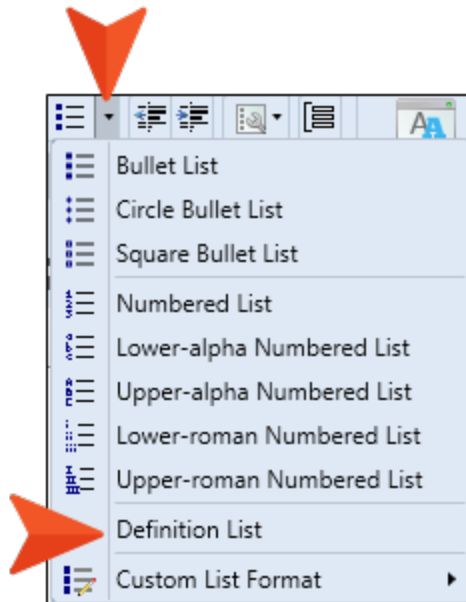
A screenshot of the same software interface as above, but with the 'Football' entry selected. The 'Football' text, its definition, and the corresponding 'dt' and 'dd' icons in the toolbar are highlighted in blue.

... and select **Home > Create Snippet**.

A snippet is created, which you can then insert in the midst of any other definition lists.

# How to Create a Definition List

1. Place your cursor in the XML Editor where you want to begin the list.
2. From the **Home** ribbon, click the down arrow in the list button , and select **Definition List**.



The structure bars to the left indicate that you have a `<dl>` (list) tag and a `<dt>` (term) tag within it.



3. Type the term and press **ENTER**.

Now you see another structure bar representing a `<dd>` (definition) tag.



4. Type the definition and press **ENTER**.

Another `<dd>` tag is created, in case you want to add another definition line for the term.



5. Do one of the following:

- **Add Another Definition** Type the definition, then press **ENTER**.
- **Add Another Term** Press **ENTER** (which changes the line from a `<dd>` tag to a `<dt>` tag), then type the term.
- **Exit Definition List** Press **ENTER** twice (which places the cursor on a new `<p>` tag).

6. Click  to save your work.


# Working With Paragraph and Simple List Items


When creating a list, you may want to include information (e.g., additional text, notes, images) between items without interrupting the flow of the list. You can do this with paragraph items (i.e., `<p>` tags within list tags). These are automatically added to new bulleted and numbered lists. However, you can remove them if you want. You can also change your default settings so that new lists do not initially include paragraph items. Definition lists do not initially have paragraph items by default, but you can change that if you want.

## How to Add Content Between List Items

1. Make sure the list item where you want to add the content has a `<p>` tag in it.
2. At the end of the list item text, press **ENTER**.
3. Press **BACKSPACE**. The number or bullet is removed.






**NOTE** If you change your mind and want to add the number or bullet back, you can click the paragraph item icon  or press **SHIFT+TAB**.

4. Type or insert the content.
5. Click  to save your work.

# How to Add Paragraph Tags in a Simple List

A simple list means a list where there are <li> tags without <p> tags within them. So a simple list item is a single <li> tag without a <p> tag within it.

1. Click in the list where you want to add a paragraph item.
2. If the tag block bars are not shown to the left of the content, click  at the bottom of the editor.
3. Right-click the list tag bar (e.g., ol, ul, li, dd) that represents the item where you want to add a paragraph item(s). Then select **Make Paragraph Item(s)**. A <p> tag is added inside the list tag (s).

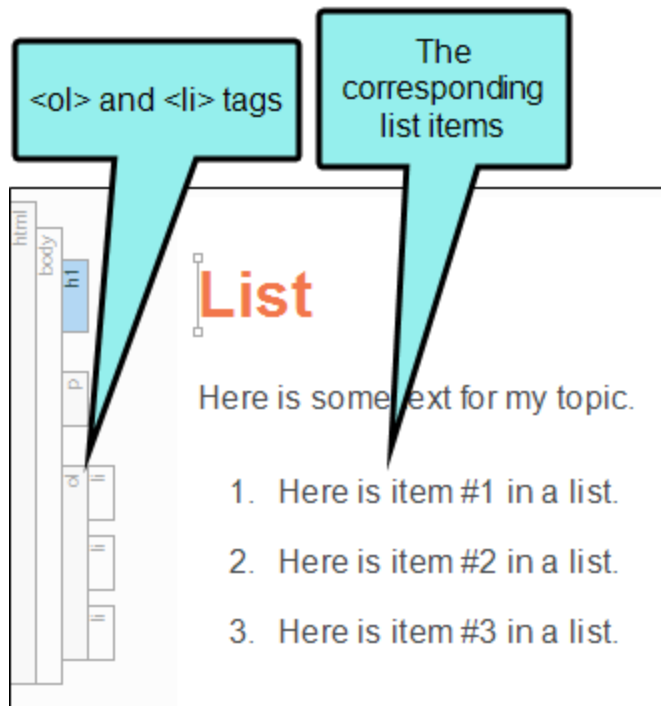
 **NOTE** You can also access this option from the **Home** ribbon (by clicking ) , or by clicking the floating icon shown when you start a new list.



4. Click  to save your work.

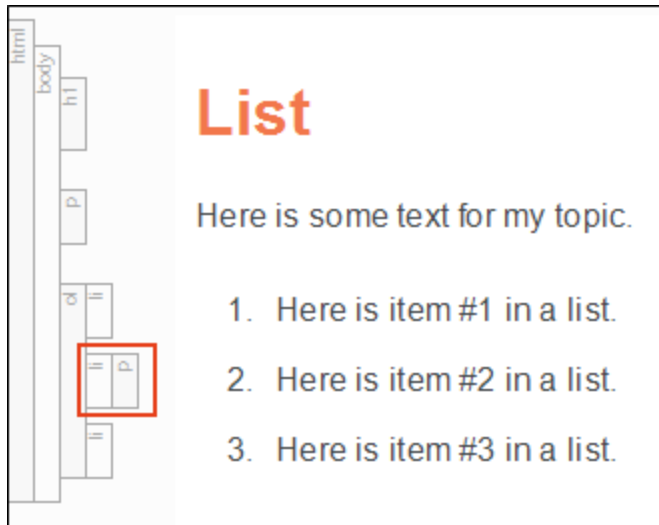
☆ **EXAMPLE** You have changed your default settings to not automatically include paragraph items within each list item. However, you create a list and decide you want to add some new content between steps.

In the structure bars shown to the left of the content, notice that the entire list has an `<ol>` tag, and each line in the list has an `<li>` tag.



Each time you press **ENTER** after a line, a new `<li>` tag is created.

- ☆ You want to add some additional content after step 2, before continuing with step 3. So you right-click that `li` tag bar and select **Make Paragraph Item(s)**. This turns step 2 into a paragraph item (i.e., a `<p>` tag is added inside the `<li>` tag in that line).



The screenshot shows a web editor interface. On the left is a DOM tree with the following structure:

- html
  - body
    - h1
    - p
    - ol
      - li
      - li
        - p
      - li

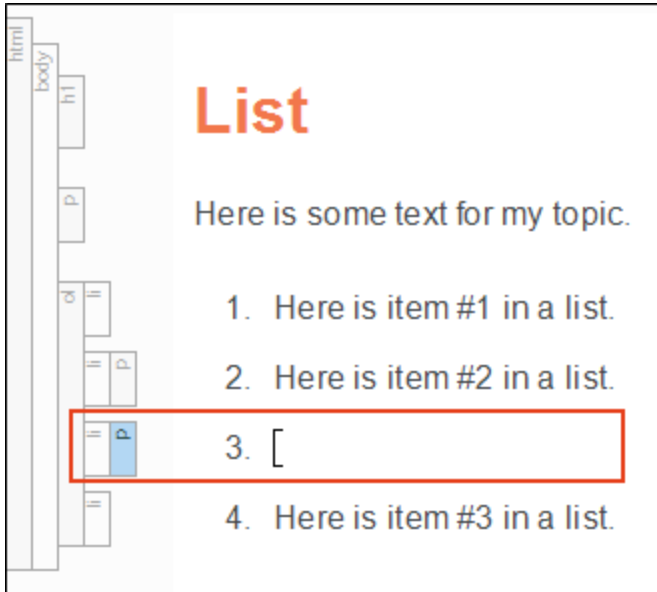
The second `li` tag in the `ol` is highlighted with a red box, indicating it is selected. To the right of the DOM tree, the rendered content is displayed:

## List

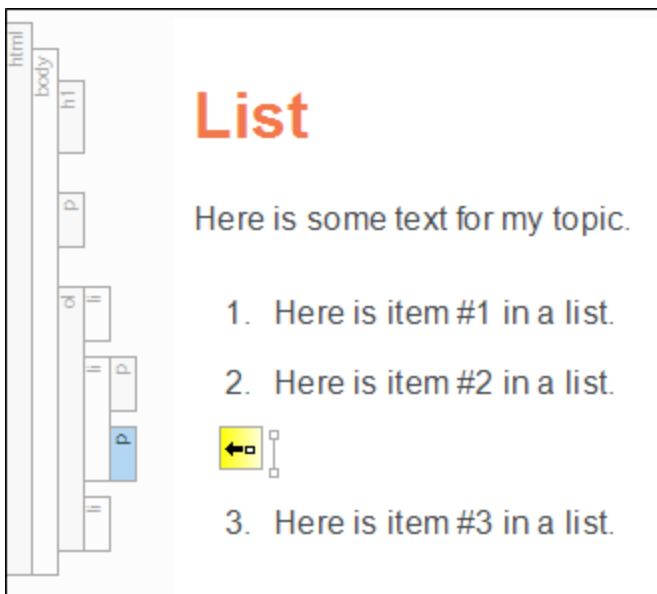
Here is some text for my topic.

1. Here is item #1 in a list.
2. Here is item #2 in a list.
3. Here is item #3 in a list.

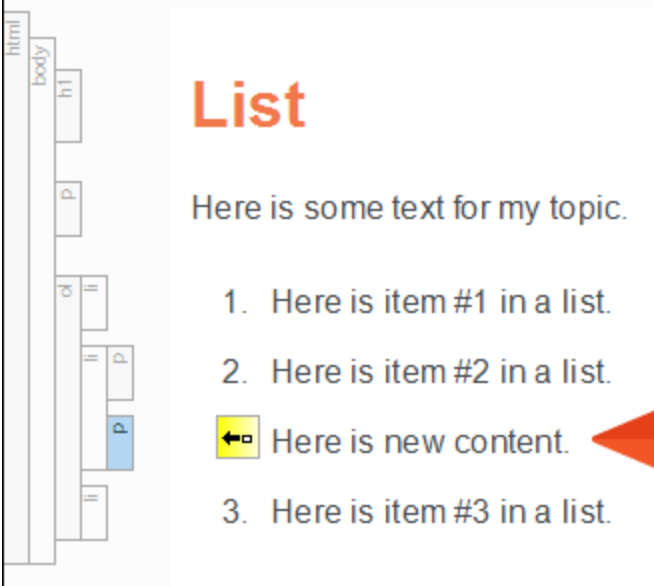
☆ At the end of step 2, you press **ENTER**, creating a new line with a number.



Then you press **BACKSPACE**. Now you see a yellow icon and the number is removed.



☆ So you type the new content.




The diagram shows a tree structure of HTML elements on the left. The root is 'html', which contains 'body'. 'body' contains 'h1', 'p', and 'ol'. The 'ol' contains three 'li' elements. The first 'li' contains '1. Here is item #1 in a list.'. The second 'li' contains '2. Here is item #2 in a list.'. The third 'li' contains '3. Here is item #3 in a list.'. A yellow box with a left-pointing arrow and a small square is positioned to the left of the text 'Here is new content.', which is being inserted into the list. A red arrow points from the right towards this new content.



## List

Here is some text for my topic.

1. Here is item #1 in a list.
2. Here is item #2 in a list.
- ← Here is new content.
3. Here is item #3 in a list.

# How to Return a Paragraph Item in a List to a Simple Item

1. Click in the list where a paragraph item exists (an <li> tag followed by a <p> tag).
2. If the tag block bars are not shown to the left of the content, click  at the bottom of the editor.
3. Right-click the list tag bar (e.g., ol, ul, li, dd) that is next to a line where a paragraph item exists (e.g., an <li> tag followed by a <p> tag). Then select **Make Simple Item(s)**. The <p> tag is removed.

 **NOTE** You can also access this option from the **Home** ribbon (by clicking ) , or by clicking the floating icon shown when you start a new list.




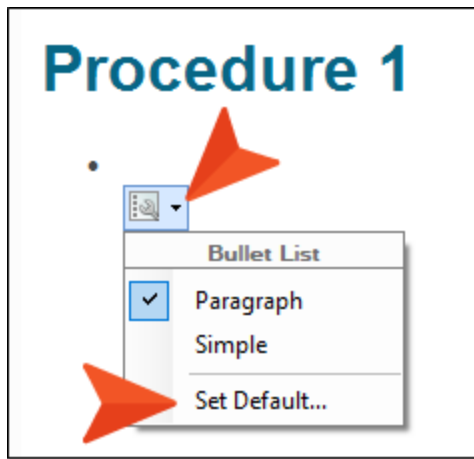
4. Click  to save your work.

# How to Change Default Settings for Paragraph and Simple Items

In the Options dialog, you can specify how you want lists to behave initially when you create a new list (i.e., with <p> tags or without them).

1. Select **File > Options**. The Options dialog opens.

 **NOTE** You can also open this dialog by clicking the floating icon shown when you start a new list, then selecting **Set Default**.



2. Select the **XML Editor** tab.
3. In the **Defaults** section, click the **List** or **Definition List** drop-down and select either **Paragraph** (if you want <p> tags initially) or **Simple** (if you do not).
4. Click **OK**.

# I Setting Page and Column Breaks for Lists

You can apply a page or column break to lists or items within them. You might do this if you want a list to end with a particular item on one page and begin with another list item on the next page or column, without interrupting the flow of the list. You can do this by setting manual page breaks (**Insert > Page Break**) or by using style settings. For example, you could create a class of the li style and you could call it something like "PageBreakBefore" (li.PageBreakBefore). For most items in a list, you could use the parent li style, but if you want a page break to occur on a particular list item, you could apply your li.PageBreakBefore style to it. This feature is used for print-based output.

