

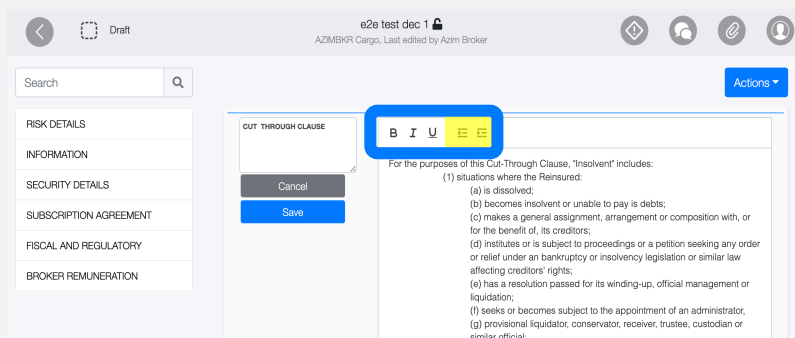


## Indenting Text (Browser)

### Intro.

You can now change the starting position of text in a contract by using indents. This is particularly important when using bulleted/numbered lists.

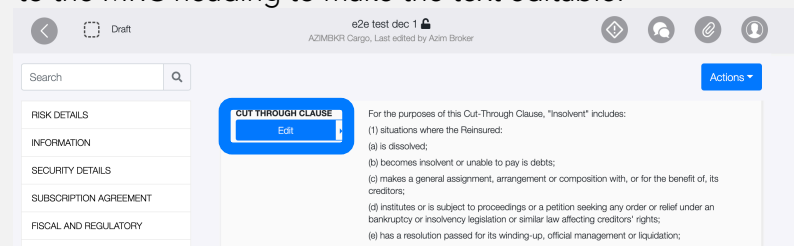
2. You will then see the formatting toolbar at the top of the text, with the final two buttons for outdenting and indenting. Position the typing cursor on the row of text you wish to move and then use these buttons as appropriate.



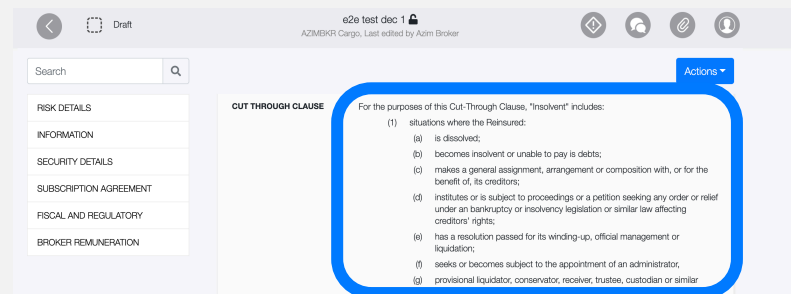
Alternatively, you can format any highlighted text by using the keyboard shortcuts:

- Tab (Indent)
- Shift-Tab (Outdent)

1. Navigate to the MRC heading within a contract where there is text you wish to indent and click on the 'Edit' button next to the MRC heading to make the text editable.



3. When you click 'Save', the text should be updated and reflect any indenting changes you have made. These will also be seen on any Word or PDF exports you create.



N.B. Please refer to the 'Rules' page of the guide for what is/isn't possible when indenting with bullet/numbered lists on the Platform.

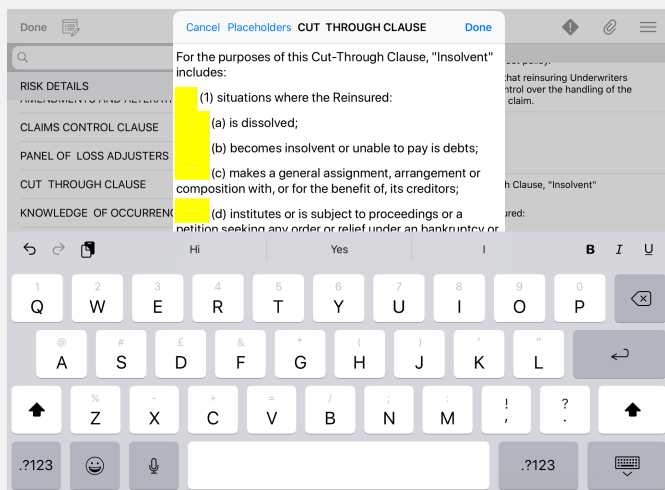


## Indenting Text (iOS)

### Intro.

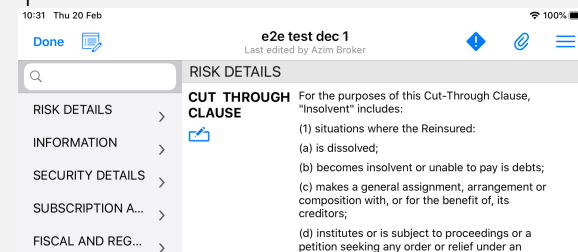
You can now change the starting position of text in a line item by using indents. This is particularly important when using bulleted/numbered lists.

