**Format a bulleted list video transcript**

1

00:00:00.185 --> 00:00:03.525

In this video on how to use Keystone to author ordinance,

2

00:00:04.025 --> 00:00:07.085

we demonstrate how users can format a bulleted list.

3

00:00:09.365 --> 00:00:10.945

We will be using a test system

4

00:00:11.175 --> 00:00:13.825

with test data in the following demonstration

5

00:00:16.495 --> 00:00:18.185

with the amendment document open,

6

00:00:18.445 --> 00:00:20.625

locate the content, and click edit.

7

00:00:20.625 --> 00:00:24.805

To unlock the bulleted list.

8

00:00:24.805 --> 00:00:27.885

Formatting option can be found in the editor toolbar

9

00:00:28.025 --> 00:00:29.165

at the top of the screen.

10

00:00:32.255 --> 00:00:35.285

First, select the text that needs to be formatted.

11

00:00:36.165 --> 00:00:38.735

Then click on the bulleted list formatting option.

12

00:00:42.515 --> 00:00:44.615

To increase the indent on a bulleted item,

13

00:00:45.155 --> 00:00:46.295

select the listed items

14

00:00:46.595 --> 00:00:49.495

and click on the increase indent formatting option.

15

00:00:55.065 --> 00:00:57.485

As our editor screen view has the show

16

00:00:57.485 --> 00:00:58.645

boundaries checked on.

17

00:00:59.665 --> 00:01:01.275

This makes the paragraph boxes

18

00:01:01.735 --> 00:01:05.965

and formatting labels visible on screen, changing the view

19

00:01:05.965 --> 00:01:07.405

to take off the show boundaries.

20

00:01:07.465 --> 00:01:09.605

Option shows how the bulleted list will look,

21

00:01:09.975 --> 00:01:13.125

which is similar to what we would see in A PDF

22

00:01:15.635 --> 00:01:17.455

if no further updates are needed.

23

00:01:17.475 --> 00:01:19.575

In this section, confirm the changes.

24

00:01:20.885 --> 00:01:23.465

You may like to generate a PDF of the section

25

00:01:23.725 --> 00:01:25.145

to see the formatted changes.

26

00:01:27.995 --> 00:01:29.435

Remember to select the section title

27

00:01:29.575 --> 00:01:31.195

to see the published section option.

28

00:01:32.225 --> 00:01:36.475

Once the PDF is ready to view, click on the download icon.

29

00:01:36.475 --> 00:01:41.445

Then open the file for it,

30

00:01:41.515 --> 00:01:43.885

technical assistance or further information.

31

00:01:44.235 --> 00:01:49.205

Contact the team at Planning support@transportvic.gov au.