

# NYU Law –Web Help: Design Lists


## TOPICS:

Ordered (Numbered) Lists  
Unordered (Bulleted) Lists



**Lists can be used to organize information on a webpage.**

In the Main Content Editor Screen of the Oracle Site Studio Contributor Mode:

**Ordered List Icon** →  ← **Unordered List Icon**

### Ordered Lists

1. Focus your cursor in the body of your page where you would like to start a numbered list.
2. You can either select the list icon from the toolbar first or directly enter your text first.
  - a. If you select the ordered list icon first, you will see "1." and can start typing your first item immediately afterward. Once you press "Enter", the list will automatically continue numbering.
  - b. If you directly enter text first, press "Enter" after each item. Once the list is complete, highlight it and select the ordered list icon.

### Unordered Lists

1. Directly enter your list. Highlight the list and select the unordered list icon.
2. Create an ordered list in the same manner as item 2a above. Highlight the list and toggle it to an unordered list by selecting that icon.

Note: Unordered lists create a table cell after each bullet item. The easiest ways of creating and managing these lists are to start first as an ordered list.

Ordered List Example		Unordered List Example	
Form: 1. Apple 2. Orange 3. Banana 4. Apricot	Preview: 1. Apple 2. Orange 3. Banana 4. Apricot	Form: • Apple • Orange • Banana • Apricot	Preview: → Apple → Orange → Banana → Apricot