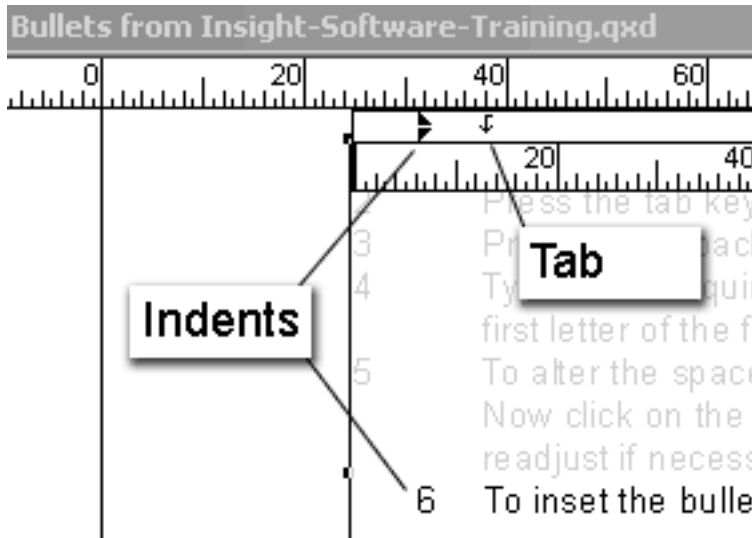


# How to create a bulleted list in QuarkXPress

- 1 Type Alt+ Shift + 8 to produce a circular bullet (•)
- 2 Press the tab key once
- 3 Press Ctrl+\ (backslash to the left of the Z key)
- 4 Type in the required text. Note that when the text wraps automatically to the next line it sits under the first letter of the first line. The Ctrl+\ key produces a hidden character called “indent here”
- 5 To alter the space between the bullet and the text hold Ctrl+Shift+T to access the tabs dialogue box. Now click on the ruler to enter a left tab in your chosen position. Click Apply to preview the result and readjust if necessary
- 6 To inset the bullet from the edge of the text box drag the indent markers you can see on the tab ruler.



Alternatively, instead of using Alt+Shift+8 to produce a dull but worthy circular bullet consider using the following method.

- 1 Type an “n” then a tab and a Ctrl + \ (backslash).
- 2 Select just the “n” and change its font to Zapf Dingbats. It will change to a large square bullet — ■
- 3 Change the type size and colour to suit. Consider using baseline shift, Ctrl+Alt +( or ), to raise or lower the bullet character. Other bullet characters are available: in Dingbats ( 36q becomes ✓ ✕ □ )
- 4 Select the bullet and the tab and the “indent here” vertical gray line by dragging your mouse over them and copy and paste them to the other paragraphs. (Use Ctrl+Shift+I to show/hide invisibles)
- 5 Finally increase the spacing after the paragraph for all the selected paragraphs to “open-up” the bulleted list.

- Lore minis num quis autet alit at volortion eugait lum zzrit dolum quis et landre diat.
- Duisim alis at incil ilis nis num volortie mod doloreet vendre min euiscil smodigna facilis dio ex ex esse ex eugue facing eratumsan utpat, cor in ver seniat.
- Ut prat ad te consequissis ecte tat, susto consequate dolortie velis autat utat.

