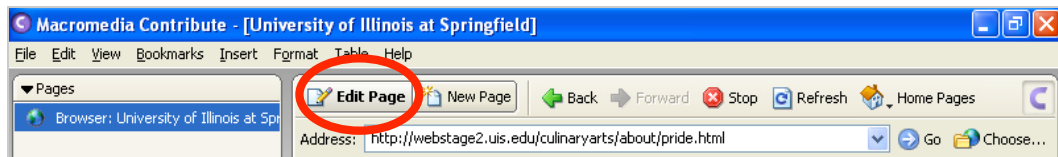


## Creating Lists

Using lists is a great way to add information in an organized manner. Lists are usually easier to read and understand. Creating lists in Contribute is simple.

### Creating a bulleted or numbered list

1. While in Contribute, navigate to the page that you desire to edit [the page you desire to add lists to].
2. Click **Edit Page** located at the top of the screen.



3. Place your cursor on the page where you wish to add your list.
4. Press **Enter** or **Return** and type the text for the first item for the list.
5. Press **Enter** or **Return** and type the text for the second item for the list. Repeat the process until you have all the items on the list added.
6. Once all the items for the list have been created, select/highlight every item.
7. Click on the Bulleted List or Numbered List icon on the toolbar.



- If you would like to continue typing after the list, place your cursor at the end of your last item and press **Enter** or **Return**.
- Press the bulleted or numbered list button a second time and the bullet/number will disappear and you can continue typing in regular paragraph format.

### To add an item to a bulleted or numbered list

1. Find the list you would like to edit.
2. Place your cursor at the end of the line above where you would like the new item to appear.
3. Press **Enter** or **Return** and type the new item.