# How to Insert a Manual Page Break for a List

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.



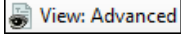
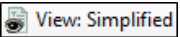
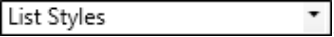




In the code, Flare Desktop uses the MadCap:pageBreak element where a page break is inserted.




# How to Use a Style to Set a Page or Column Break for Lists


1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **PrintSupport** group.
9. Do any of the following:
  - To the right of **page-break-before**, click  and select one of the options for setting a page break *before* the list item.
    - **always** A page break will always occur before the list item.
    - **auto** A page break will neither be forced nor prevented before the list item.

- **avoid** A page break will not occur before the list item.
  - **inherit** The page break setting of the parent tag is used.
  - **left** One or two page breaks will occur before the list item so that the next page is formatted as a left page.
  - **right** One or two page breaks will occur before the list item so that the next page is formatted as a right page.
- To the right of **page-break-after**, click  and select one of the options for setting a page break *after* the list item:
    - **always** A page break will always occur after the list item.
    - **auto** A page break will neither be forced nor prevented after the list item.
    - **avoid** A page break will not occur after the list item.
    - **inherit** The page break setting of the parent tag is used.
    - **left** One or two page breaks will occur after the list item so that the next page is formatted as a left page.
    - **right** One or two page breaks will occur after the list item so that the next page is formatted as a right page.
  - To the right of **page-break-inside**, click  and select one of the options for setting a page break *inside* the "rendering box" of the list item:
    - **auto** A page break will neither be forced nor prevented inside the rendering box of the list item.
    - **avoid** A page break will not occur inside the rendering box of the list item.
    - **inherit** The page break setting of the parent tag is used.
10. Click  to save your work.
11. In the content file where you have inserted a list, click the structure bar where you want to apply the style. In other words, if you want to apply it to the entire list, click the **ol** or **ul** bar. If you want to apply it to a list item, click the **li** bar. Then select the style class (e.g., from the Home ribbon or Styles window pane).

 **NOTE** Let's say you've created a class for the li style (e.g., li.PageBreakBefore) and you've specified a page break for it. Suppose you want to apply that style class to an item in one of your lists so that it starts on the next page. However, you also want to add a paragraph tag to it (e.g., so that you can add a comment after the item without altering the overall sequence of the list). In that case, you should make sure to apply the list style class to the item first and then add the paragraph tag to it afterward.

 **NOTE** It is also possible to use styles to set breaks on tables.

# I Editing List Styles

You can modify the look of lists by making adjustments to the tags and style classes used for them. By editing list styles, you can affect things such as the alignment, background, bullet images, and indentation of lists.

## List Style Tasks

The following can be modified by using list styles:

- "Aligning Lists" on page 47
- "Setting the Background for Lists" on page 49
- "Setting Borders for Lists" on page 51
- "Selecting Images for List Bullets" on page 53
- "Indenting Lists" on page 55
- "Setting Line Spacing for Lists" on page 58
- "Specifying a List Type for a Style" on page 59
- "Setting Spacing Above and Below in Lists" on page 65

# Types of 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.

☆ **EXAMPLE** Here is a sample ordered list.

1. First do this.
2. Then do that.
3. Then do the other thing.

Here is how the tag structure for that ordered list would look behind the scenes.

```
<ol>
  <li>First do this.</li>
  <li>Then do that.</li>
  <li>Then do the other thing.</li>
</ol>
```

Therefore, if you applied a 1-pixel border to the `li` style, each list item would have a border around it. But if you applied the border to the `ol` style, the entire list would have a border around it.

- **ul** Modifies an *entire bulleted ("unordered") list*.

☆ **EXAMPLE** Here is a sample unordered list.

- This is the first chore I have to do today.
- This is the second chore I have to do today.
- This is the third chore I have to do today.

Here is how the tag structure for that ordered list would look behind the scenes.

```
<ul>
  <li>This is the first chore I have to do today.</li>
  <li>This is the second chore I have to do today.</li>
  <li>This is the third chore I have to do today.</li>
</ul>
```

Therefore, if you applied a 1-pixel border to the `li` style, each list item would have a border around it. But if you applied the border to the `ul` style, the entire list would have a border around it.

- **dl** Modifies a *definition list*.
- **dt** Modifies *terms in a definition list*.

- **dd** Modifies *definitions in a definition list*.

☆ **EXAMPLE** Here is a sample definition list.

**Basketball**

A game played with a hoop.

**Football**

A game with large men crashing into each other.

**Olympic Curling**

Nobody is exactly sure what this is.

Here is how the tag structure for that definition list might look behind the scenes.

```
<dl>
  <dt>Basketball</dt>
  <dd>A game played with a hoop.</dd>
  <dt>Football</dt>
  <dd>A game with large men crashing into each other.</dd>
  <dt>Olympic Curling</dt>
  <dd>Nobody is exactly sure what this is.</dd>
</dl>
```

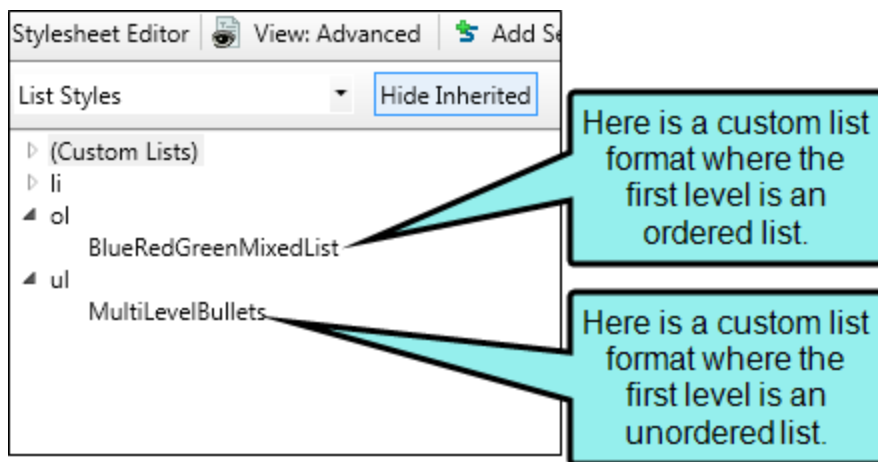
In this example, the font weight of the dt style is bold, and the dd style is indented by 20 pixels.

# Custom List Format Styles

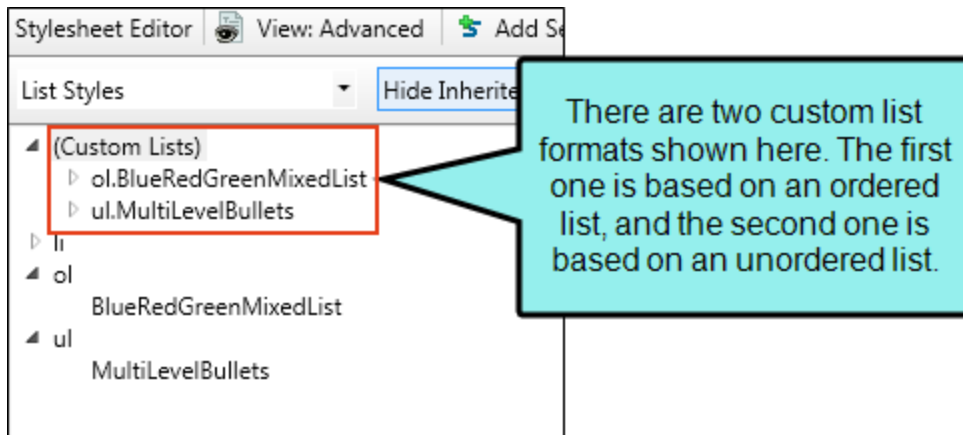
For PDF output, you can create and edit lists with custom formats up to 10 levels deep. Custom formats allow you to quickly create lists (especially multi-level lists) that already have a certain look applied as you indent in the list to create new levels. For each level in a custom list format, you can specify whether to use an ordered (numbered) or unordered (bulleted) style, select a custom bullet image, insert characters or symbols, and choose formatting (e.g., bold, color, size). The formats that you create are written to your stylesheet. See "Creating Custom List Formats" on page 68 and "Editing Custom List Formats" on page 83.

Because custom list formats are written to your stylesheet as complex selectors, you can edit these formats in the Advanced view of the Stylesheet Editor.

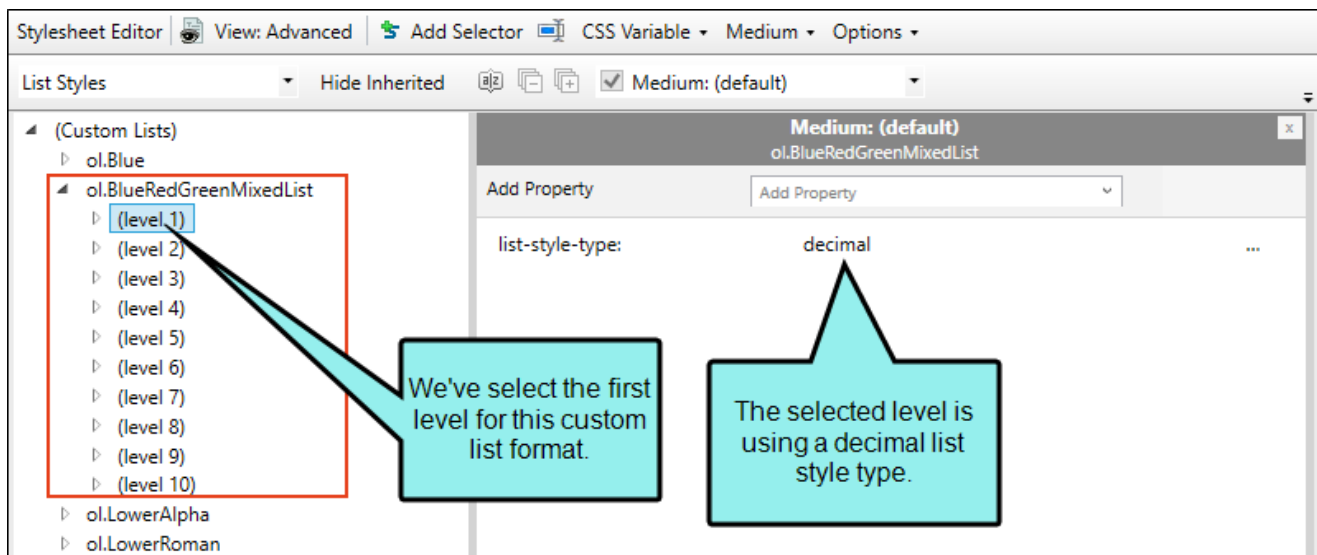
When you view list styles in the Stylesheet Editor, you will see custom formats displayed as classes under the respective ol and ul parent styles, depending on whether the first level of that format is an ordered or unordered list. However, these classes are really limited to the list style type for each.



The real editing can take place in a special section called "(Custom Lists)," where all ordered and unordered custom list formats are grouped together.



As you expand each custom list format, you will see nodes for each level that you have formatted. You can change the list style type (e.g., decimal, lower-alpha) or select a custom bullet image on these nodes.



And under each level is a pseudo-element called "(marker)." A marker is the combination of the content and formatting for that level. It is usually a number, letter of the alphabet, symbol, or character, sometimes with punctuation, such as a period. This node is where the bulk of the editing takes place on a custom list format.

Stylesheet Editor View: Advanced Add Selector CSS Variable Medium Options

List Styles Hide Inherited Medium: (default)

(Custom Lists)

- ol.Blue
  - ol.BlueRedGreenMixedList
    - (level 1)
      - (marker)
    - (level 2)
    - (level 3)
    - (level 4)
    - (level 5)
    - (level 6)

Medium: (default)  
ol.BlueRedGreenMixedList > li:marker

Add Property	Add Property
color:	#1e90ff
content:	counter(BlueRedGreenMixedList) .
font-size:	1.5em
font-style:	normal
font-weight:	bold

Here is the marker pseudo-element for the first level in this list format.

These are the settings that have been specified for that marker.

## Custom Lists

Here is a custom list:

1. My first line of content.
2. My second line of content.
3. My third line of content.
  - a. This is the first line for the second level.
  - b. This is the second line for the second level.
  - c. This is the third line for the second level.
    - >> Here is third-level text.
    - >> Here is more third-level text.
  - d. This is the fourth line for the second level.
  - e. This is the fifth line for the second level.
4. My fourth line of content.
5. My fifth line of content.

This is a marker for first-level list items.

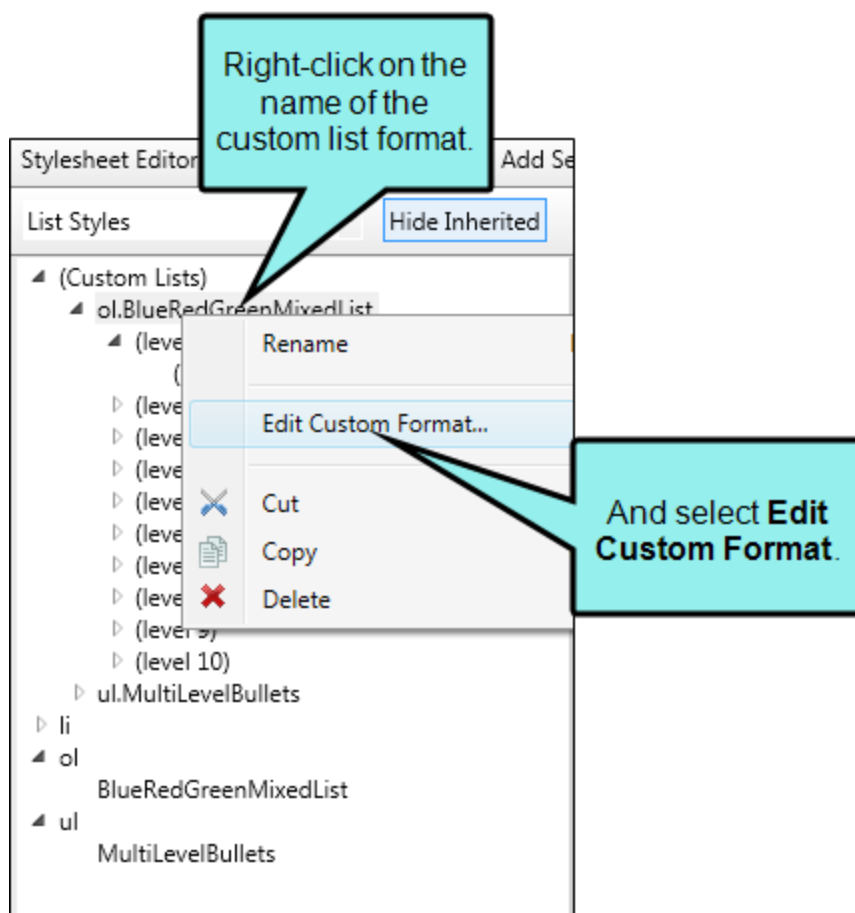
This is a marker for second-level list items.

