Lists, footnotes, indexes and tables of contents.

Bullets:

Numbered and bulleted lists are common features in many documents. The bulleted list consists of items marked with special graphic characters, and the numbered list contains numbers indicating the order of its items.

To add bullets, click the **Bullets** button on the **Format** bar. To add numbers, click the **Numbers** button.

- Point 1
- Point 2
- ✓ Point 3
- ✓ Point 4

Footnotes:

A footnote, as every scientist knows (and a student should also know), is so closely related to the content of the document that it should appear at work, and so incidental that a separate place in the document is reserved for it. The footnotes usually contain comments, digressions, sometimes sources of information (e.g. other people's works).

There are footnotes and end notes in scientific works. Creating them is very easy. Just select **References – Insert Footnote** or **Insert Endnote** option, depending on the requested type[1]. The editor inserts a footnote field into the document, where you can immediately enter the footnote content. At the point where the footnote window was called, a reference to the content of the footnote appears[2].

Indexes:

The so-called subject index is very useful in the texts you create. Such a list allows to reach the entry or term of interest to the reader. The index is an alphabetical list of topics, scientific terms, etc., mentioned in a given work.

To mark a word or phrase in the text as an index entry, follow these steps:

- ◆ To use existing text as the index entry, select the text.
- ◆ From the **References** toolbar, choose **Mark Entry** in the **Index** group.
- ◆ Then confirm your choice by clicking the **Mark** button.

Following the instructions, the words in bold should be marked as index entries in this sentence.

Build a list with built-in heading styles:

The list created in this way allows maintaining the hierarchical structure of the document. It is possible to create a list with ten levels. The use of headings makes it easier to create automatic tables of contents.

To use a given heading style in your document, do the following:

1. From the **Styles** menu, choose the appropriate style from the list.
2. Apply styles to your document that include outline level formats (from Level 1 to Level 9) for headings that will be added to your table of contents in the future (such as chapter titles).

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[1] footnote or end note

[2] numbered in the same way

Headers made in this way might look like this:

1   First level

1.1   Second level

1.1.1 Third level

1.1.1.1Fourth level

1.1.1.1.1   Fifth level

2   Another level one

Create a table of contents and indexes:
After applying the built-in heading styles to your text or entering index entries, follow these steps:
- ✔ Click the place where you want to insert the table of contents or index.
- ✔ From the **References** toolbar, choose **Insert index** in **Index** group or **Table of contents**.
- ✔ Customize the options to suit your needs.

By following the above instructions in this document the following lists can be created:

Index:

Table of Contents: