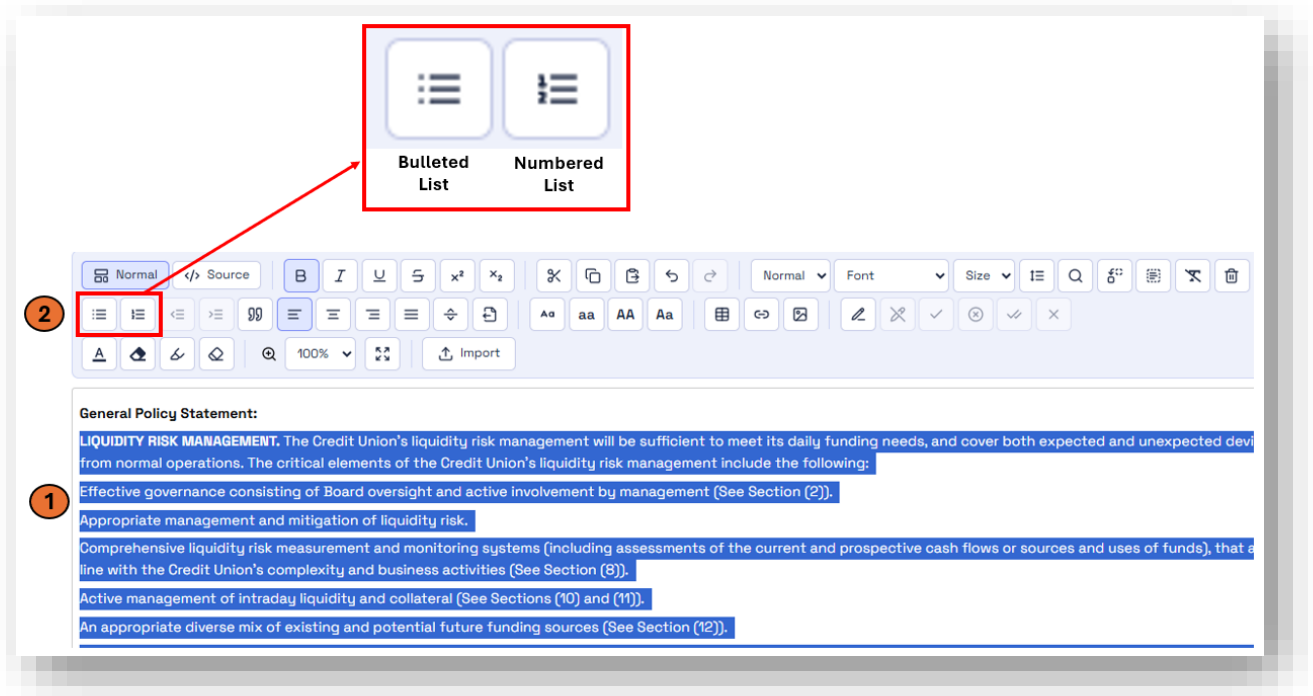


Manage and Format Bulleted and Numbered Lists

Add Numbered or Bulleted List Formatting:

1. Highlight the entire section of text for the list.
2. Click either the **numbered list or bulleted list icon** in the Toolbar. Separate list items will be created for each new paragraph.



To remove numbered or bulleted list formatting:

1. Highlight the list items to be returned to paragraph format.
2. Click the **numbered list or bulleted list icon** in the Toolbar. The text will return to paragraph format. Some extra spacing may need to be removed between lines.

