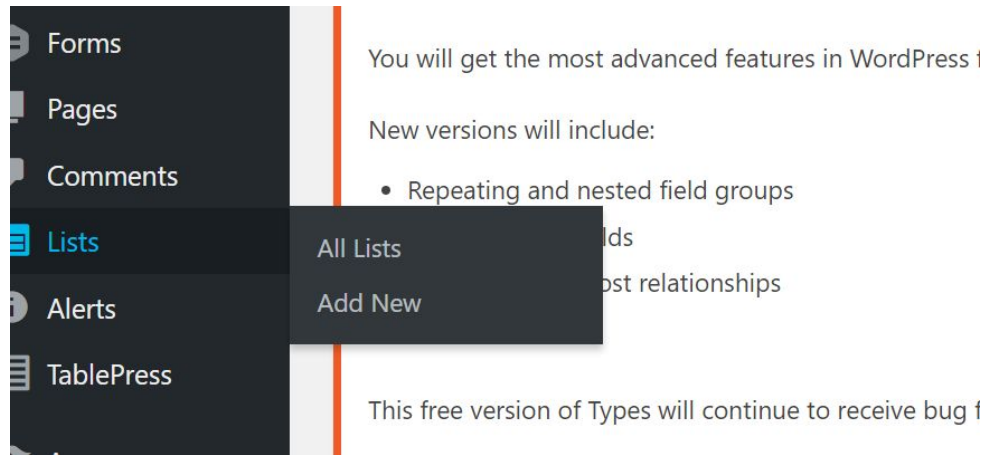


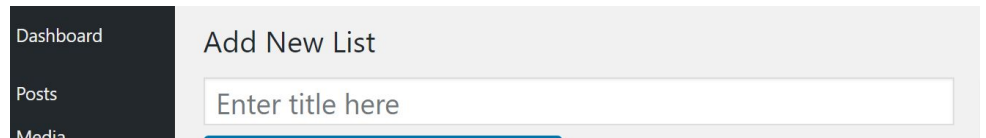
# Creating Lists Stepper

Setting up a list and inserting them on to pages.

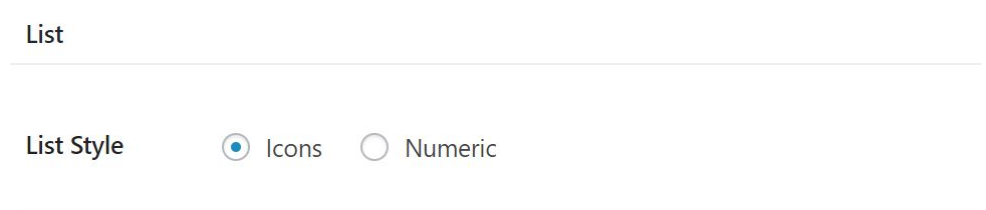
- 1 Starting in your dashboard, on the left hand side, hover over lists and select 'Add New'



- 2 Name your list. This is only visible to the editor, so make the list name descriptive enough.

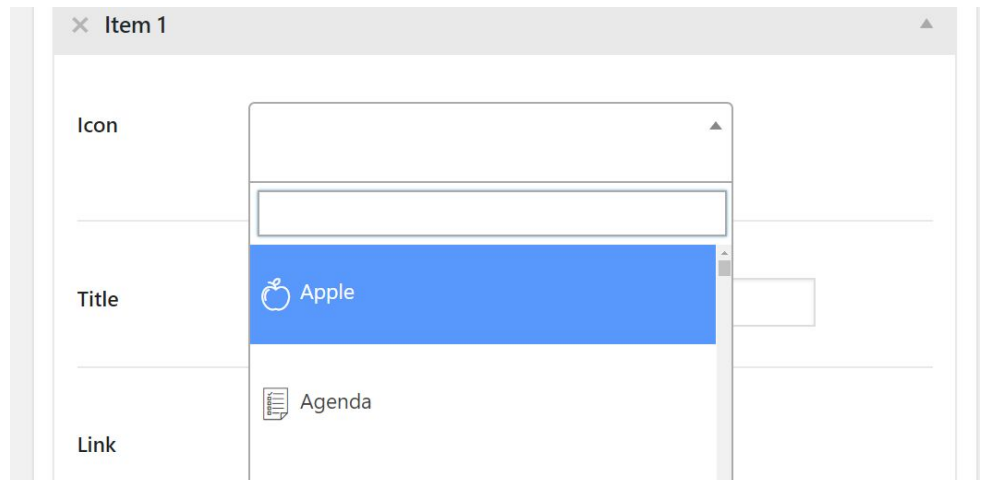


- 3 Select if you want your list to include small images (icons) or if you would prefer a numeric list.



