

How to do an Outline Format in BayScribe:

Due to numerous requests, we are making this information available, although we realize that it is not needed for every account. Some providers dictate in outline format which should end up looking as follows:

1. Text here, blah, blah, blah, more text, more text more text more text more text more text more text and more and more and more and more.

A. And then they give you an A or a 1 beneath item number 1 and it should look like this
blah blah blah blah blah blah blah blah blah blah.

B. And then they give item B under number 1.

2. Text here for item number 2.

To get this to line up properly you need to follow the regular rules for a numbered list (two spaces after each numbered item) and then one space before and two spaces after the A, B, C, etc. So, it would look like this:

```
1.<space><space>Text here and it will wrap properly on preview.<enter>
<1 space>A.<space><space>Text and it will wrap properly for the A.<enter>
<1 space>B.<space><space>Text here.<enter>
2.<space><space>Text here.
```

If you are going to use this feature please be sure to preview your report before sending to make sure that it looks right.

Feel free to contact us if you have questions.