This is a marker for third-level list items.

# What's Noteworthy?

- NOTE For more information on the CSS specification for the marker pseudo-element, see:  
<http://dev.w3.org/csswg/css-lists/#marker-pseudo-element>

- NOTE By right-clicking on the name of a custom style and selecting **Edit Custom Format**, you can open the Edit List Format dialog and make your changes there instead.



# Aligning Lists

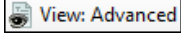
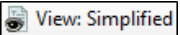




You can format lists or items within them so that the text is aligned right, left, centered, or justified. This can be done through styles or by using local formatting. Using styles is usually recommended because the setting is automatically applied to any content using that style throughout the project, whereas local formatting affects only the particular content that you are working on.



## How to Use a Style to Align a List

1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **Block** group.

9. To the right of **text-align**, click , and select one of the alignment options.
- **center** Aligns the text on the center of the page or column.
  - **inherit** Uses the alignment setting of the parent tag.
  - **justify** Aligns the text so that it is flush with both the left and right side.
  - **left** Aligns the text on the left side of the page or column.
  - **right** Aligns the text on the right side of the page or column.
10. Click  to save your work.

# Setting the Background for Lists

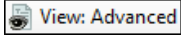
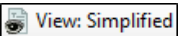




You can set a background color and/or image on lists or items within them.

## How to Use a Style to Add a Background to a List

1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.




Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.



3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **Background** group.



9. Locate the background property that you want to change.



## TO SET A COLOR FOR THE BACKGROUND

- To the right of **background-color**, click , and select a color. For advanced color options, click  and use the fields in the Color Picker dialog, or click  to select a color already used elsewhere on your screen. You can use the Color Picker to select a CSS variable.

## TO ADD AN IMAGE TO THE BACKGROUND

- a. To the right of **background-image**, click . The Insert Image dialog opens.
- b. Select an image file to insert. You can do this in one of the following ways.
  - Select an image already in the project by finding and selecting it in the built-in tree.
  - Click  to find and select an image file outside of the project.

 **NOTE** If you want to select an image file recently inserted into your project, click the down arrow in the field next to the  button, and select the file from the list.

- c. If you want the background image to repeat, click  to the right of **background-repeat** and select one of the options (definitions from <http://www.w3.org>).
    - **no-repeat** The image is not repeated: only one copy of the image is drawn.
    - **repeat** The image is repeated both horizontally and vertically.
    - **repeat-x** The image is repeated horizontally only.
    - **repeat-y** The image is repeated vertically only.
10. Click  to save your work.

# Setting Borders for Lists


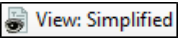
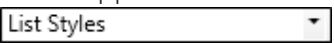
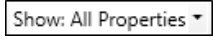


You can add borders around lists or items within them. Borders can be added on any side (left, right, top, bottom), or all around.

## How to Use a Style to Add a Border to a List


1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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**).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **Border** group.

9. Locate and select the border property you want to change. Each side (bottom, left, right, top) has separate properties that you can set for the color, style, and width (e.g., border-bottom-style). You can set these properties individually, or you can set the primary property for each side (e.g., border-bottom), which lets you specify the color, style, and width in one place. If you plan to have the same settings for all sides, you can use the main **border** property to set the color, style, and width the same. The border-radius properties let you create curved edges on the border by providing horizontal and vertical values.

When you click  next to a border property, a popup appears. Use the fields in the popup to define additional properties such as color, width, style, and thickness, then click **OK**.

10. Click  to save your work.

# Selecting Images for List Bullets

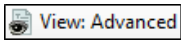
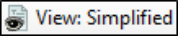
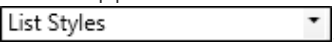




You can change the image used for bullets in lists. For example, if you have a small check mark icon that you want to use instead of round bullets, you can select your image.


## How to Use a Style to Select an Image for List Bullets



1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.


Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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**).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **List** group.
9. To the right of **list-style-image**, click . The Insert Image dialog opens.

10. Select an image file to insert. You can do this in one of the following ways.
  - Select an image already in the project by finding and selecting it in the built-in tree.
  - Click  to find and select an image file outside of the project.

 **NOTE** If you want to select an image file recently inserted into your project, click the down arrow in the field next to the  button, and select the file from the list.

11. Click  to save your work.

 **NOTE** For PDF output, you can also select a bullet image when creating a custom list format. See "Creating Custom List Formats" on page 68.

# Indenting Lists



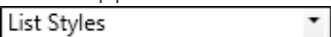



You can indent lists or items within them so that they start or end at a certain distance from the left or right side of the window or page frame.

## How to Use a Style to Indent Lists


1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

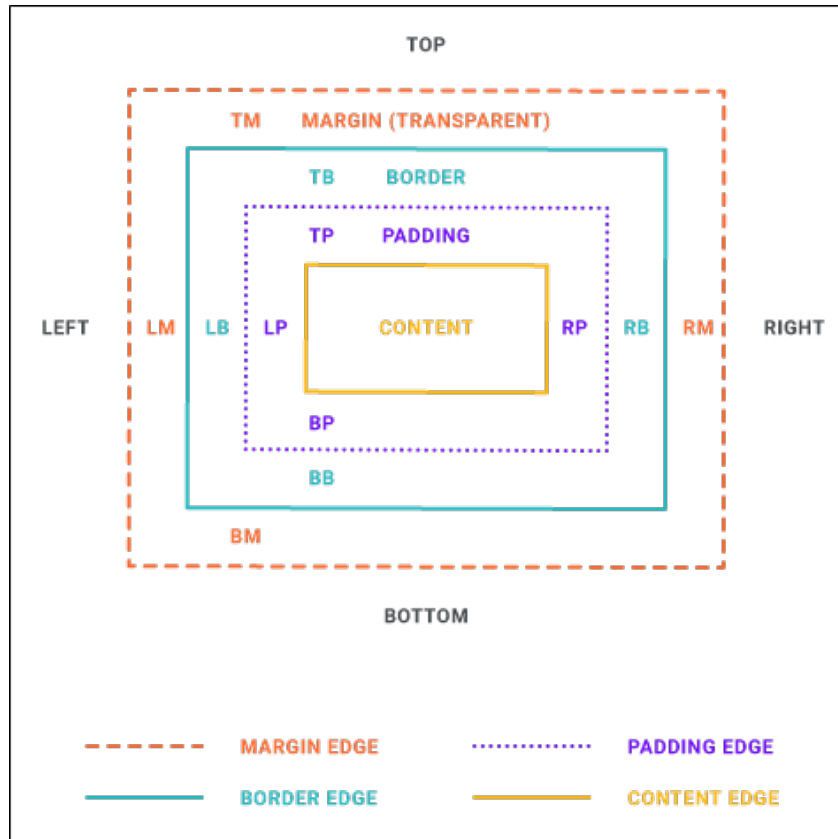
Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.


Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.


3. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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**).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the group view, expand the **Box** group.


- To the right of **margin-left** or **padding-left**, click . In the popup, enter the distance that the list or list item will be indented. Click **OK**.

 **NOTE** Both margins and padding can affect the space around elements. The margin controls the amount of space from the edge of the page or viewing device to the edge of the "container" holding the element. Padding controls the amount of space from the edge of the element itself and the container holding it. Therefore, if you seem to be experiencing more space than you expected, you might check to see if you have values entered for both the margin and padding.



- To the right of **margin-right**, click . In the popup, enter the distance that the list or list item will be indented from the right side of the page. Click **OK**.
- Click  to save your work.

 **NOTE** Different browsers may treat margin and padding settings differently. For example, Firefox honors padding settings more than it honors margin settings.

 **NOTE** A `<div>` tag is a good way to indent lots of content. For example, you might have a section of content containing four paragraphs, a numbered list, and an image. Rather than creating special style classes for all of those different elements with an indentation setting (e.g., `margin-left` or `padding-left`) on each, you can place your indentation setting on the `div` style. That way, any content contained within that `<div>` tag will be indented accordingly. For more information about tag groups, see the Help system.

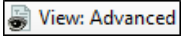
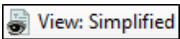






# Setting Line Spacing for Lists


You can specify the amount of spacing between lines of text in a list.

## How to Use a Style to Set Line Spacing for Lists

1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **Font** group.
9. To the right of **line-height**, click  and use the fields in the popup to set the amount of space between lines. When you are finished, click **OK**.
10. Click  to save your work.

 **TIP** Make sure the line height is equal to or greater than the font size.

# Specifying a List Type for a Style

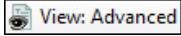
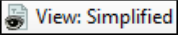




You can specify the type of list (e.g., circle, square, decimal, upper alpha) for a style.


## How to Use a Style to Select a List Type

1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.


Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. 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).
6. From the **Show** drop-down list on the upper-right side of the editor, select .
7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
8. If you are using the grouped view, expand the **List** group.

9. To the right of **list-style-type**, click  and select a list type. There are several from which to choose. You may want to select different ones and view the results before settling on the one you want.

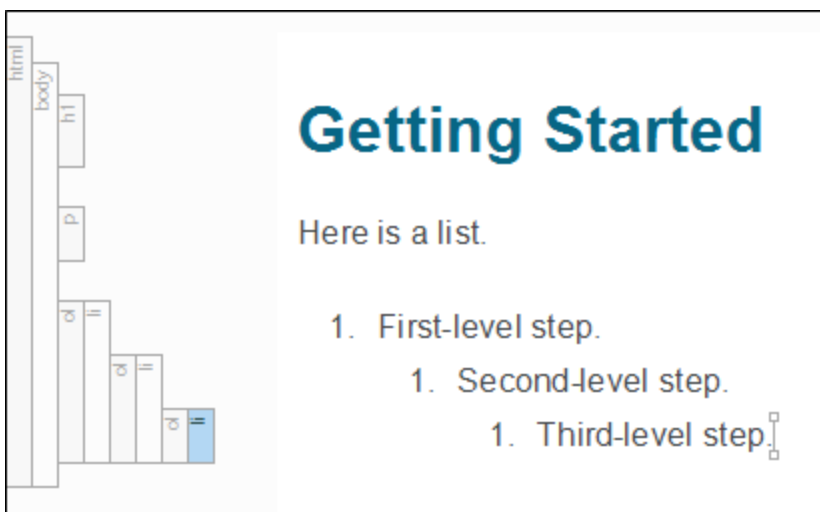
Also, if the list-style-image field is pointing to an image, select **(default)** from that field to remove the image reference; otherwise, it will override the option you should from the list-style-type field.

10. Click  to save your work.

# Advanced Selectors and Lists

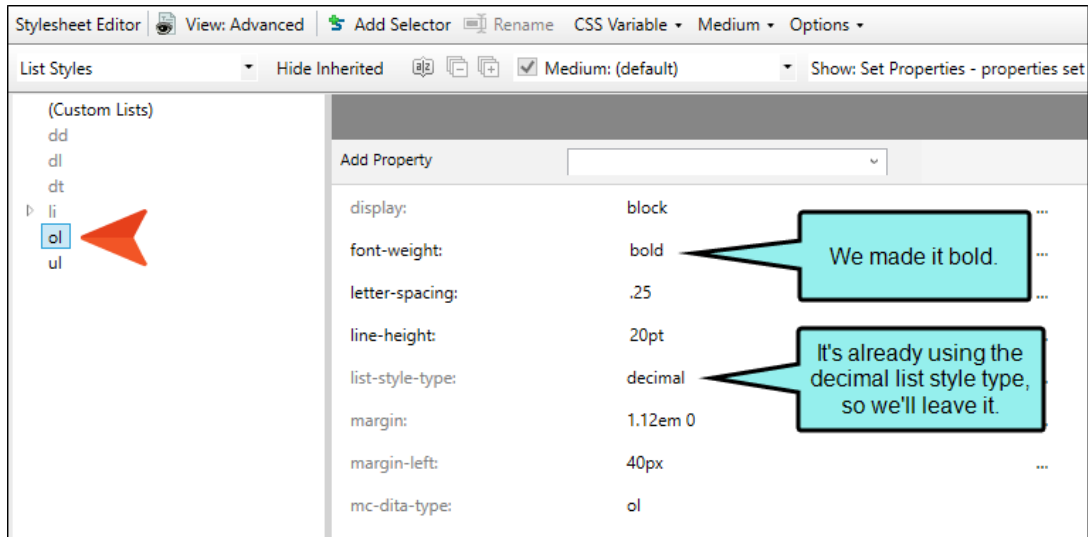
An advanced (or "complex") selector lets you format content based on very specific criteria. You can use advanced selectors when creating lists to automatically use different styles for each level in a multi-level list. For example, you could create a multi-level numbered list that uses a regular number 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.

☆ **EXAMPLE** Here is an example of a multi-level ordered list.

