

A to Z page guidelines

A to Z pages allow you to create a list of content ordered alphabetically.

As a content editor or approver, you can add A to Z pages yourself, as long as there are no child pages underneath.

Examples of A to Z pages

See what this template looks like on these pages:

- [Department contacts](#)
- [EdConnect services A-Z \(staff only\)](#)
- [FISH \(Finance in Schools Handbook\) Glossary A to Z](#).

Example of an A to Z page with title, short description and link:

A to Z template

See this page in action on education.nsw. Go to the [Department contacts](#) page.

Page features

Description

- The page description will automatically appear at the top of the page. You're limited to 150 characters including spaces, and no HTML code.

Menu

- The alphabetical menu at the top of the page automatically populates based on the page content.
- If a letter has no content associated with it, it will not receive a hyperlink.

Link

- Links will automatically appear in alphabetical order based on the first character. There is no way to manually reorder these items.
- If the link is to a page outside education.nsw.gov.au, the 'external link' icon will appear.

Description

- If you've used the link and description style, you can include description text up to 400 characters including spaces.
- If you need to include hyperlinks including email addresses in your description, note that HTML code counts as characters.

Call-out box

- You can include a **call-out box** at the end of your A to Z page if you need to convey more information or a call to action.

Page guidelines

Do

- Keep link titles to no more than 60 characters including spaces.
- Follow the [Content style guide](#) for consistency - especially for contact details.

Don't

- Don't use a lead paragraph on these pages. Instead, your page description will automatically display at the top of the page.
- Don't use the A to Z page template on any pages that have children. Your user won't be able to navigate to them.
- Don't use more than one short call-out box at the bottom of the page.

How-to guides

Learn how to create and edit an A to Z page using our guide:

- [Adobe Experience Manager - A to Z list template](#)

Category:

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Topics:

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Business Unit:

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This information is current as at "20/7/2023 0:18:25 pm", Australian Eastern Time. For the most up-to-date information, go to <https://education.nsw.gov.au/inside-the-department/communication-and-engagement/communication-channels/education-website/page-templates/content-page/a-to-z-page-guidelines>

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