

FORMAT REFERENCE LIST

To make reference list entries appear "blocked," use automatic numbering. You may have to create a customized setting in order to get the number at the left margin.

Customize auto-numbering as follows:

1. On the menu bar, click **F**ormat, then **B**ullets and **N**umbering.
2. Select the tab for **N**umbered.
3. Click inside the numbered box you want to customize.
4. Click the **C**ustomize button at bottom right to open the options window.