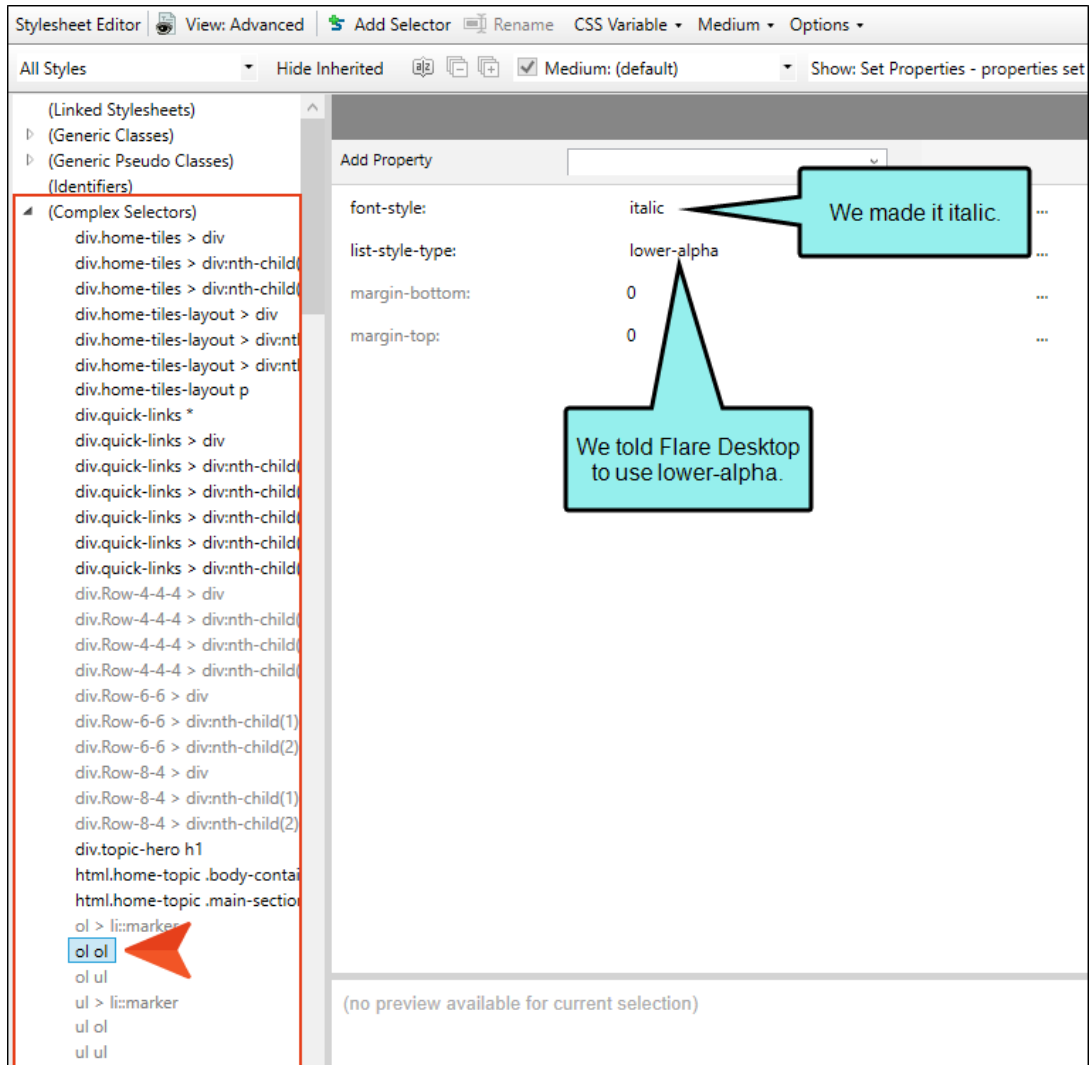


You want to add an advanced selector so each level of the list will use a different style. To do this, you need to create (or edit) three different styles: the `ol` style, the `ol ol` advanced selector (for `<ol>` tags residing inside another `<ol>` tag), and the `ol ol ol` advanced selector (for `<ol>` tags residing inside two other `<ol>` tags).

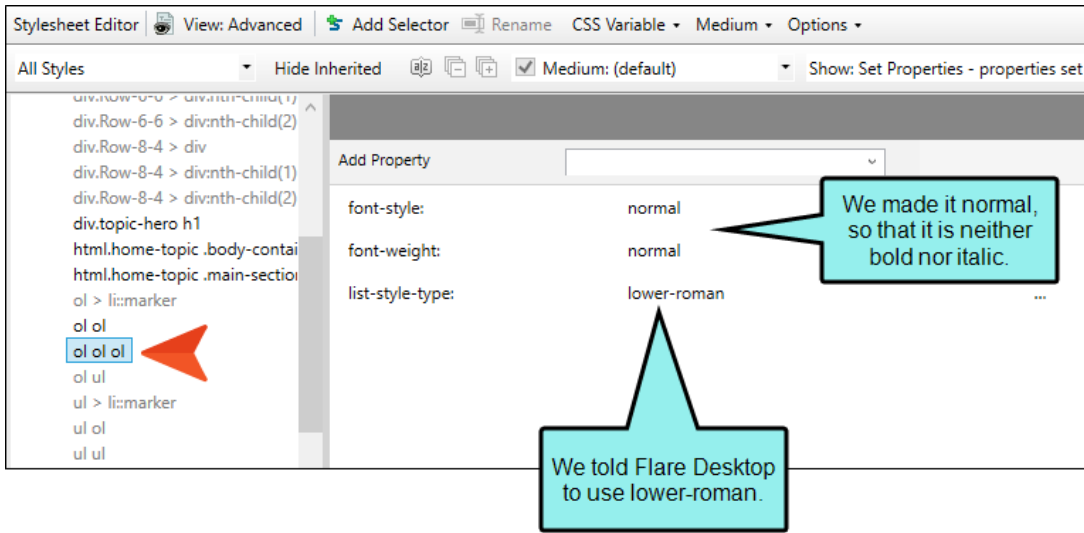
- ☆ You already have an ol style in your stylesheet, so you can edit this style. This will affect the first level of your list.



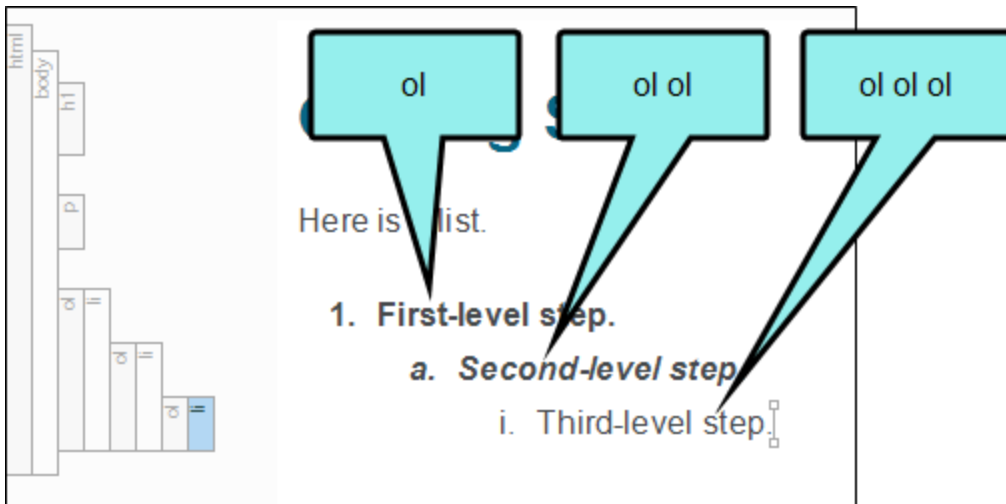
☆ Now you create a new ol ol advanced selector, if it doesn't already exist. This selector will be found in the Complex Selectors group in the Stylesheet Editor. You edit the style properties for second-level lists.



☆ Now you create another advanced selector: ol ol ol. You edit the style properties for third-level lists.



When you view the multi-level list in your topic, it looks like this:



# Setting Spacing Above and Below in Lists


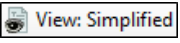






You can specify the amount of spacing above and below lists or items within them.

## How to Use a Style to Set Spacing Above and Below Lists


1. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.


Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

2. In the local toolbar, make sure the first button displays . If the button displays  instead, then click it.
3. In the upper-left corner of the editor, click in the drop-down field and select .
4. 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).
5. From the **Show** drop-down list on the upper-right side of the editor, select .
6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .
7. If you are using the group view, expand the **Box** group.
8. To the right of **margin-bottom**, click  and set the amount of space below the list or list item. When you are finished, click **OK**.
9. To the right of **margin-top**, click  and set the amount of space above the list or list item.

When you are finished, click **OK**.

10. Click  to save your work.

 **NOTE** Different browsers may treat margin and padding settings differently. For example, Firefox honors padding settings more than it honors margin settings.

## CHAPTER 4

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# Other Activities for Lists

In addition to the main activities, there are some other tasks you might perform regarding this feature.

This chapter discusses the following:

Creating Custom List Formats .....	68
Editing Custom List Formats .....	83
Continuing the Sequence of Lists .....	93
Merging Lists .....	96
Restarting Numbering in Lists .....	98
Reversing Lists .....	99
Sorting Lists .....	100
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# Creating Custom List Formats


Supported In:

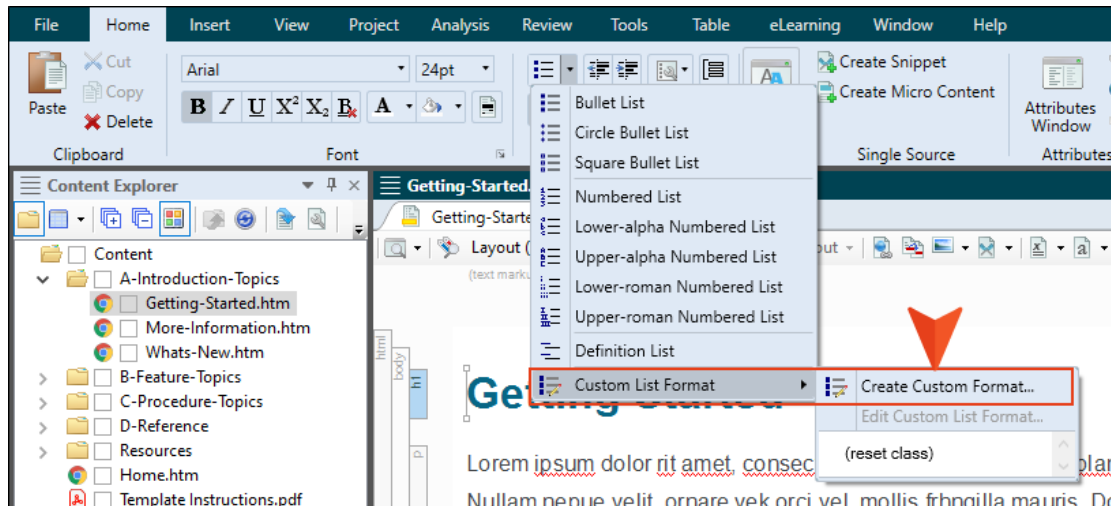


For PDF output, you can create and edit lists with custom formats up to 10 levels deep. Custom formats allow you to quickly create lists (especially multi-level lists) that already have a certain look applied as you indent in the list to create new levels. For each level in a custom list format, you can specify whether to use an ordered (numbered) or unordered (bulleted) style, select a custom bullet image, insert characters or symbols, and choose formatting (e.g., bold, color, size). The formats that you create are written to your stylesheet.

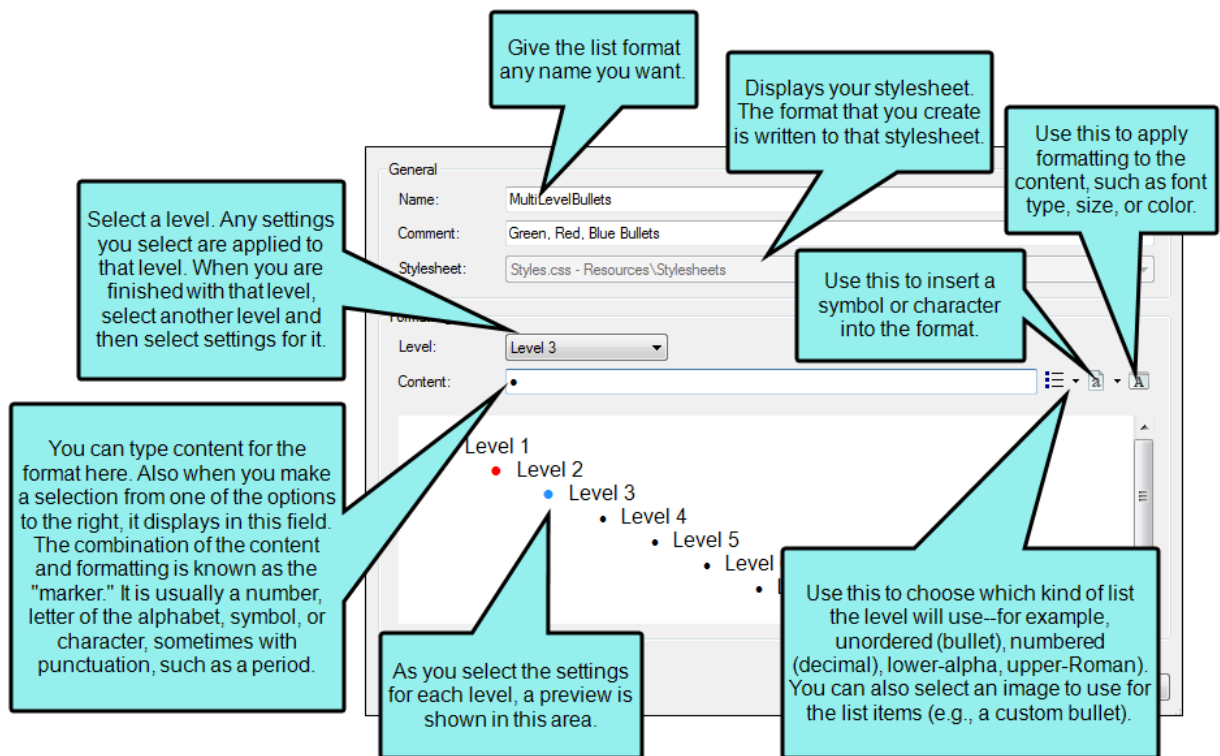
**!** **IMPORTANT** At this time, custom list formats are supported only in PDF output. After browsers begin to support the CSS3 marker element that makes custom list formats possible, this feature will automatically be supported in browser-based outputs as well. Until then, if you want to generate a browser-based output, you should use the standard method for creating lists instead.


# How to Create a Custom List Format

1. Place your cursor in the document where you want to create a list.
2. Select Home >  (down arrow) and choose Custom List Format > Create Custom Format.





