

Double Spacing Items in a Numbered List

The model policies are double spaced to make reading the policies a bit easier. However, by default, the HR Suite system will single space each item in a numbered list.


The following steps are the best practice method for creating double spaced lines in a numbered list. It is recommended to take care of spacing last, after all content is in the numbered list, with each item in the correct position and correctly formatted.

1. Place your cursor **at the end** of the first item that is single spaced.
2. Hold the SHIFT key as you press ENTER (SHIFT+ENTER). This will drop the cursor down one line without creating a new item in the numbered list, effectively creating a double space.
3. Use the space bar to add a “space” in the newly created line break. Some printers will not recognize the SHIFT+ENTER code and will remove the double spacing during printing. The “space” character acts as a place holder, making the spacing appear as expected.

Adding New Items into an Existing Numbered List

This section describes the best practice method for adding new content to an existing numbered list. More detailed information on formatting and spacing is available in the sections immediately preceding this one.

While many methods can be used to create a numbered list, following the order of operations below to add a new item into an existing numbered list will provide the best result.

1. Place your cursor **at the end** of the previous item within the existing numbered list.
2. Click ENTER, which will create a new item in the numbered list. It may not yet be in the correct position or may not have the correct numbering style or spacing – this is OK.
3. Type (or paste) the text for the new item. If pasting, it is recommend to **paste as plain text**.
4. If necessary, position the new numbered list item using the “Increase Indentation” or “Decrease Indentation” icons. 
Indentation” icons.
 - a. If the item should be in a sublist position (needs to indent to the right), use the “Increase Indentation” icon with the right arrow.
 - b. If the item should be in a parent position (needs to outdent to the left), use the “Decrease Indentation” icon with the left arrow. The left “Decrease Indentation” icon can be used more than once if you are several levels deep in the sublist and the item needs to move more than one position to the left.
 - c. Once the item is in the correct position, move on to Step 5.
5. Format the new item if necessary. If you have moved the new item as a sub item (moved it right), the system will give it the same format as the parent. You can change the style of the sublist to something else if you prefer. See page 21 for more information on how to format a sublist item.
6. Add spacing as needed. See above for information on spacing items within a numbered list.