How to create lists

You can create numbered (*ordered*) lists, bulleted (*unordered*) lists, and definition lists from existing text or from new text as you type in the Document window. *Definition lists* do not use leading characters such as bullet points or numbers and are often used in glossaries or descriptions. Lists can also be nested. *Nested lists* are lists that contain other lists. For example, you might want an ordered or bulleted list nested within another numbered or unordered list.

Creating lists

In Adobe Dreamweaver CS6, you can easily create lists to organize information. You can use the Properties panel to set list style (**Figure 1**). To set the appearance of an entire list or for an individual list item, use the List Properties panel. You can set number style, reset numbering, or set bullet style options for individual list items or for the entire list.

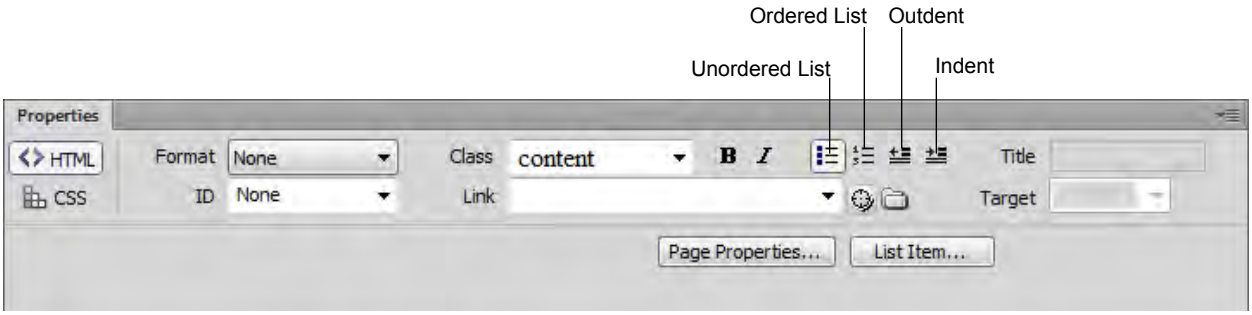

Figure 1 Properties panel

To create a new list:

1. Open a document in Dreamweaver.
2. Place the insertion point where you want to add a list, then do one of the following:
   - In the HTML Properties panel, click either the Unordered List button or the Ordered List button (**Figure 1**).
   - Select Format > List and select the type of list desired—Unordered (bulleted) List, Ordered (numbered) List, or Definition List (**Figure 2**).

     The leading character for the specified list item appears in the Document window.
3. In turn, type the text for a list item, and then press Enter (Windows) or Return (Mac OS) to create another list item.
4. To complete the list, press Enter twice (Windows) or press Return twice (Mac OS).

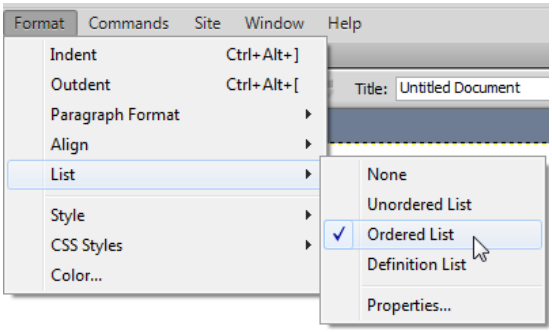

Figure 2 Format menu

To create a list using existing text:

1. Select a series of paragraphs to make into a list.

   Each paragraph will become an item in the new list.

2. In the HTML Properties panel, click the Unordered or Ordered List button, or select Format > List and select the type of list desired—Unordered List, Ordered List, or Definition List.

   The list is created (**Figure 3**).

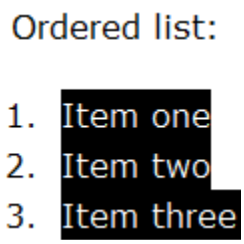

Figure 3 Create an ordered list

To create a nested list:

1. Select the list items you want to nest.
2. In the HTML Properties panel, click the Indent button, or select Format > Indent.

   Dreamweaver indents the text and creates a separate list with the original list's HTML attributes (**Figure 4**).

3. Apply a new list type or style to the indented text by following the same procedure used above.

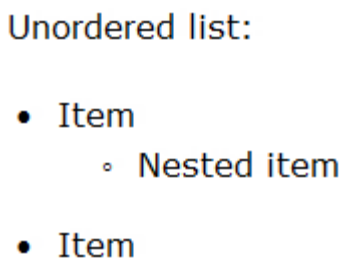

Figure 4 Create a nested list

To set list properties for an entire list:

1. In the Document window, create at least one list item. The new style will automatically apply to additional items you add to the list.
2. With the insertion point in the text of the list item, select Format > List > Properties to open the List Properties dialog box (**Figure 5**).
3. Set the options you want to define the list:

   List Type specifies list properties while List Item specifies an individual item in a list. Use the pop-up menu to select a Bulleted List, Numbered List, or Definition List. Depending on the List Type you select, different options appear in the dialog box.

   Style determines the style of numbers or bullets used for a numbered or bulleted list. All items in the list will have this style unless you specify a new style for items within the list.

   Start Count sets the value for the first item in a numbered list.

4. Click OK to set the choices.

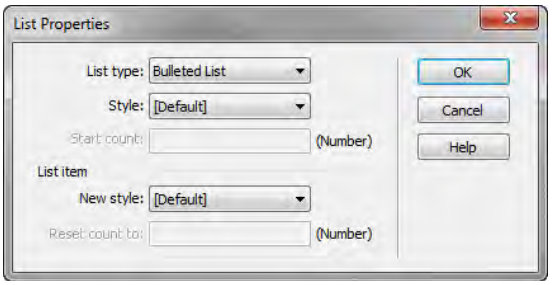

Figure 5 List Properties dialog box

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