

## Bullets/numbers will not indent after first line

**Source:**

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2004-08/0028.html>

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I'm not exactly sure what you mean. Are you using the asterisk (\*) as a bullet? You can't do that directly from the keyboard, you have to go to Format->Bullets & Numbering->Customize->character and then change the bullet character to an asterisk (or whatever) and then select it and click 'OK'.

Also, if you hit 'enter' twice when typing in a bulleted list (as in when beginning a new line) you'll mess up the bullets. If you want to skip two lines, use the shift key.

>-----*Original Message*-----

>*Hello,*

>*No matter what I've tried, I can't seem to have bullets and numbers stay properly formatted. Example:*

> \*

> \*

> \*

>*Note that the first one indents correctly while the rest of the list always begins at the margin. I can manually change line for line but not automatically. I've tried styles and formatting but again, even though the indent margin, say is .025, it is only the first line that correctly moves that distance with the rest beginning at the left margin. I did a detect and repair, but nothing changed. I'm using Office 2003. Help?*

>*Bob*

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