To write sub-steps

1. First, write the first number (1) then give the high-level instruction. e.g. Do this, or run this command. (but not the actual how-to, just the very high-level instruction). e.g. Now what we want to do is this, in the big picture of things.
2. Once you’ve said “what we’re going to do”, then number the sub-steps, a), b), etc.
3. Then continue with ordinal numbers for normal steps (non-sub-steps) that follow.

**Example:**

1. Check the encryption type that your application is using by running the **klist** command from a command prompt.
2. Type **cmd** in the Windows search box, and press **Enter**.
3. At the command prompt, type **klist tickets** and then press **Enter** to display a list of all Kerberos service tickets.
4. From the output of the klist command for a single Kerberos ticket, review the following lines: