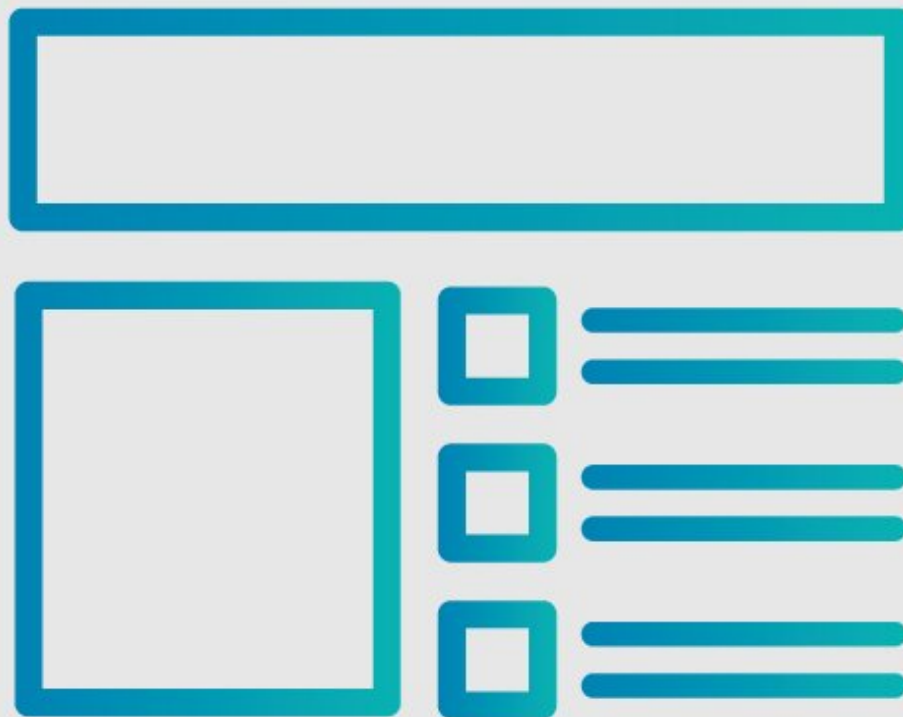DOZUKI

How to Format and Use Bullets

This guide demonstrates how to format and use bullets in your guide.

Written By: Dozuki System
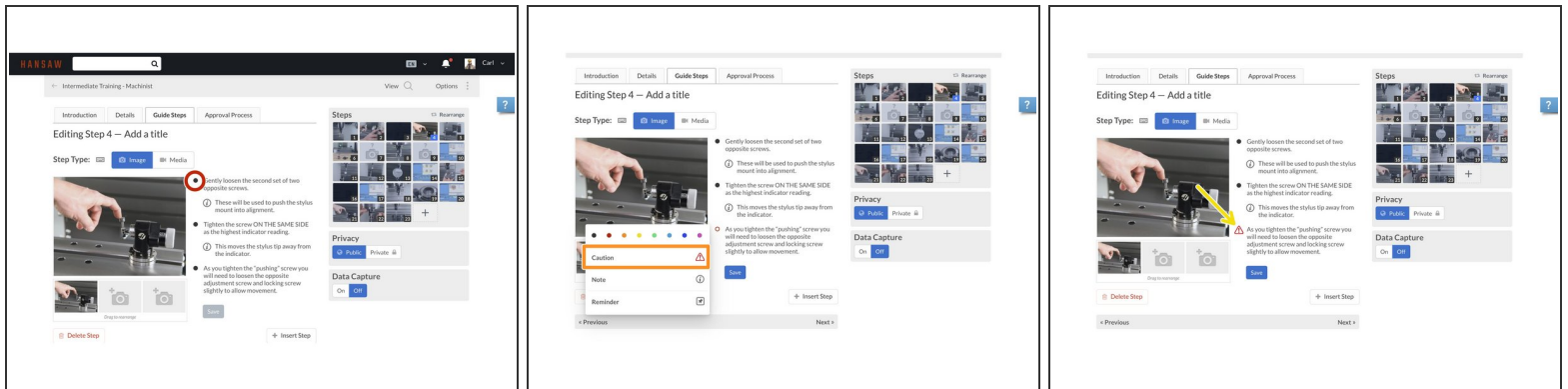
INTRODUCTION

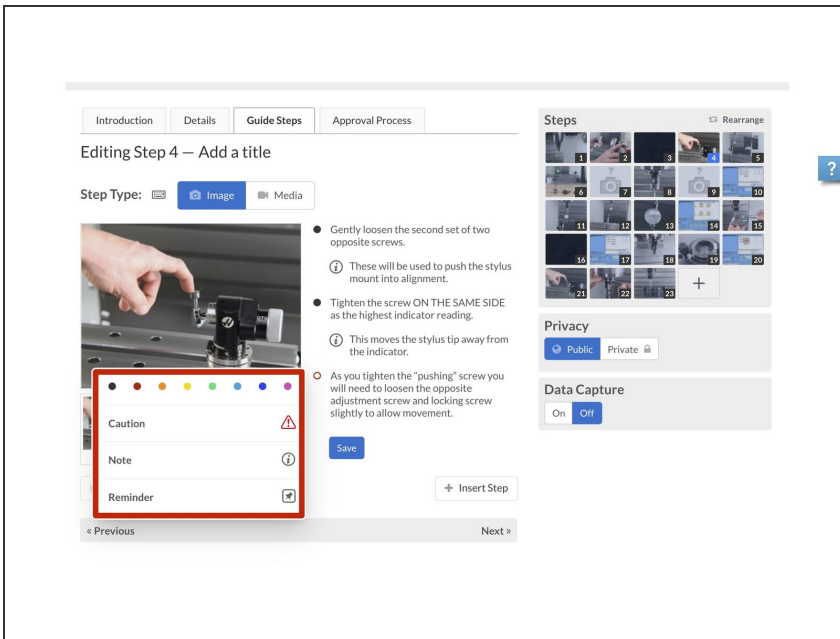This guide demonstrates how to format and use bullet in your guide.

Reminder

Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.

Step 1 — How to Format and Use Bullets

- Navigate to the step that needs bullet formatting.

- Click on a bullet, and a box of bullet colors and bullet types will open.

- Click the bullet color or type that you want to display.
  - In this demonstration, the red caution symbol was selected, and it now appears in the step instructions.

Step 2 — Bullets Defined

- There are four types of bullets:
  - **Colors:** These are colored bullets that correspond with the markers in the **Media Manager**. Use these bullets to indicate something in your picture that is the focus of the step instruction.
  - ⚠️ **Caution:** This bullet is used to indicate when something is particularly important or dangerous. Caution bullets alert users to potential bodily injury or hazards.
  - ⓘ **Note:** This bullet indicates information that is additional (supplemental) noteworthy information beyond the step instruction(s), but the information is relevant to the step instruction(s).
  - 📌 **Reminder:** This bullet reminds workers of something in the process that they might otherwise forget. The reminder bullet also provides information for after the procedure is completed, such as tips for reassembly.

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Step 3 — Customize Bullet Points on Your Dozuki Site

(i) Bullets in Dozuki are customizable on your site.

- Use [Font Awesome Icons](#).

- To review how to customize your bullet icons, see the [Custom CSS Help Page](#).