Preparation:

* Close all windows.
* Open MadCap Flare on your desktop.
* Select the Flare Project that you want to work on.

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| Action | Narration | Notes |
| Title Slide | How to create a Numbered List in MadCap Flare |  |
|  | Creating a Numbered List in MadCap Flare is simple. |  |
| Show cursor in Content Explorer | Make sure your cursor is in Content Explorer. |  |
| Show cursor over Topic that you want to work on. | Select the desired Topic and double-click. |  |
|  | This opens the Topic. | Highlight Topic. |
| Highlight text in Topic that you want to have in your numbered list. | Highlight text that you want to be in a numbered list. |  |
| Put cursor on the Home Tab and then in the Paragraph section of Home Tab. | Click on the Home tab. In Paragraph section, click on the drop-down bulleted list. | Highlight the Drop-Down List. |
|  | Select Numbered List. |  |
| You will now see that the selected text is in a Numbered List! | Congratulations, you have made a Numbered List! |  |
| Closing slide |  |  |