



Lists

To pass the thesis/dissertation accessibility check, **all lists** in your final PDF document must be formatted using Word's built in list features (i.e. bullets or numbers). Properly formatted lists allow screen readers to recognize a list and alert readers that they have entered a list. They will announce the type of list (ordered/unordered), the number of items and when the list starts and ends. This ensures documents are accessible to all users.

[For a video which explains how to add lists to your document, follow this link.](#)

To create lists in Microsoft Word:

1. Select your list
2. In the **Home** tab, select the **Bullets/Numbers** command in the **Paragraph** group
3. For more options click the drop-down menu (down arrow) on the **Bullets/Numbers** command



Tips:

- If you split a list, right click on the part of the list that is split and choose either **Restart at 1** to start numbering from 1, or **Continue Numbering** to continue the previous list
- To change the distance between the bullet/number and the tab, click and drag the hanging indent marker (the little upwards arrow) on the ruler
- For multi-level lists, use the tab key to move the level of each line item down in your list or shift + tab to move the level of the line item up in your list. You can also use one of the built-in styles in the **Multi-Level List** command (next to the **Numbers** command)

For more information including trainings and resources, visit [Texas Tech's Digital Accessibility Website](#).