

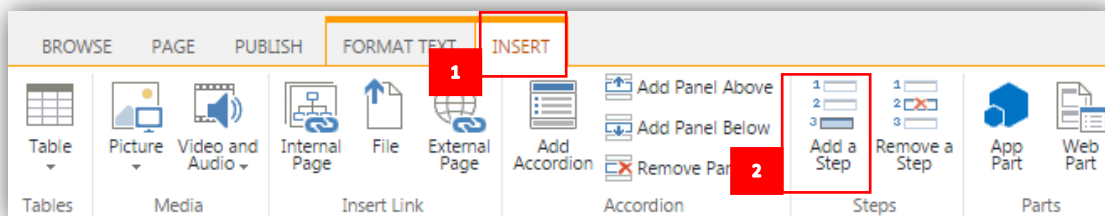
Add steps

If you have information on your page that needs to be followed in a specific order, you can use steps. Do not use steps for an unordered list, and don't use steps unless you have at least two steps.

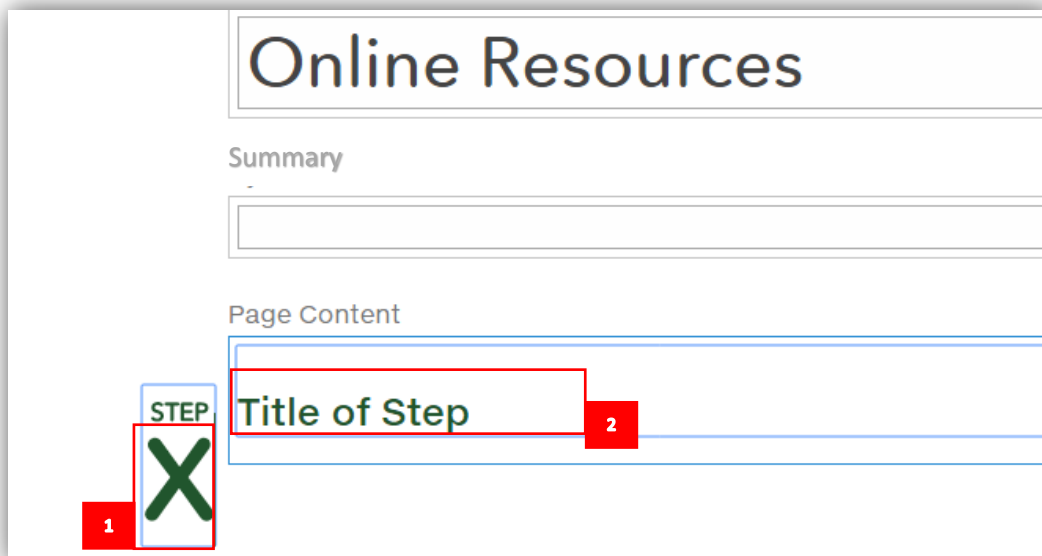
You can add as many steps as you need, but too many or too few steps could indicate you need to organize your page content in a different way.

Steps are added one step at a time, and editing them can be a bit fussy. Plan exactly how you want your steps to look ahead of time. Do not add steps in Tabs or accordion panels. Steps are designed to sit on the left, outside of "page content" boxes.

1. To add the first step, place the cursor in the Page Content box.
2. Click INSERT on the ribbon and select Add a Step.



3. Highlight the X and change it to the number 1. Select "Title of Step" and change it to the title of the step.



4. If you want to add content about the step (for example, detailed instructions), you can do so under the step title.