2. Place the cursor at the start of the section of text you wish to indent, and use four spaces to indicate an indent.

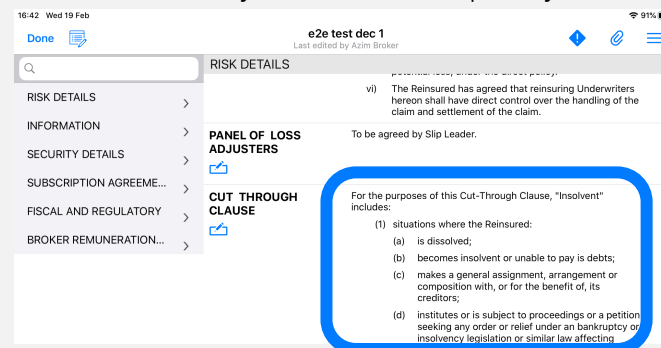


Four spaces are equivalent to one indent, 8 spaces are equivalent to two indents, and so on.

1. Navigate to the MRC heading within a contract where there is text you wish to format and click anywhere within the content of the MRC heading to bring up the editing popup for that line item.



3. When you click 'Save', the text should be updated and reflect any indenting changes you have made. These will also be seen on any Word or PDF exports you create.



N.B. Please refer to the 'Rules' page of the guide for what is/isn't possible when indenting with bullet/numbered lists on the Platform.



WHITESPACE

# Rules of indenting with bullet/numbered lists

**Intro.** You can now change the starting position of text by using indents. This is particularly important when using bulleted/numbered lists. However, there are certain rules that determine what you can/cannot do with this formatting.

**2.** Only the examples below are recognised as listing points. Any other variations will not be recognised as listing points by the platform and so will be treated as plain text.

## Letters:

- a) Letter with bracket
- a. Letter with period
- (a) Letter within brackets
- (a. Letter preceded by bracket and ending with period

## Roman numerals:

- iv) Roman numeral with bracket
- iv. Roman numeral with period
- (iv) Roman numeral within brackets
- (iv. Roman numeral preceded by bracket and ending with period

## Numbers:

- 1) Number with bracket
- 1. Number with period
- (1) Number within brackets
- (1. Number preceded by bracket and ending with period

## Number followed by letter:

- 1a) Number followed by letter and bracket
- 1a. Number followed by letter and period
- (1a) Number followed by letter, within brackets
- (1a. Number followed by letter, preceded by bracket and ending with period
- 1.2.1 Multi-numbered (but see rule 3 for conditions)

## Bullet points:

- Dash
- Bullet symbol

**1.** Text must be indented at least once to be recognised as part of a bullet or numbered list. If it is not indented it will be read as plain text. Below, points 1 and 2 have not been indented and so aren't recognised as list points.

### CONDITIONS

Wording as agreed by Slip Leader.

1. Deductibles:

2. Hull All Risks:

3. Applicable to each and every claim other than total loss/ constructive total loss/ arranged total loss: -

4. Aircraft type: Boeing 777X

5. Amount: USD 200,000

6. Nevertheless, in the event of an incident arising hereon involving the application of more than one deductible, then only one deductible shall apply (being the highest applicable) as an aggregate deductible for all losses arising out of that incident.

7. Liabilities: (double gap between 7 and 8)

8. (double gap between 7 and 8) Passenger Baggage: USD 5,000 any one claim.

**3.** There is a limitation of 5 characters in a list point before the list text wraps on iOS or PDF export:

### MULTI-LEVEL LIST EXAMPLE

The Insured shall bear the following amount in respect of each claim or series of claims arising out of any one Event:

Below is a tiered numbered list (e.g. 1, 1.1, 1.1.1, 2, 2.1, 2.1.1), where all bullets are single indented (using the default word indent for bulleted lists). There are no gaps or extra indents.

1) Point 1, Indent 1

1.1) Point 1, Indent 2 (1)

1.2) Point 1, Indent 2 (2)

2) Point 2, Indent 1

2.1) Point 2, Indent 2

2.1.1 Point 2, Indent 3

As highlighted above, the 6<sup>th</sup> character is wrapped onto the line below. To avoid this, the following list-styles are possible:

### Two-Levelled List:

- 2.1 No brackets or period
- 2.1) With bracket
- 2.1. With period
- (2.1) Within brackets
- (2.1. Bracket preceding, period following

### Three-Levelled List:

- 2.1.1 No brackets or periods used

More than Three-Levelled List:  
Cannot be created without text wrapping.