

## DE 180 Tip of the Day #04

### How to make a hanging list:

Numbers and bullet points for a list look better if they are “hang” from the paragraph. To do that, you will control “Left indent” and “First line left indent” from the paragraph window.

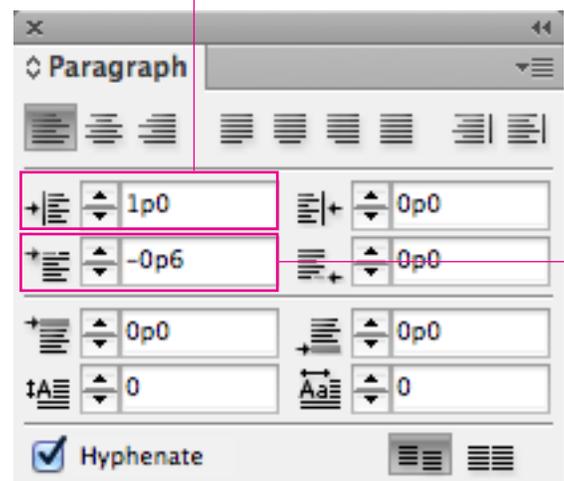
#### NORMAL LIST

- Since puppies are so impressionable, it is important to begin explaining the rules right away. Don't give her special license to get away with anything just because she is a puppy. If you allow her to have her way about certain things now, she will only be confused later when you decide to change the rules. Puppies learn very quickly with proper instruction.
- Never hit your puppy or give harsh reprimands. They don't mean to misbehave - they are just doing whatever comes naturally. Instead, show your puppy what kind of behavior you want. Teach her to play with her toys. Make them fun and exciting. Let her know how happy you are and how good she is when she chews them.
- Then, when you see her chewing your furniture, firmly tell her, “Off!” and immediately show her one of her own toys. Encourage her to play with and chew on it. Praise her profusely when she does so. If you don't catch her in the act, anything you do will confuse her. The only way you can instruct your puppy is to be there. If you can't be there, don't allow her to have access to places where she can get into trouble.
- Schedule an appointment with your veterinarian immediately. Discuss your puppy's vaccination schedule and when she will be allowed outside. Puppies are susceptible to many canine diseases until they are fully vaccinated; so don't take your puppy outside until your veterinarian says it is OK.
- Your puppy's emotional and mental health is just as important as her physical health. When you schedule your puppy's first veterinary visit, also schedule her into a puppy socialization class. She may not be able to attend yet, but reserve your place now so you don't miss out. Puppy socialization classes give your puppy an opportunity to meet a variety of people and dogs in a controlled situation and have a chance to just romp and play with other young puppies.

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1. Set the left indent to your desired space.
2. Set the first line left indent to your desired space in negative.



3. Hit tab key to match the first letter (after the bullet point) to match the left indent position.