

List

The information is easier perceived and better memorized when it's delivered in the form of lists. You can create formatted lists with colored elements and lists without colors.

Benefits of Technical Training

- 1 For employees:
 - **Greater employability.** Continual technical training makes employees more employable, helping to maximize career opportunities and job security.
 - **Increased job satisfaction.** Regular technical training is linked to higher levels of professional engagement, increases personal value, and reduces the likelihood that an employee feels inadequate.
- 2 For organizations:
 - **Higher productivity.** Put simply, employees who undergo technical training are better at their jobs.
 - **Talent attraction and retention.** A business can attract and keep the best employees with the promise of developing their technical skills through training programs.

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- [Lists without colored elements](#)
- [Lists with colored elements](#)
- [Ordered Lists](#)

Lists without colored elements

To create lists, you can use keyboard shortcuts or the toolbar.

Shortcuts

- To create a numbered list, type "1." followed by a space.

Types of Technical Training



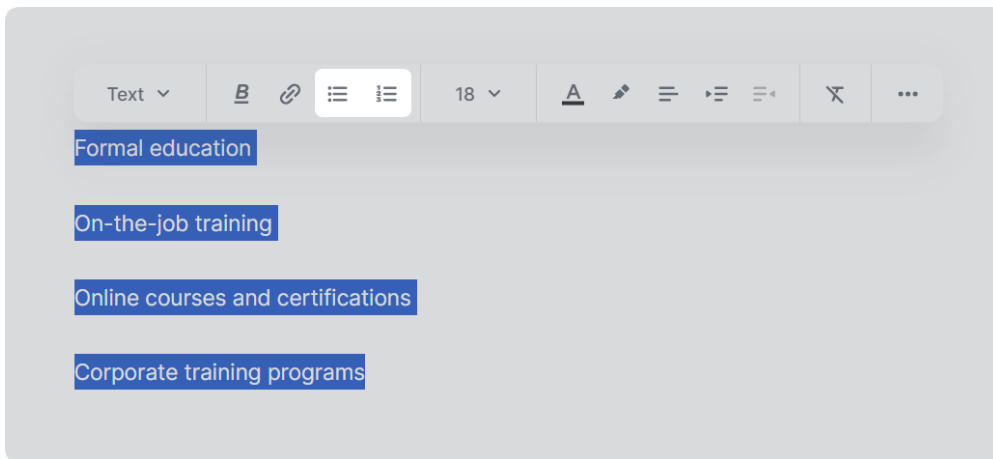
- To create a bulleted list, type "***" followed by a space.

Types of Technical Training



Toolbar

Highlight the text and click on the numbered or bulleted list icon in the toolbar.



To continue the list, place the cursor at the end of the line and press **Enter**.

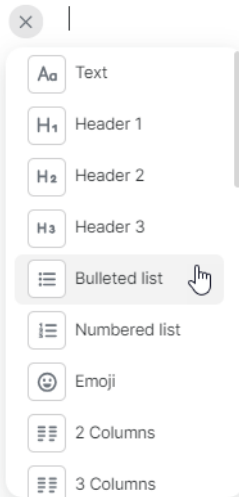
Lists with colored elements

To add a list to the page:

1. Click  and select **Bulleted** or **Numbered list**.

The Benefits of Converting PDF to SCORM

There are three great advantages to be gained by transforming PDF files to the SCORM standard:



2. Write some text and press **Enter** on the keyboard to move to a new point. As you decide to finish the list, simply press **Enter** without typing any text against the bullet.

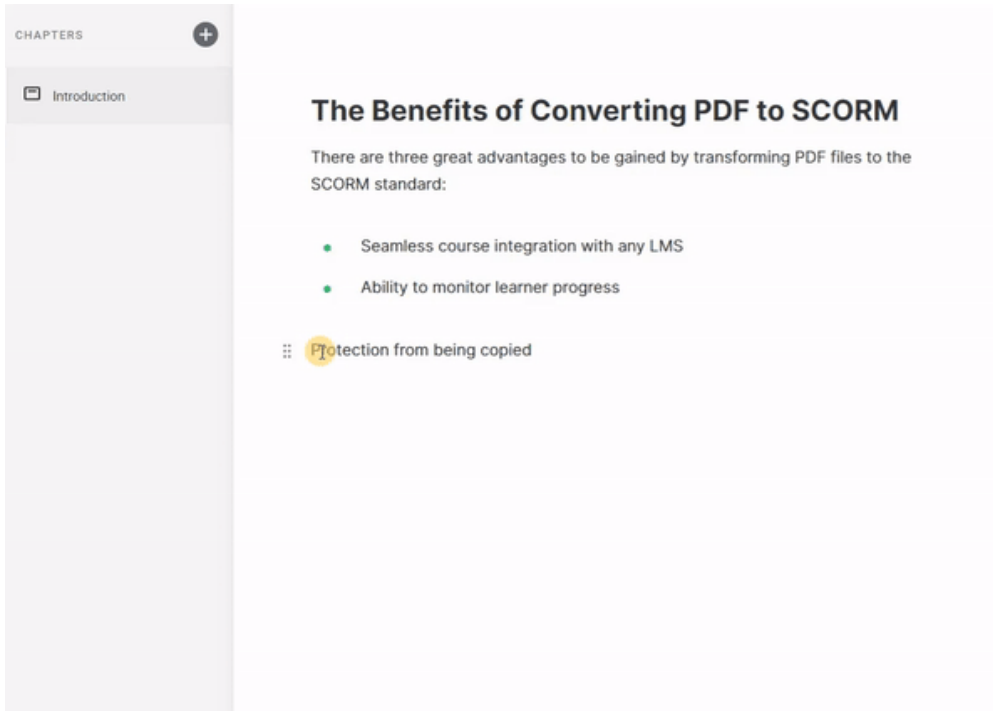
The Benefits of Converting PDF to SCORM

There are three great advantages to be gained by transforming PDF files to the SCORM standard:

- Seamless course integration with any LMS
- Ability to monitor learner progress
- Protection from being copied

You can also replace one object with another. For example, a text can be changed to a bulleted list.

Click on the [blocked URL](#) icon. In the dropdown menu, select the **Change to** command.



Ordered Lists

To create ordered lists, you can use keyboard shortcuts or the toolbar.

Shortcuts

Press the **Tab** key to increase an indentation, or **Shift+Tab** to decrease it.



Toolbar


Highlight the text you want to nest and adjust the nesting level using the indentation options in the toolbar.

Text ▾

B[🔗](#)

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18 ▾

A

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Nesting Levels

The maximum nesting level is 3.

Numbered List

First level	Second level	Third level
a numeral	a letter	a Roman numeral
1.	a.	i.
2.	b.	ii.
3.	c.	iii.

Bulleted List

First level	Second level	Third level
•	◦	▪