- Use the Create New List Format dialog to specify the type of counter (e.g., decimals, upper-roman, lower-alpha), custom characters and images, and the look for each level of the list format. (You can use only one counter per level in the format.)










- **Name** Give your custom list format a name.
- **Comment** You can add an internal comment, such as the purpose of the list format.
- **Stylesheet** This displays the stylesheet associated with your primary target. Styles created as a result of your custom list format are added to this stylesheet.
- **Level** Select the level of the list that you want to work on. When a level is selected, any settings you choose are applied only to that level.
- **Content** This field becomes populated based on settings you choose using the buttons next to this field. It is a good idea to begin by clicking the first button to the right (i.e., ) and selecting a list type or image first (see below). Then use the other options as necessary.


You can also type directly into this field.





 **NOTE** Any text typed directly in this field is supported only in PDF output. If you enter any text, the default list markers (e.g., bullets, numbers) are instead displayed in non-PDF outputs.

-  Select the type of list. If you click the down arrow, you can select any of the following:

	Type of List	What is Added to the Content Field?
	Bullet list	Nothing
	Numbered list	{n}.
	Lower-alpha numbered list	{a}.
	Upper-alpha numbered list	{A}.
	Lower-Roman numbered list	{r}.
	Upper-Roman numbered list	{R}.
	Select custom bullet image	The path to the image file

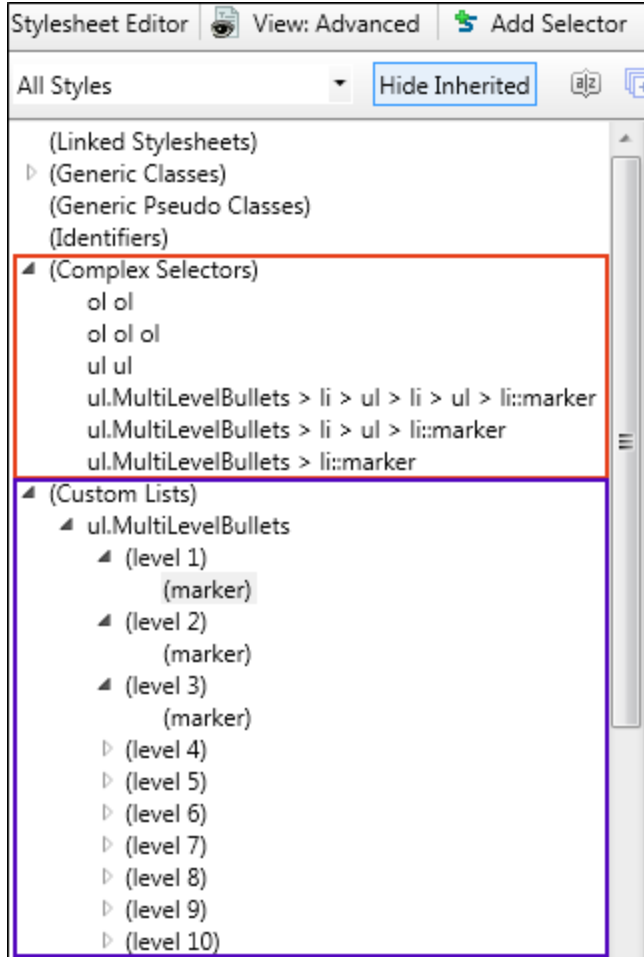
-  You can click this button to insert a special character or symbol.

 **NOTE** Custom list characters are supported only in PDF output. If you add characters or symbols to the Content field, the default list markers (e.g., bullets, numbers) are instead displayed in non-PDF outputs. However, custom bullet images are supported in all output formats.

-  You can click this button to open the Font Properties dialog. This lets you change the look of the list marker, such as the font size or type, color, and effects.
4. Click **OK**. The dialog closes and a list is started with the first level shown. Whenever you press **Tab** or click the indent button , the next level is created in the list. You can click the outdent button  in the Home ribbon to move back out to higher levels in the list.
  5. Click  to save your work.

# Custom List Formats and Styles

When you create a custom list format, a complex selector (a special type of style) is added to your stylesheet. In the Stylesheet Editor, you can see your custom list formats under (Complex Selectors), as well as under (Custom Lists).



A custom list format might look something like the following when looking at the stylesheet in the Internal Text Editor.

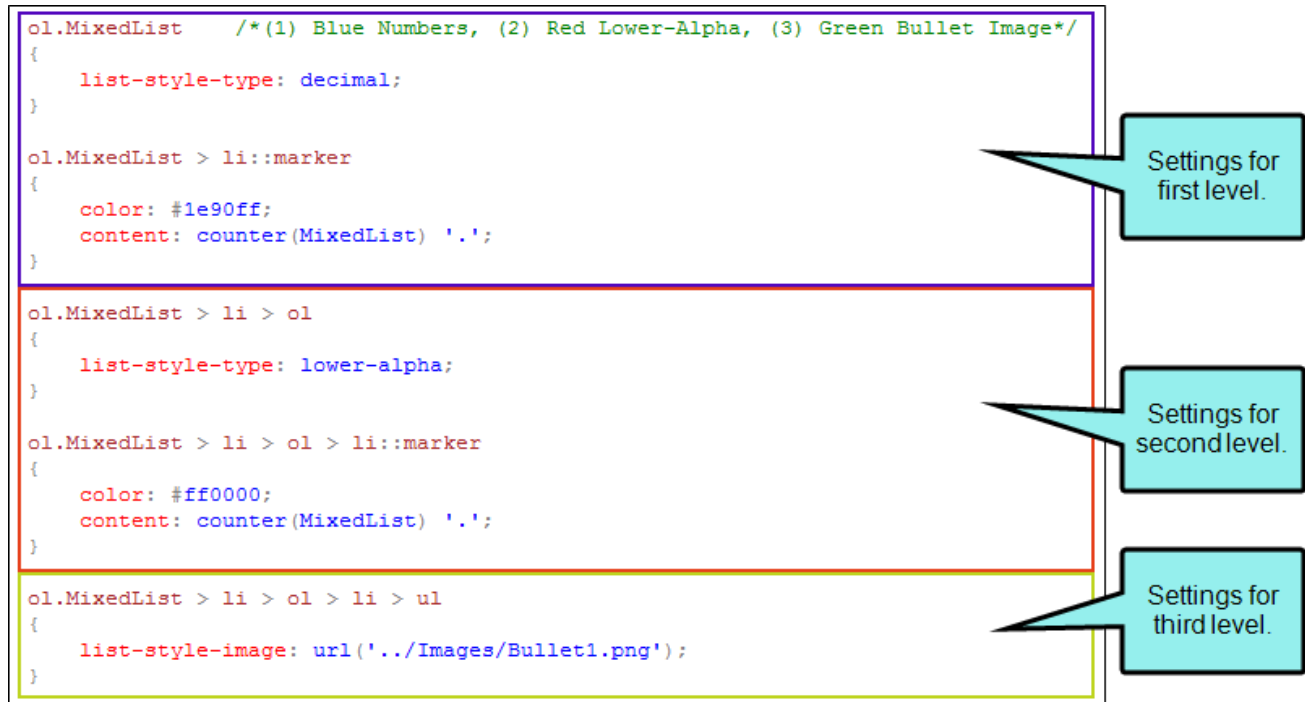
```
ol.MixedList /*(1) Blue Numbers, (2) Red Lower-Alpha, (3) Green Bullet Image*/
{
  list-style-type: decimal;
}

ol.MixedList > li::marker
{
  color: #1e90ff;
  content: counter(MixedList) '.';
}

ol.MixedList > li > ol
{
  list-style-type: lower-alpha;
}

ol.MixedList > li > ol > li::marker
{
  color: #ff0000;
  content: counter(MixedList) '.';
}

ol.MixedList > li > ol > li > ul
{
  list-style-image: url('../Images/Bullet1.png');
}
```



Settings for first level.

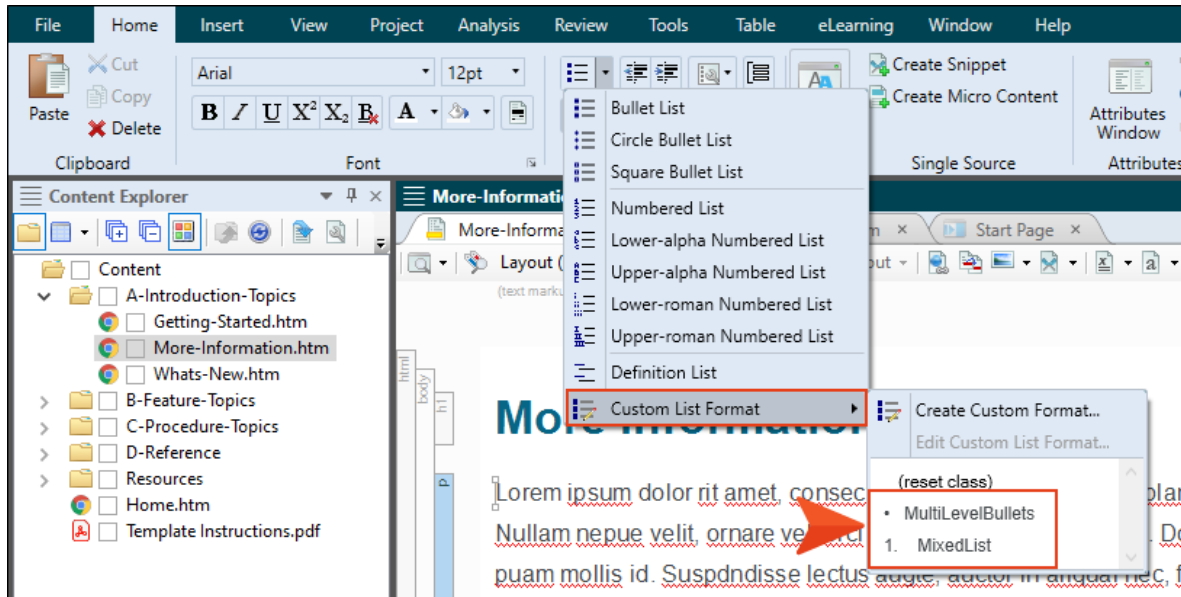
Settings for second level.

Settings for third level.

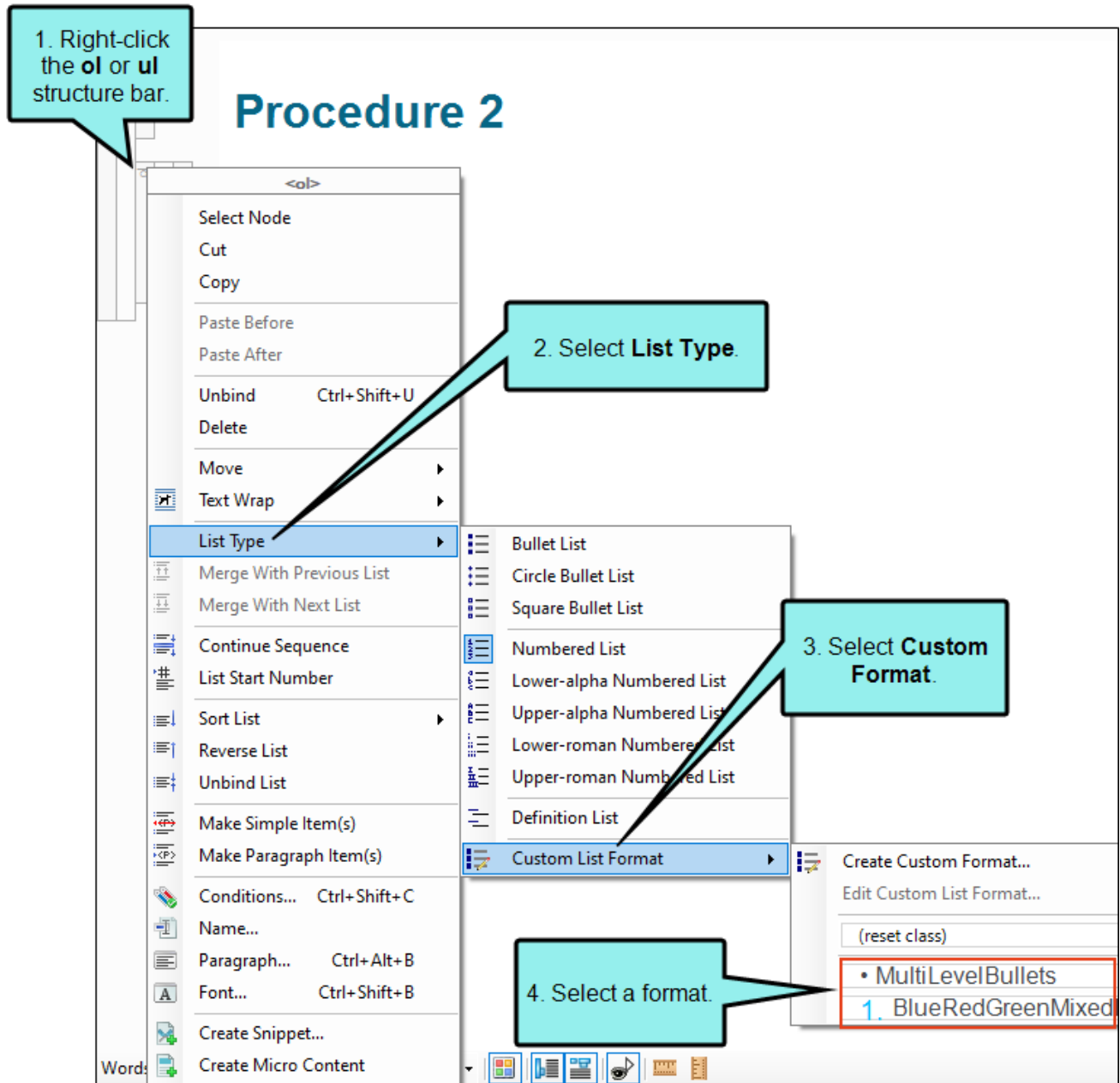
You can edit these styles whenever you like. See "Editing Custom List Formats" on page 83.

# Applying Custom List Formats

After you create a custom list format, you can open a topic or snippet in the XML Editor and select that format when creating a new list.



You can also change an existing list to another custom format by right-clicking the **ol** (ordered list) or **ul** (unordered) structure bar and choosing the format from the context menu.



