



List Guidelines for Word

Lists:

- Organize and make information easier to navigate.
- Chunk information in ways that reduce cognitive load in processing content.

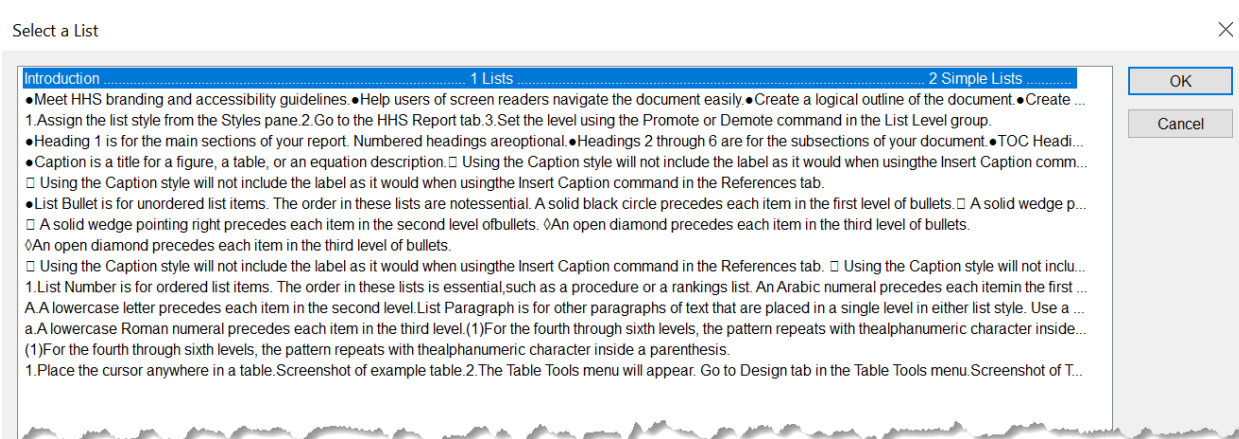
People who use assistive technology cannot infer meaning if lists are formatted with:

- Tabs
- Dashes
- Numbers

Like headings, lists:

- Add structure to a document.
- Allow everyone to quickly navigate through a “list” of items.

People who use screen readers have access to a dialog box that compiles a complete “list of lists” to easily navigate to a particular list.



When to Use a List

Use a list to provide grouped, clear information to people. Examples are:

- Any time there are many commas in a sentence.
- A set of characteristics.
- A series of steps.

There are two types of lists available in HHS Word templates.

How to Format a List

List Bullet

List Bullet is an unordered list. Use it when the order of the items is not relevant. Per the [HHS Brand Guide Grammar](#) section we use the following resources for style and grammar:

- Associated Press Stylebook
- The Gregg Reference Manual

Use bullets instead of dashes in a list (Gregg) and preferably indent the list. The List Bullet style starts with a bullet.

The List Bullet style has the following design:

- A solid black circle precedes each item in the first level of bullets.
 - A solid wedge pointing right precedes each item in the second level of bullets.
 - ◇ An open diamond precedes each item in the third level of bullets.

For instructions on how to apply list styles, go to the List Styles section in the [How to Use HHS Word Templates](#).

List Number

List Number is an ordered list. Use it when:

- The order in these lists is essential, such as a procedure or a rankings list.
- The amount of list items matters.

Do not identify the numbered lists by using typed numerals. Use the List Number style. This will ensure that the numbered lists identify as lists.

1. An Arabic numeral precedes each item in the first level.
 - A. An uppercase letter precedes each item in the second level.
 - a. A lowercase letter precedes each item in the third level.
 - (1) For the fourth through sixth levels, the pattern repeats with the alphanumeric character inside a parenthesis

Sub-Lists

Every list can be nested into another list. This is also known as a sub-list or multi-level list. In the following example, the preparation should be done before using the ingredients.

Example:

1. Prepare ingredients.
 - A. Cook beans for 45 minutes.
 - B. Cut vegetables into small cubes.
2. Sauté onions and garlic.
3. Deglaze using the tomatoes.
4. Add corn and beans.

WARNING: Multilevel lists spanning more than one page require extensive remediation in Adobe Acrobat Pro. There is a bug in the interaction between MS Office and the PDF generation software.

Don't Break Lists

Design lists so that you don't:

- Need to add a paragraph without a bullet or number to the middle of a list.
- Use **Enter** to create space.

If you have a broken list due to the situations listed above, people who use screen readers might hear:

- The wrong number of list items.
- Many separate lists instead of a single continuous list.

Troubleshoot Broken Lists

Numbered List not Starting at 1

In this example, we will practice how to fix broken numbering in the List Number style.

The list below is starting with numeral 5. It needs to start with numeral 1.

5. Preheat the oven to 350 degrees F (175 degrees C). Grease a 9x13-inch pan.
6. Combine the:
 - A. Melted butter
 - B. Sugar
 - C. Eggs
 - D. Flour
7. Bake in preheated oven for 20 to 30 minutes.

To fix this issue:

1. Go to the **HHS Reports** tab.
2. In the List Level group, click on the **Restart #** button.

The problem is now resolved!

Fix a Broken List Style

When attaching an HHS template to an existing document, list styles can sometimes break. You will notice the bullet or number is missing from the list styles in the Styles pane. Information on how to fix a broken list style in word is available in page 7 of [Troubleshooting Common Problems in Word \[PDF document\]](#).