

Making a Custom List.

Most word processor programs, like Word and Pages, will create lists for you automatically. But the lists are kind of ugly. They look ugly because the text doesn't line up, and if you go past 9, the numbers start to look weird. A nice list, like the one below, lines up on the *periods*, not on the first *number*. Here's how you make a custom list.

Here are the steps.

1. **Get out a blank page** in Pages. Go to Preferences and Rulers, and set the measurement system to inches, just so we're all doing things the same way. Also, go to AutoCorrection in the Preferences and turn off "Automatically detect lists." This will really make things easier.
2. **Start setting up your tabs.** Put the first tab at .5 inches, and make it a Decimal tab. Use the + sign to make a second tab at .75 inches.
3. **Set your Paragraph Indents.** Set the First Line for 0, so you always start at the margin. Set the Left Indent for .75. That way your second line will always match up with the Tab you set for your List.
4. **Set your spacing between paragraphs.** For this example, I put 12 extra points of spacing between each paragraph. That looks nice, and you don't need to double-space the lines.
5. **Start making your list.** You're going to be listing the 10 steps to creativity, and then designing some elements to make them look original and beautiful. See the examples for a few ideas.
6. **The hardest thing to remember in making your list** is to start by hitting Tab. Then type your number and a period. Then hit Tab again and start typing.
7. **Leave the inspector out the whole time.** You will be looking at it often and toggling between the text, list, and Tabs views. Here is what each should be looking like as you work. Notice these are all under the big T tool.