☆ **EXAMPLE** You want many of your lists to have a format where the first level of the list uses blue numbers in bold font with a size of 1.5 em (which is similar to 150%). The second level needs to be lower-alpha numbers in red italic font with a size of 1.0 em (which is similar to 100%). And the third level should be unordered format with a green image representing each bullet.

For the first level, you might do this:

The image shows a dialog box for formatting a list. The dialog is titled "General" and "Formatting". The "General" section has a "Name" field with the text "BlueRedGreenMixedList" and a "Comment" field with the text "(1) Blue Bold Numbers, (2) Red Italic Lower-Alpha, (3) Green Bullet Images". The "Stylesheet" field is set to "Styles.css - Resources\Stylesheets". The "Formatting" section has a "Level" dropdown menu set to "Level 1". The "Preview" section shows a list with three levels: "1. Level 1", "• Level 2", and "• Level 3". The first level is a blue bold number. The second level is a red italic lower-alpha letter. The third level is a green bullet image. The "Preview" section also shows a "1.5" and "Level 8".

1. We gave the format a name and added a comment.

2. We selected our stylesheet.

3. We selected **Level 1**.

4. We clicked this and selected **Numbered List**.

5. Because we chose a numbered list, the **{n}** counter was added here with a period automatically.

6. We clicked this button and used the dialog to choose a blue color, select **Bold**, and enter **1.5em** as the size.

7. The preview shows our settings. The large blue bold number is shown for the first level.

☆ For the second level, you might do this:

1. We selected **Level 2**.

2. We clicked this and selected **Lower-alpha Numbered List**.

3. Because we chose a lower-alpha list, the **{a}** counter was added here with a period automatically.

4. We clicked this button and used the dialog to choose a red color, select **Italic**, and enter **1.0em** as the size.

5. In the preview, we still see the blue formatting for the first level, but now we see the red italic formatting for the second level.

For the third level, you might do this:

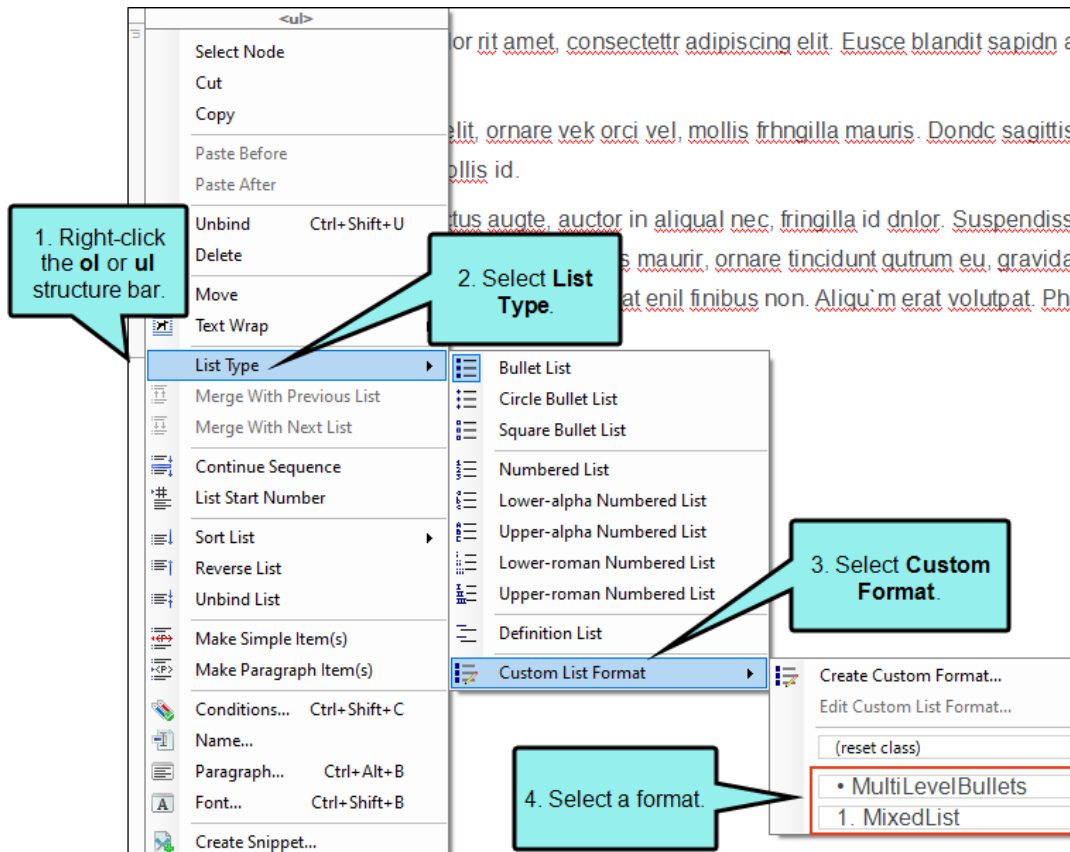
1. We selected **Level 3**.

2. We clicked this and selected **Image List**. Then we found a selected a bullet image we wanted to use. Afterward, the icon for this button changed to indicate an image is being used.

3. The path to the image is shown here.

4. In the preview, we still see the blue formatting for the first level and the red formatting for the second level, but now we see the green image for the third level.

- ☆ As soon as the format is created, the beginning of the list is seen in the XML Editor with the first level shown.



- ☆ Type content and press **ENTER**, just like you would for any other list. When you want to enter content for a second level in the list, press **Tab** on your keyboard. The formatting automatically changes to the red lower-alpha format.

The diagram shows a document editor interface with a structure bar on the left and a content area on the right. The structure bar has a blue bar for the first-level list and a red bar for the second-level list. The content area shows a title 'Custom Lists', a heading 'Here is a custom list:', and a list with three items: '1. My first line of content.', '2. My second line of content.', and '3. My third line of content.'. The third item has a red 'a.' below it. Callouts explain that blue numbers are used for first-level items, the blue bar represents the first-level list, the red bar represents the second-level list, and red lower-alpha formatting is used for second-level items.

**Custom Lists**

Here is a custom list:

1. My first line of content.
2. My second line of content.
3. My third line of content.

a.

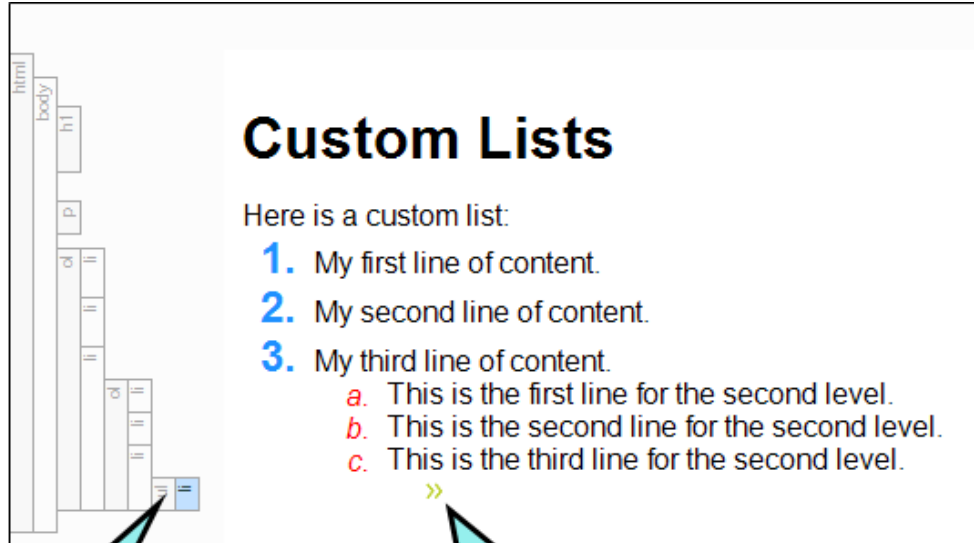
First-level list items use the blue numbers.

This ol structure bar represents the first-level list.

This ol structure bar represents the second-level list.

Second-level list items use red lower-alpha formatting.

- ☆ Type content for the second-level list items, pressing **ENTER** after each line. When you want to enter content for a third level in the list, press **Tab** on your keyboard. Because you are moving from an ordered list to an unordered list at this point, the structure bar changes to a <ul> tag and the formatting for the third level changes to the green image.




**Custom Lists**


Here is a custom list:

1. My first line of content.
2. My second line of content.
3. My third line of content.
  - a. This is the first line for the second level.
  - b. This is the second line for the second level.
  - c. This is the third line for the second level.

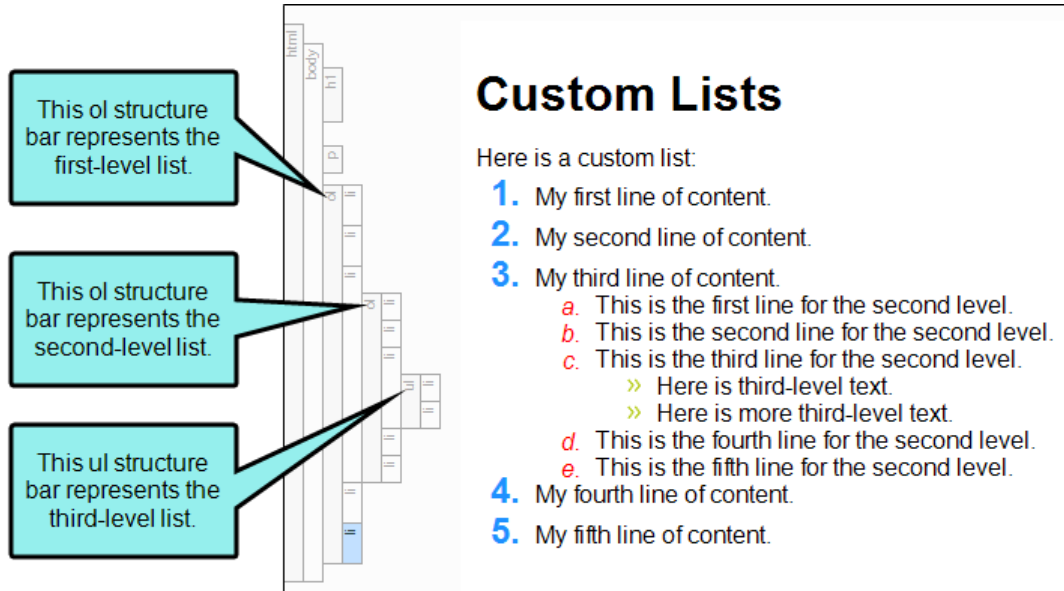
This ul structure bar represents the third-level list.

Third-level list items use the green bullet image.

☆ Type content for the third-level list items, pressing **ENTER** after each line. When you want to return to the second-level list, click the **Outdent** button  in the Home ribbon.

Now you're back at the second level. Type content for any second-level list items. When you want to return to the first-level list, click the **Outdent** button  in the Home ribbon.

You should now be back at the first level, where you can continue the list content.



The diagram illustrates the relationship between list structure bars and a custom list. On the left, three callout boxes point to specific bars in a vertical structure bar:

- The top callout points to the first-level list bar (ol) and states: "This ol structure bar represents the first-level list."
- The middle callout points to the second-level list bar (ol) and states: "This ol structure bar represents the second-level list."
- The bottom callout points to the third-level list bar (ul) and states: "This ul structure bar represents the third-level list."

On the right, under the heading "Custom Lists", the text reads: "Here is a custom list:"

1. My first line of content.
2. My second line of content.
3. My third line of content.
  - a. This is the first line for the second level.
  - b. This is the second line for the second level.
  - c. This is the third line for the second level.
    - >> Here is third-level text.
    - >> Here is more third-level text.
  - d. This is the fourth line for the second level.
  - e. This is the fifth line for the second level.
4. My fourth line of content.
5. My fifth line of content.

# Editing Custom List Formats



Supported In:




After you create custom list formats, you can edit them in a couple of ways.

## How to Use the Edit List Format Dialog


This is the easier option for users who are not as experienced with cascading stylesheets (CSS). It is essentially the same as the Create New List Format dialog, which is used when creating a custom list format. The only difference is that you are adjusting existing settings, rather than adding everything from scratch.


1. Open a content file containing a custom format list.
2. If the tag block bars are not shown to the left of the content, click  at the bottom of the editor.
3. Click the outermost (i.e., first level) structure bar (ol or ul) for the list.
4. Select **Home** >  (down arrow) and choose **Custom List Format** > **Edit Custom List Format**.








5. Use the Edit List Format make changes to the format.


- **Name** Give your custom list format a name.
- **Comment** You can add an internal comment, such as the purpose of the list format.
- **Stylesheet** This displays the stylesheet associated with your primary target. Styles created as a result of your custom list format are added to this stylesheet.
- **Level** Select the level of the list that you want to work on. When a level is selected, any settings you choose are applied only to that level.
- **Content** This field becomes populated based on settings you choose using the buttons next to this field. It is a good idea to begin by clicking the first button to the right (i.e., ) and selecting a list type or image first (see below). Then use the other options as necessary.


You can also type directly into this field.

 **NOTE** Any text typed directly in this field is supported only in PDF output. If you enter any text, the default list markers (e.g., bullets, numbers) are instead displayed in non-PDF outputs.


-  Select the type of list. If you click the down arrow, you can select any of the following:

Type of List		What is Added to the Content Field?
	Bullet list	Nothing
	Numbered list	{n}.
	Lower-alpha numbered list	{a}.
	Upper-alpha numbered list	{A}.
	Lower-Roman numbered list	{r}.
	Upper-Roman numbered list	{R}.
	Select custom bullet image	The path to the image file

-  You can click this button to insert a special character or symbol.