- 4 If you select 'Icons', begin by choosing an icon for your first item.

If you select 'Numeric' the numbers will be inserted for you.



5 Add a title, link and a description.

Title

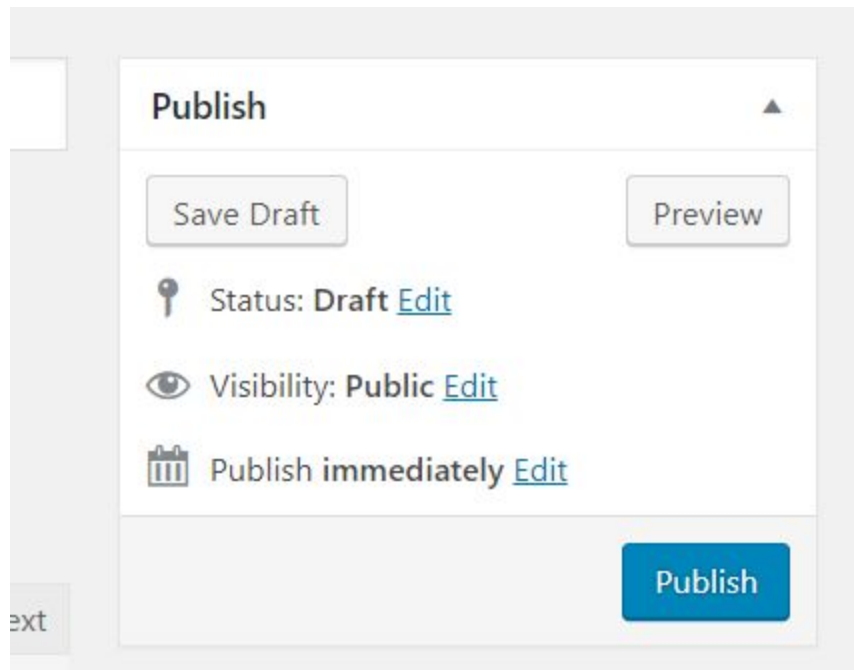
Link

Description

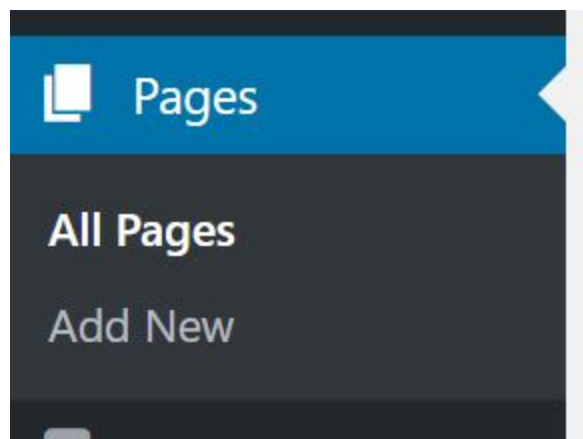
6 You can add additional items by clicking on 'Add Item'.

7 You can move the list items up or down, using the arrows.

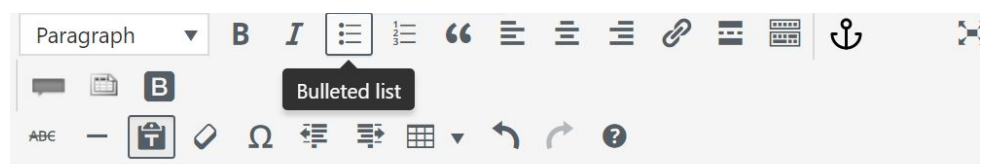
- 8 When you are complete, click on the 'Publish' button at the top of the page.



- 9 To add a list to your page, go to your left side dashboard and select the page you will be adding the list to.



- 10 Select the appropriate content editor and place the cursor where you want the list to be shown on the page.



