



## Accessible Lists in Word

Use the Bullets and Numbers tools on the Home Ribbon to create standard lists. Avoid using non-Unicode symbols for lists.

Select the text you want to be a list and then Press Alt + H, U for the Bullets Gallery or Alt + H, N for the Numbering Gallery.

To create a bulleted or numbered list in Word:

1. Select the text you want to be the list.
2. Press Alt + H, U for Home Ribbon, Bullets; or Alt + H, N for Home Ribbon, Numbering, or Alt + H, M for Home Ribbon, Multi-level List/Outline.
3. Choose the type of bullets or numbering you want from the Bullets or Numbering Gallery.
  - a. You can use the Arrow keys and press Enter on your choice or click on your choice with the mouse.
4. Tab to and activate the OK button or click on it with the mouse.

Your text is now either a bulleted or numbered list.

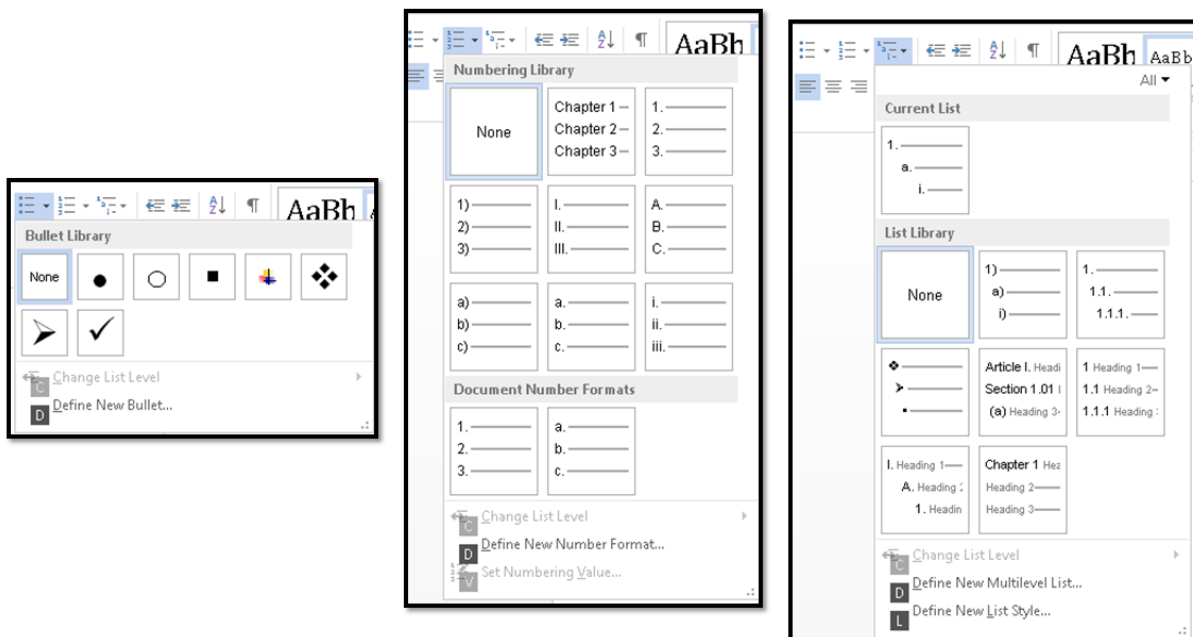


Figure 1 From L to R: Bullets Gallery, Numbering Gallery and Multi-level List Gallery.

Find more how to documents on the [Karlen Communications Handouts](#) web page.