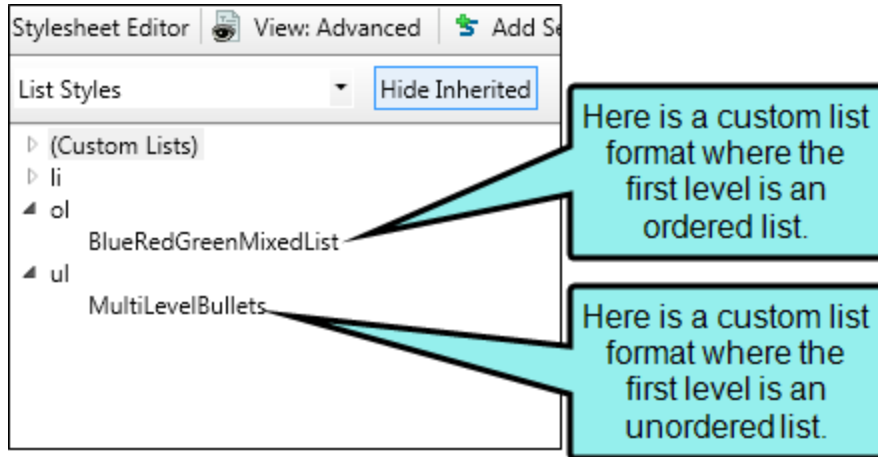
 **NOTE** Custom list characters are supported only in PDF output. If you add characters or symbols to the Content field, the default list markers (e.g., bullets, numbers) are instead displayed in non-PDF outputs. However, custom bullet images are supported in all output formats.

-  You can click this button to open the Font Properties dialog. This lets you change the look of the list marker, such as the font size or type, color, and effects.

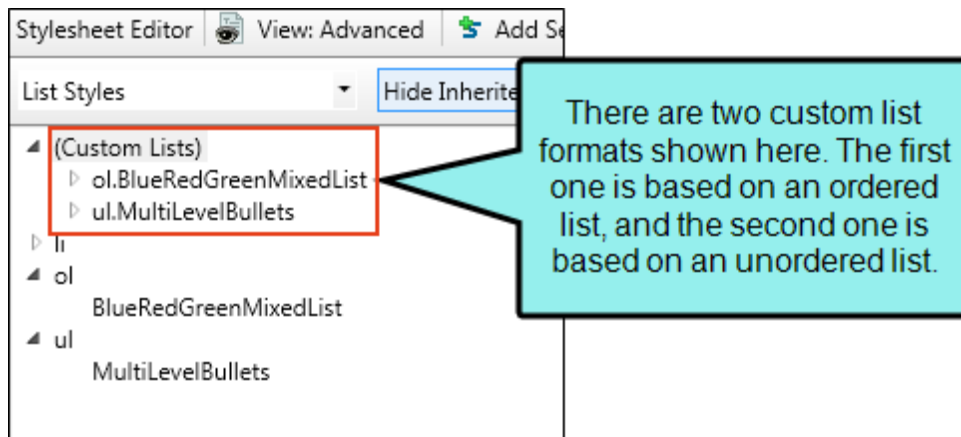
6. Click **OK**. The dialog closes and any lists associated in your project with that custom format are automatically changed.
7. Click  to save your work.

# How to Edit Custom List Format Styles

When you view list styles in the Stylesheet Editor, you will see custom formats displayed as classes under the respective ol and ul parent styles, depending on whether the first level of that format is an ordered or unordered list. However, these classes are really limited to the list style type for each.





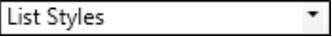
The real editing can take place in a special section called "(Custom Lists)," where all ordered and unordered custom list formats are grouped together.

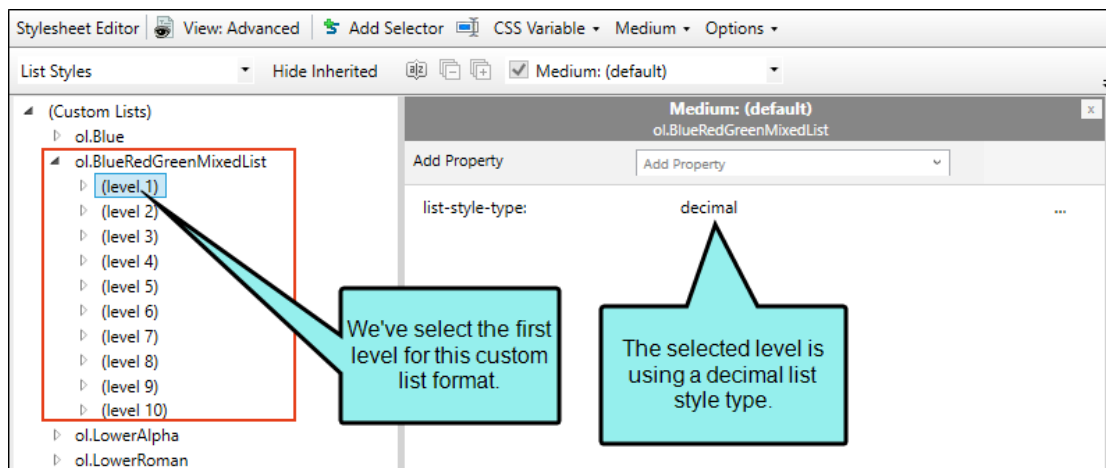


1. From the Content Explorer, open the stylesheet that you want to modify.
2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to default and continue.

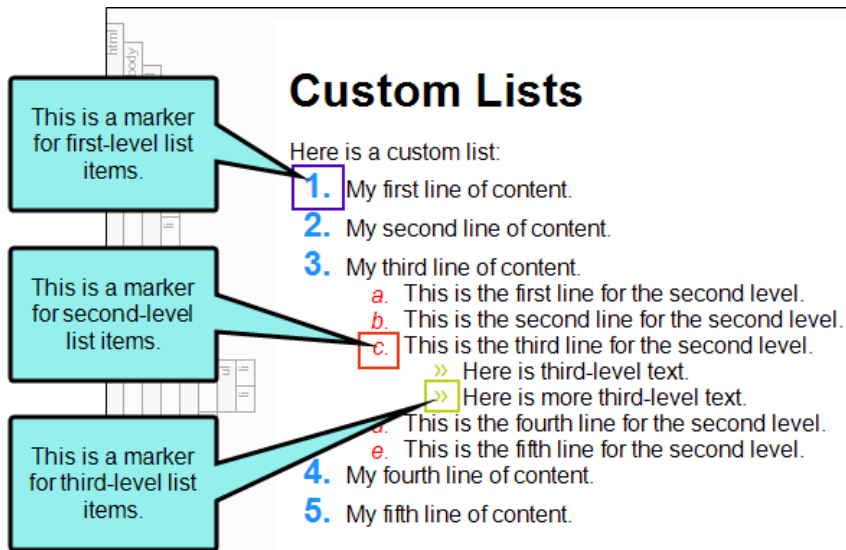
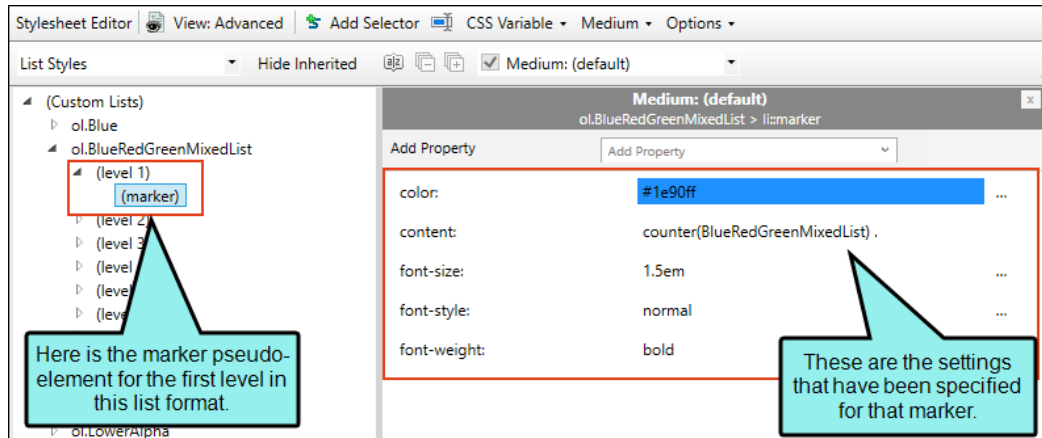
Mediums can be used if you want to use one group of settings for online output types and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.



Please note that Flare Desktop remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.


3. In the local toolbar, make sure the first button displays  **View: Advanced**. If the button displays  **View: Simplified** instead, then click it.
4. In the upper-left corner of the editor, click in the drop-down field and select .
5. Expand **(Custom Lists)**.
6. As you expand each custom list format, you will see nodes for each level that you have formatted. You can change the list style type (e.g., decimal, lower-alpha) or select a custom bullet image on these nodes.



And under each level is a pseudo-element called "(marker)." A marker is the combination of the content and formatting for that level. It is usually a number, letter of the alphabet, symbol, or character, sometimes with punctuation, such as a period. This node is where the bulk of the editing takes place on a custom list format.



7. Select the level or marker node that you want to edit.
8. From the **Show** drop-down list on the upper-right side of the editor, select **Show: Assorted Relevant Properties**. The most relevant properties for that style are shown on the right side of the editor.
9. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view  or an alphabetical view .

10. Locate the property you want to change.
11. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button  to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

The most common settings that you are likely to change include:

- color
- content
- font-size
- font-style
- font-weight
- list-style-image
- list-style-type


If you do not see the property listed that you want to change, click in the Show drop-down and choose another filter (e.g., All Properties).

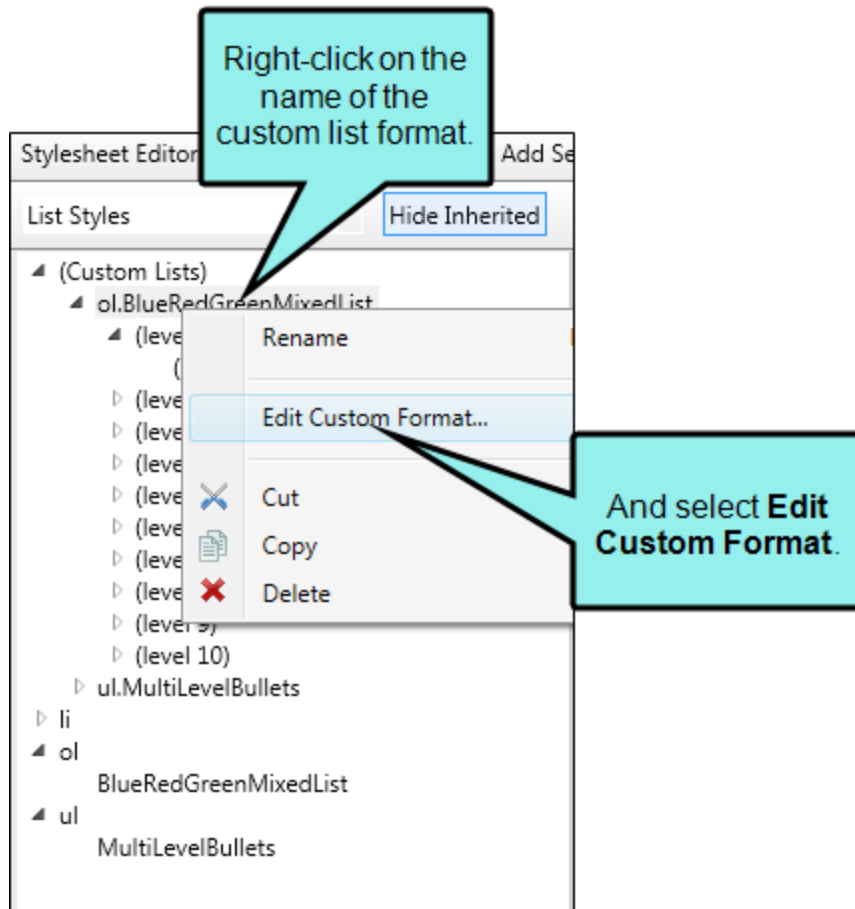
For more information about common list properties, see "Editing List Styles" on page 39.

12. Click  to save your work.

 **NOTE** For more information on the CSS specification for the marker pseudo-element, see:


<http://dev.w3.org/csswg/css-lists/#marker-pseudo-element>

 **NOTE** By right-clicking on the name of a custom style and selecting **Edit Custom Format**, you can open the Edit List Format dialog and make your changes there instead.



# How to Reset the Style Class

If you no longer want to use a custom list format and want to return to the default style settings for the list, you can reset the style class.

1. Click in the list.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Home Ribbon** In the **Paragraph** section, click the down arrow on the list button . Then select **Custom List Format > (reset class)**.
  - **Format Menu** Select **List > Custom List Format > (reset class)**.
  - **Structure Bar** Make sure the structure bars are turned on. Right-click any of the list structure bars (**ol** or **ul**) representing levels of the list. From the context menu, select **List Type > Custom List Format > (reset class)**.

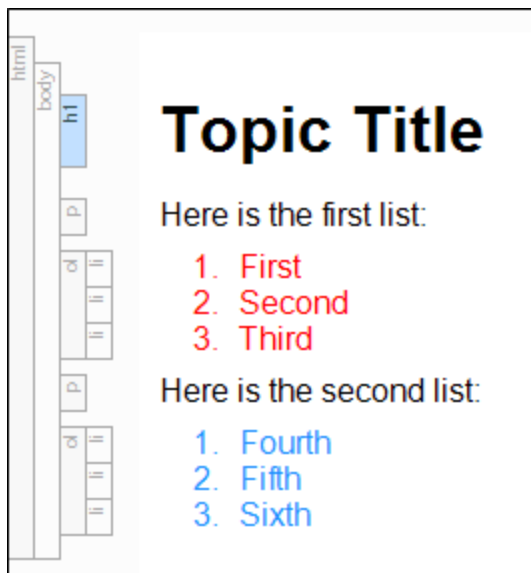
# Continuing the Sequence of Lists

If you have created multiple lists in a topic, you can continue the sequence from one to the other. This ensures that the next list you create in the topic starts with the next number in the sequence of the list above (even if the two lists are separated by other content).

☆ **EXAMPLE** You have a numbered list from 1 to 10 at the top of your topic and you add a few regular paragraphs (not in a list) after it. If you start another numbered list and select this option, the new list will start at 11.

When you apply the Continue Sequence option to a list, not only will that list continue the numbering of the previous list, but it will also grab the style attributes from the other list.

