



Accessibility Core Skill # 6: Bullets and Numbering

Benefit to User

- Contributes to the page structure and navigational properties.
- Communicate to assistive technology that a list is about to be read and if that list is ordered or unordered.

Step by Step

1. Place your cursor anywhere in the list or select multiple lines to convert several at once.
2. Click the bullet or numbering icon (Figure 1).
3. Use the drop down bullet or numbering menu to change the appearance of a bullet.

Take-Aways

Do (Accessible):

- Do use the list and numbering styles to create lists.

Don't (Not Accessible):

- Don't create lists by using symbols or typing the number.

Figure 1

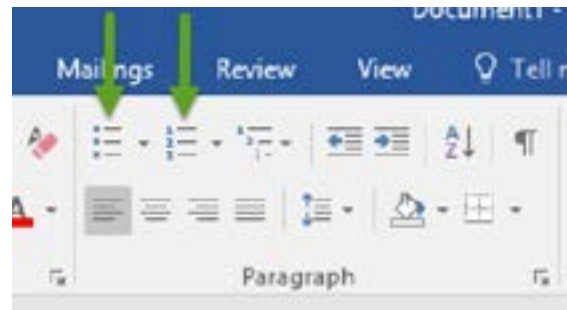


Figure 2

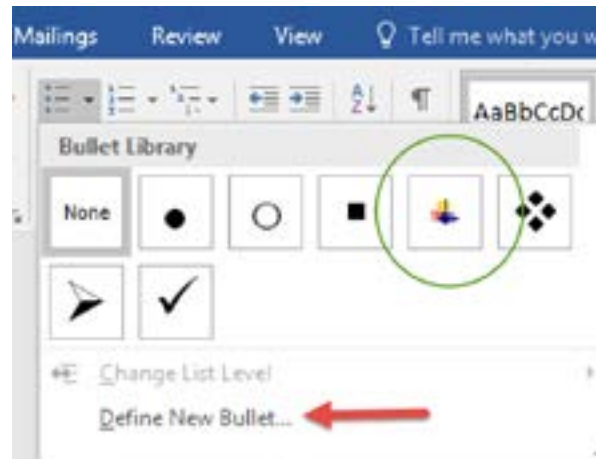
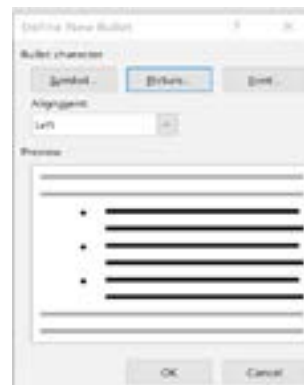


Figure 3



Benefit to Author

- Consistent look throughout document.
- Clean presentation of detailed strings of information.
- Highlight key issues.

High Level Overview

Bullets and numbering are paragraph level style options. Just like heading styles, when you insert a bullet or number option from the "Home" tab on the command ribbon, hidden code is added to the document that provides important information to assistive technology about the list.

- Bullets are considered unordered lists.
- Numbers are considered ordered lists.

Bonus Tips

- Bullets and numbering are included in font sets. When you change font size of a bulleted paragraph, the bullet size will change to match.
- Don't like the look of a bullet? Use the drop down arrow next the bullet icon to access many style options including pictures (Figure 2).
- Define a new bullet (Figures 2 & 3) to tailor bullet appearance to your needs while maintaining important hidden code information.