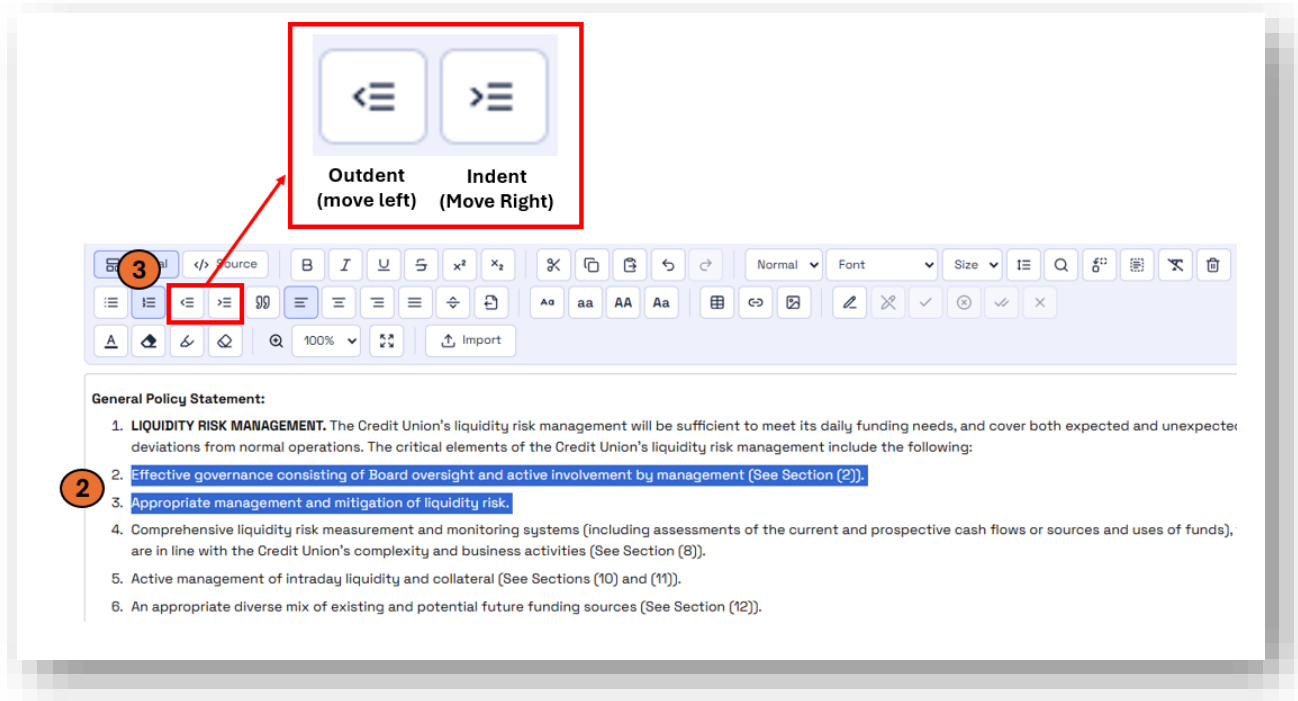
Add New Items to an Existing Numbered or Bulleted List:

1. Place your cursor at the end of the previous item within the existing numbered list, then press the ENTER key, which will create a new item in the numbered list.

Note: At this point the new item may not yet be in the correct position or may not yet have the correct numbering style or spacing. This is OK.

2. Add the text for the new item.
3. To move an item to the correct position:
 - a. Highlight the text
 - b. Click the "Increase Indent" icon to move the item to the right or the "Decrease Indent" icon to move the item to left.

Note: "Decrease Indent" can be used more than once if you are several levels deep in the sub-list and the item needs to move more than one position to the left.

