

List guidelines

Use these guidelines to create lists on your web pages.

Lists break up long sentences and make it easier for the user to scan. We encourage you to use lists where possible.

Example

Example of a bulleted (unordered) list:

- list item 1
- list item 2
- list item 3
- list item 4.

Example of a numbered (ordered) list:

1. Start by doing this.
2. Then do some of that.
3. And then do that some more of this.
4. Finally, finish off what you are doing.
5. You're done.

Only use numbered lists when showing step-by-step instructions or priority order.

Where you can use them

- Any page type.

How to use them

Do

- Aim to make each list item a similar size. This makes lists easier to scan.
- Use parallel construction so each item would make sense on its own, or as part of a sentence.
- Read our [Content style guide](#) on how to format lists.

Don't

- Use a colon if you've used a H2 or H3 heading to introduce your list.

How-to guides

Learn how to add lists to your page using our guide:

- [Adobe Experience Manager - text \(component\)](#)

Category:

- Communication and engagement

Topics:

- Governance

Business Unit:

- Communication and Engagement

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This information is current as at "17/7/2023 9:12:35 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/component-and-text-styles/list-guidelines>

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