

How to Create Lists in a Page

Step-by-step guides

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Bulleted lists

Bulleted lists are generally used for organizing lists of information that do not have an order.

1. Highlight the text to be included in the list, or place your cursor where the list should begin.
2. In the Editor Toolbar, select the icon for bulleted list.



3. Press *ENTER* to add a new list item.
4. Deselect the bulleted list icon or press *ENTER* twice to exit the list.

Numbered lists

Numbered lists are used for steps or other sequential information.

1. Highlight the text to be included in the list, or place your cursor where the list should begin.
2. In the Editor Toolbar, select the icon for numbered list.



3. Press *ENTER* to add a new list item.
4. Deselect the numbered list icon or press *ENTER* twice to exit the list.

Task lists

Task lists on a page are useful for assigning and managing complete/incomplete tasks on a team.

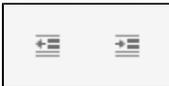
1. Edit the page.
2. Choose the task-list icon in the editor toolbar.



3. Type the description of the task.
4. Assign a task to someone (even yourself) by typing *@username* in the task description. That person will receive a notification, and the task will appear in their personal task list in the workbox.
5. Deselect the task-list icon or press **Enter** twice to end the task list.

Keyboard shortcuts

- To start a task list, type open and closed brackets *[]* at the beginning of a line.
- To indent a task, press *TAB*. To undo an indent, press *SHIFT+TAB*. Alternately, you can use the toolbar buttons.



Managing tasks on a page

When viewing a page, you and other viewers can mark tasks as complete or incomplete. Updates to a task on the page will be transferred to the workbox, too. Anyone with permission to edit a page can mark a task on that page as complete or incomplete, regardless of whether the task was assigned to them.

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