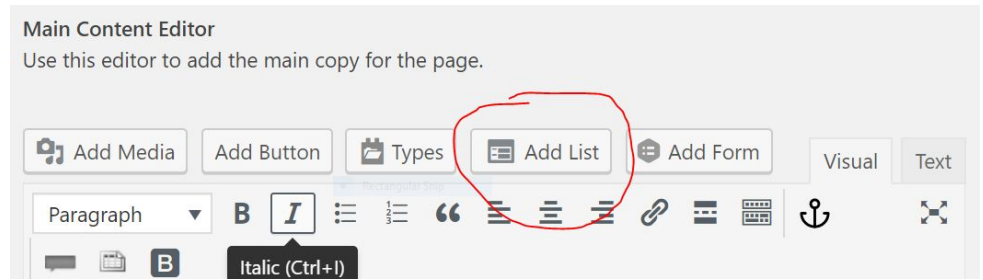
## Welcome to the Advantage Resource Center

Here you will find video tutorials and PDFs to help you navigate the tool. Still have questions?

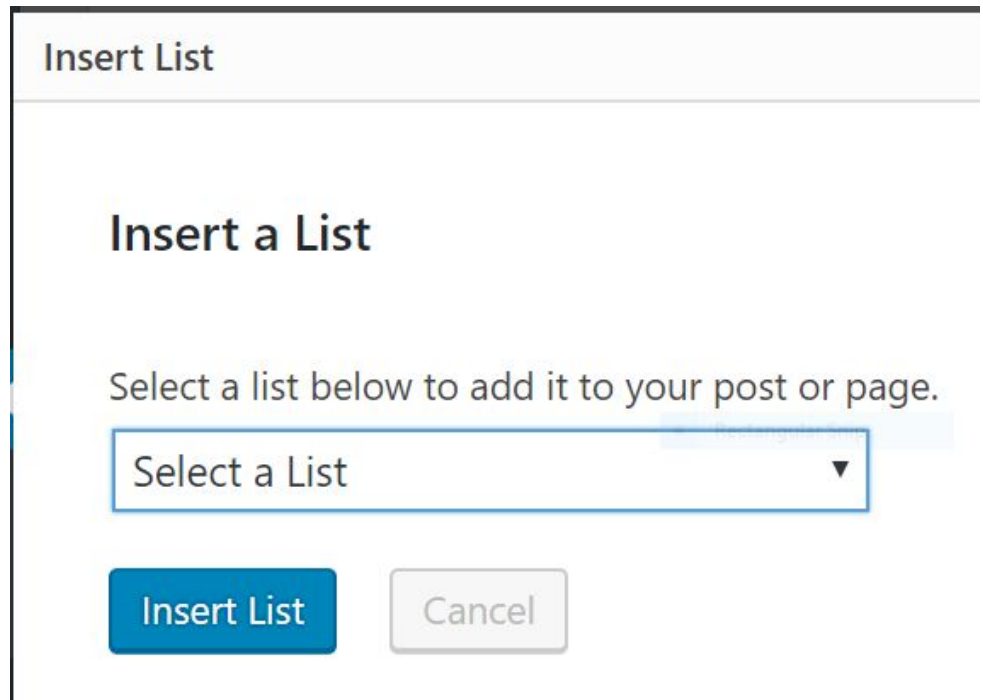
Email [advantage@philasd.org](mailto:advantage@philasd.org).

|

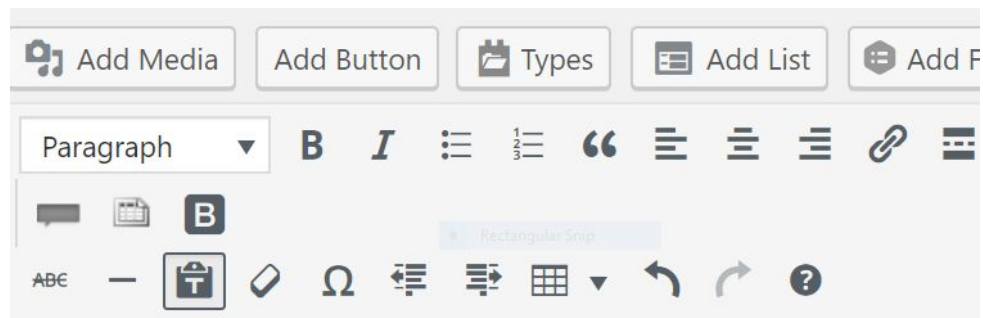
- 11 Right above your editor, is a button called, 'Add List'.



- 12 Select the list you would like to include and hit, 'Insert List'.



- 13 A short code will be inserted that will display your full list to the end user.



## Welcome to the Advantage Resource Center

Here you will find video tutorials and PDFs to help you navigate. If you have questions?

Email [advantage@philasd.org](mailto:advantage@philasd.org).

[list id="45"]

- 14 When you are finished making edits, before sure to hit the 'Update' or 'Publish' button on the right side bar.

