

Ektron Website Quick Reference

Adding Bullets or Numbering to a Smart Form

Smart Form Templates:	Fields that Accept Bullets/Numbering
Links	Page Copy & Category Description
Meetings & Agendas	Page Copy only
Page	Paragraph field only
Page - Program	Paragraph Copy
Page – Program V3	Paragraph Copy
Service Catalog	Page Paragraph & Description
Staff List	Page Paragraph & Description
Tab	DO NOT USE AT THIS TIME FOR ANYTHING

Open one of the smart forms listed above (for the example below the PAGE smart form template was used). Click in a field that accepts bullets/numbering. Type your list of items, making sure to hit the enter key between each one.

<12> <13>

Paragraph:

bagel
muffin
whole wheeat bread
white bread
Honey-wheat Berry

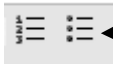
Click in a field that accepts bullets/numbering and create your list.

Highlight the list by selecting all of it.

Paragraph:

bagel
muffin
whole wheeat bread
white bread
Honey-wheat Berry

Highlight to select entire list



Then, click on either the bullet or numbered list icon to add the bullets or numbering to the list.