☆ **EXAMPLE** You have a document with two lists, like this:

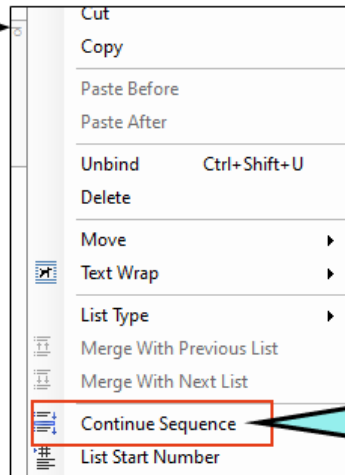


The diagram illustrates the HTML structure of a document. On the left, a vertical stack of boxes represents the DOM tree: 'html' (outermost), 'body', 'h1', 'p', 'ol', 'p', 'ol', 'p'. The 'h1' box is highlighted in blue. To the right of this structure, the rendered content is shown. It starts with the 'Topic Title' in a large, bold, black font. Below the title is the text 'Here is the first list:' followed by a numbered list with three items: '1. First', '2. Second', and '3. Third'. The text and numbers of this list are in red. Below this is the text 'Here is the second list:' followed by another numbered list with three items: '1. Fourth', '2. Fifth', and '3. Sixth'. The text and numbers of this list are in blue.

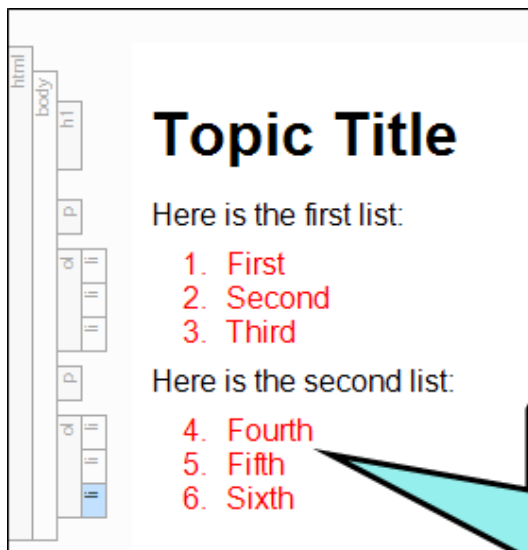
These two lists have been styled using the stylesheet. The first list is using a style class called "ol.Red," which is using a red font. The second list is using a style class called "ol.Blue," which is using a blue font.

- ☆ You can alter the numbering of the second list, so that it continues where the first list ended. To do this, click in the second list. Right-click on the **ol** structure bar to the left of that list, and from the context menu, select **Continue Sequence**.

Right-click the second **ol** structure bar, which corresponds to the second list in the topic...






... and select **Continue Sequence**.



Not only did the blue list continue the numbering from the red list, but it also adopted the **ol.Red** style class, which changed the text from blue to red.

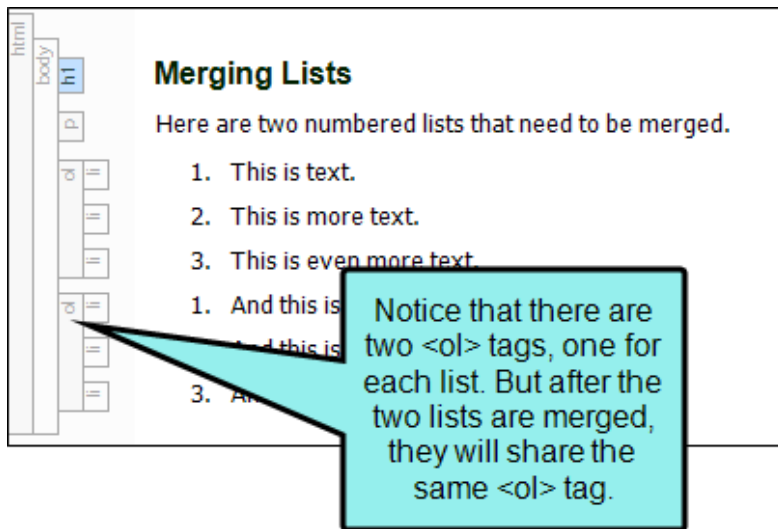
# How to Continue the Sequence of Lists

1. Place your cursor somewhere in the lower list (where you want to continue the numbering).
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon Select Home** >  (down arrow).
  - **Right-Click** If the tag block bars are not shown to the left of the content, click  at the bottom of the editor. Right-click the **ol** or **ul** tag bar of the lower list (where you want to continue the numbering).
3. Select **Continue Sequence**.
4. Click  to save your work.

# Merging Lists

There may be times when you are creating lists and find that you have two or more ordered lists (<ol> tags) or unordered lists (<ul> tags) next to each other. If necessary, you can quickly merge the lists together into one list.

☆ **EXAMPLE** You have two numbered lists, with each list restarting at number 1.



**Merging Lists**

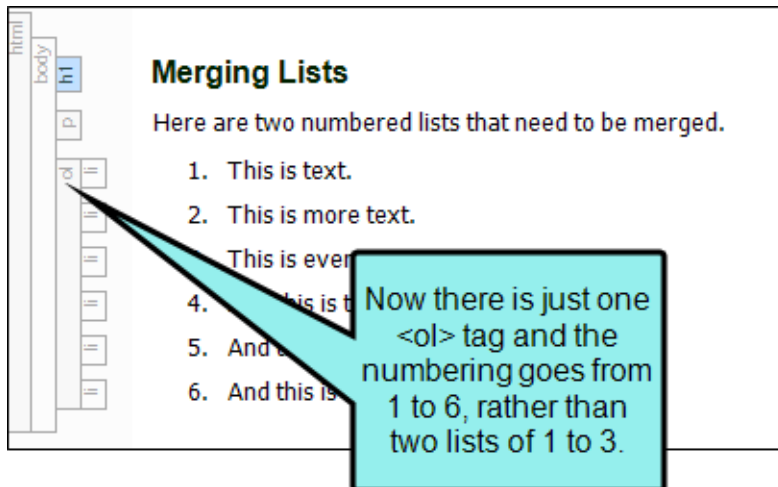
Here are two numbered lists that need to be merged.

1. This is text.
2. This is more text.
3. This is even more text.

1. And this is
2. And this is
3. And

Notice that there are two <ol> tags, one for each list. But after the two lists are merged, they will share the same <ol> tag.

You can make the numbering continuous in those two lists by merging them.





**Merging Lists**


Here are two numbered lists that need to be merged.

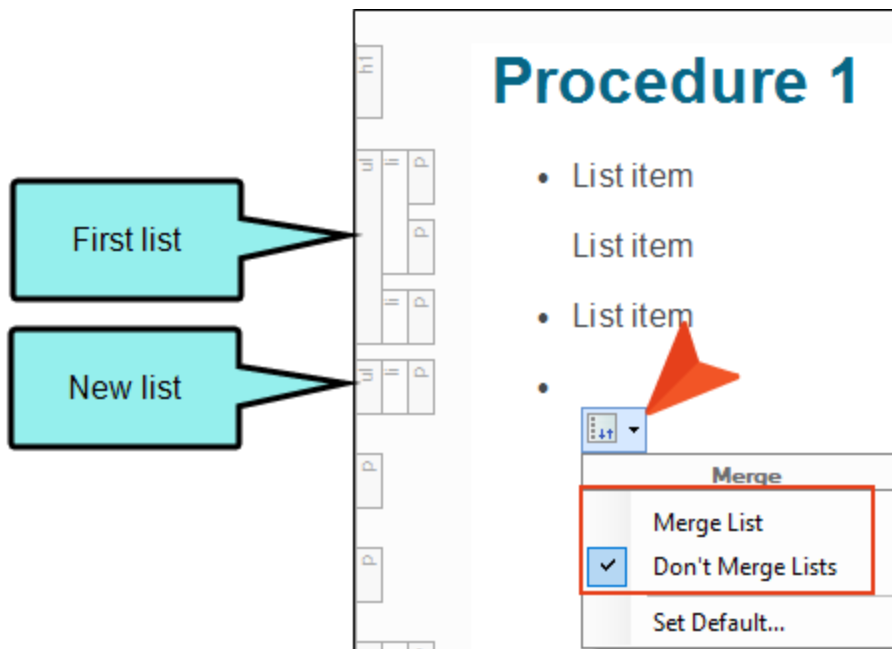
1. This is text.
2. This is more text.
3. This is even
4. And this is t
5. And
6. And this is


Now there is just one <ol> tag and the numbering goes from 1 to 6, rather than two lists of 1 to 3.

# How to Merge Lists


1. If the tag block bars are not shown to the left of the content, click  at the bottom of the editor.
2. Right-click the **ol** or **ul** structure bar to the left of one of the lists.
3. Select either **Merge With Previous List** or **Merge With Next List**. The lists are merged.
4. Click  to save your work.

 **NOTE** If you create a new list next to another one of the same time (e.g., two bulleted lists, two numbered lists), a floating icon displays. You can click the down arrow to display options for merging the lists together or to keep them separate.




 **NOTE** If you have a bulleted list next to a numbered list, you can merge them together after right-clicking the **ul** or **ol** structure bar and selecting **Merge With Previous List** or **Merge With Next List**. However, if you have a bulleted or numbered list next to a definition list, you cannot merge those together.

# I Restarting Numbering in Lists

You can create a numbered list in a topic by using the **Numbered List** button  in the Home ribbon. But what if you need to restart the list at a specific number? The following steps show you how to do this.

## How to Restart Numbering in a List

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**.




☆ **EXAMPLE** You have a numbered list from 1 to 10. If you were to click in the paragraph with the number 7 and then use this option to start numbering at 23, your list would change so that the numbering displayed as 1 to 6 and then 23 to 26.

4. Click  to save your work.

# I Reversing Lists

After you have created a list, you can reorder the items in the list so that they appear in reverse order (i.e., first item is last, last item is first).




## How to Reverse a List

1. Place your cursor somewhere in the list.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Home** >  (down arrow).
  - **Right-Click** If the tag block bars are not shown to the left of the content, click  at the bottom of the editor. Right-click the **ol** or **ul** tag bar of the list.
3. Select **Reverse List**.
4. Click  to save your work.




# Sorting Lists

After you have created a bulleted or numbered list, you can reorder the items in the list in ascending or descending order. Also, you have the option of sorting the list immediately, or you can have Flare Desktop sort it automatically later when you build output. For example, sorting at build time might be a useful option if you always want a particular list sorted, but multiple authors are working on the list over a period of time, and you want to ensure that the last author making edits does not forget to sort the list. Translation is another reason to sort lists at build time. Because languages use different characters, this ensures that the list in each output is sorted appropriately.

## How to Sort a List Immediately

1. Place your cursor somewhere in the list.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Home** >  (down arrow).
  - **Right-Click** If the tag block bars are not shown to the left of the content, click  at the bottom of the editor. Right-click the **ol** or **ul** tag bar of the list.
3. Select **Sort List**. Then choose **Ascending** or **Descending**.
4. Click  to save your work.




## How to Sort a List at Build Time

1. Place your cursor somewhere in the list.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Home** >  (down arrow).
  - **Right-Click** If the tag block bars are not shown to the left of the content, click  at the bottom of the editor. Right-click the **ol** or **ul** tag bar of the list.
3. Select **Sort List** > **Sort at Build**. Then choose **Ascending** or **Descending**.
4. Click  to save your work.

# I Unbinding Lists

If you have created a list and no longer want the content to be displayed in a list, you can unbind it. This removes the list tags from the content so that it displays as regular paragraphs.

## How to Unbind a List

1. Place your cursor somewhere in the list.
2. Do one of the following, depending on the part of the user interface you are using:
  - **Ribbon** Select **Home** >  (down arrow).
  - **Right-Click** If the tag block bars are not shown to the left of the content, click  at the bottom of the editor. Right-click the **ol** or **ul** tag bar of the list.
3. Select **Unbind List**.
4. Click  to save your work.

## APPENDIX

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# PDFs

The following PDFs are available for download from the Help system.

## I Tutorials

*Autonumbers Tutorial*

*Back-to-Top Button Tutorial*

*Context-Sensitive Help Tutorial*

*Custom Toolbar Tutorial*

*eLearning Tutorial—Basic*

*eLearning Tutorial—Advanced*

*Getting Started Tutorial*

*Image Tooltips Tutorial*

*Lists Tutorial*

*Meta Tags Tutorial*

*Micro Content Tutorial—Basic*

*Micro Content Tutorial—Advanced*

*Responsive Output Tutorial*

*Single-Sourcing Tutorial*

*Snippet Conditions Tutorial*

*Styles Tutorials*

*Tables Tutorial*

*Word Import Tutorial*

# | Cheat Sheets

*Context-Sensitive Help Cheat Sheet*

*Folders and Files Cheat Sheet*

*Learning & Development Cheat Sheet*

*Lists Cheat Sheet*

*Micro Content Cheat Sheet*

*Print-Based Output Cheat Sheet*

*Search Cheat Sheet*

*Shortcuts Cheat Sheet*

*Structure Bars Cheat Sheet*

*Styles Cheat Sheet*

# I User Guides

*Accessibility Guide*

*Analysis and Reports Guide*

*Architecture Guide*

*Autonumbers Guide*

*Branding Guide*

*Condition Tags Guide*

*Context-Sensitive Help Guide*

*Eclipse Help Guide*

*eLearning Guide*

*Flare Online Integration  
Guide*

*Getting Started Guide*

*Global Project Linking Guide*

*HTML5 Guide*

*Images Guide*

*Import Guide*

*Indexing Guide*

*Key Features Guide*

*Lists Guide*

*Meta Tags Guide*

*Micro Content Guide*

*Navigation Links Guide*

*Plug-In API Guide*

*Print-Based Output Guide*

*Project Creation Guide*

*QR Codes Guide*

*Reviews & Contributions With  
Contributor Guide*

*Scripting Guide*

*Search Guide*

*SharePoint Guide*

*Skins Guide*

*Snippets Guide*

*Source Control Guide: Git*

*Source Control Guide:  
Perforce Helix Core*

*Source Control Guide:  
Subversion*

*Source Control Guide: Team  
Foundation Server*

*Styles Guide*

*Tables Guide*

*Tables of Contents Guide*

*Targets Guide*

*Template Pages Guide*

*Templates Guide*

*Topics Guide*

*Touring the Workspace Guide*

*Transition From FrameMaker  
Guide*

*Translation and Localization  
Guide*

*Variables Guide*

*Videos Guide*

*What's New Guide*