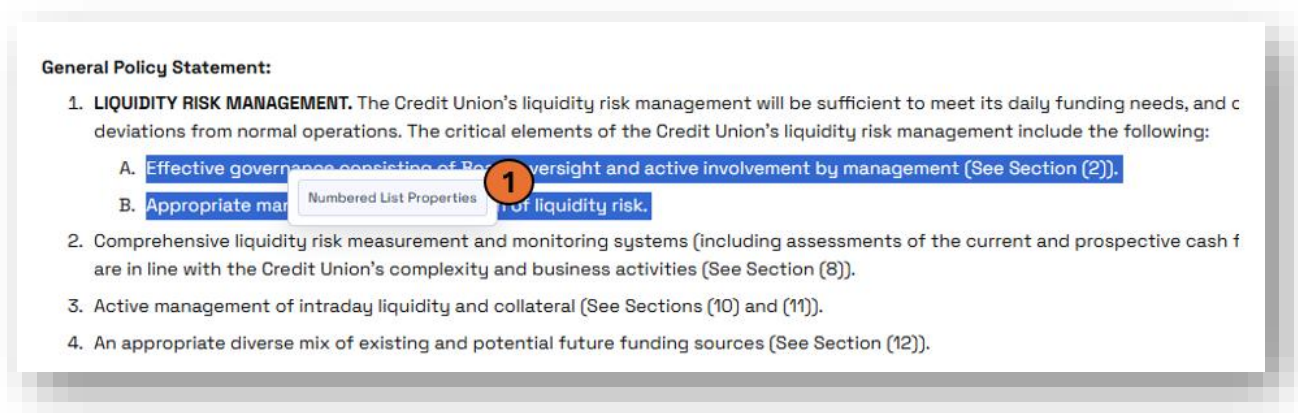


The screenshot displays a rich text editor interface. At the top, a red box highlights two icons: "Outdent (move left)" and "Indent (Move Right)". Below this, the editor's toolbar shows the "Decrease Indent" icon (a left-pointing arrow with three horizontal lines) circled in red, with a red arrow pointing to the "Outdent" icon. A red circle with the number "3" is placed over the "Source" button in the toolbar. The main content area shows a numbered list under the heading "General Policy Statement:". The second item, "Effective governance consisting of Board oversight and active involvement by management (See Section (2)).", is highlighted in blue and has a red circle with the number "2" next to it. The list items are:

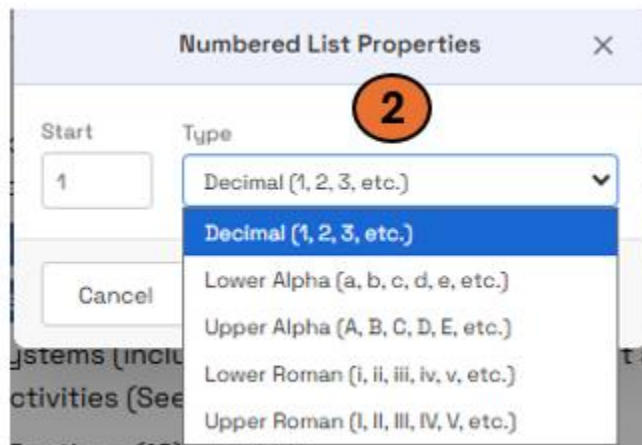
1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
2. **Effective governance consisting of Board oversight and active involvement by management (See Section (2)).**
3. **Appropriate management and mitigation of liquidity risk.**
4. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), are in line with the Credit Union's complexity and business activities (See Section (8)).
5. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
6. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

Change the Number or Bullet Style

1. Highlight any list item, right-click on the highlighted text, and choose "Numbered List Properties" or "Bulleted List Properties."



2. A dialog box will open. Click the "Type" dropdown list to choose the number or bullet style to apply. For numbered lists there is an additional option to choose the starting number for the list.



3. Click "OK" to apply the selected style to the sub-list.

Spacing Items in a Numbered List

Note: A new content editor was added in June 2026. Prior to this, clients spacing items in a numbered list often used SHIFT + ENTER to create double spacing between items in the numbered list. The new editor no longer recognizes SHIFT + ENTER for numbered list spacing and the method below should be followed.

Note: It is recommended to take care of spacing as the last step, after all list items are added, positioned correctly, and the preferred style applied.

1. To apply spacing to the entire section of text, click anywhere in the text (without highlighting text). To apply spacing to a specific section of text, highlight the text where you want to apply the spacing.
2. Click the **Line Spacing** icon in the toolbar.

General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
 - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
 - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds) are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

3. The numbers (1.0 – 3.0) can be used to set the spacing of each numbered list item. To add additional spacing between items, use the “**Add Space Before Paragraph**” or “**Add Space After Paragraph**” options.

Examples:

Line Spacing = 1.0, no spacing between paragraphs:

General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
 - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
 - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

Line Spacing = 1.0, add space between and after paragraphs:

General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
 - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
 - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

Line Spacing = 2.0, no spacing between paragraphs:

General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
 - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
 - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

Line Spacing = 2.0, add spacing after paragraphs:

General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
 - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
 - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).