

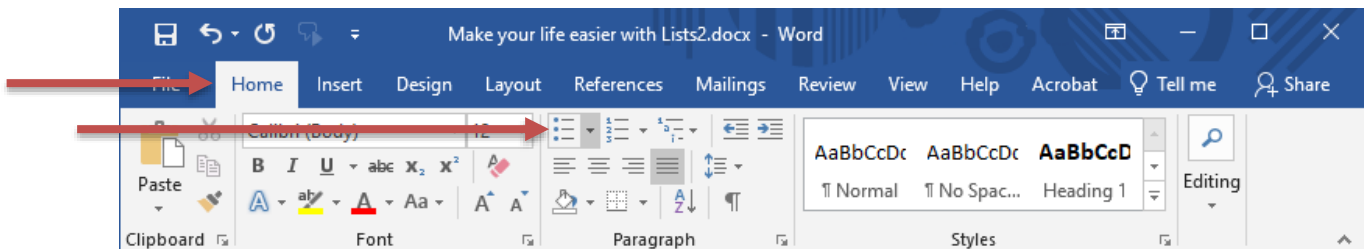
## Make your life easier with Lists! Make everyone's life easier with Lists!

A list requires the List feature. It's in the Home ribbon in MS Office, and in the html/file editor in D2L. Sticking a dash or numbers in front of sentences does not make a recognizable list; it just makes more work for you while delivering less to your students.

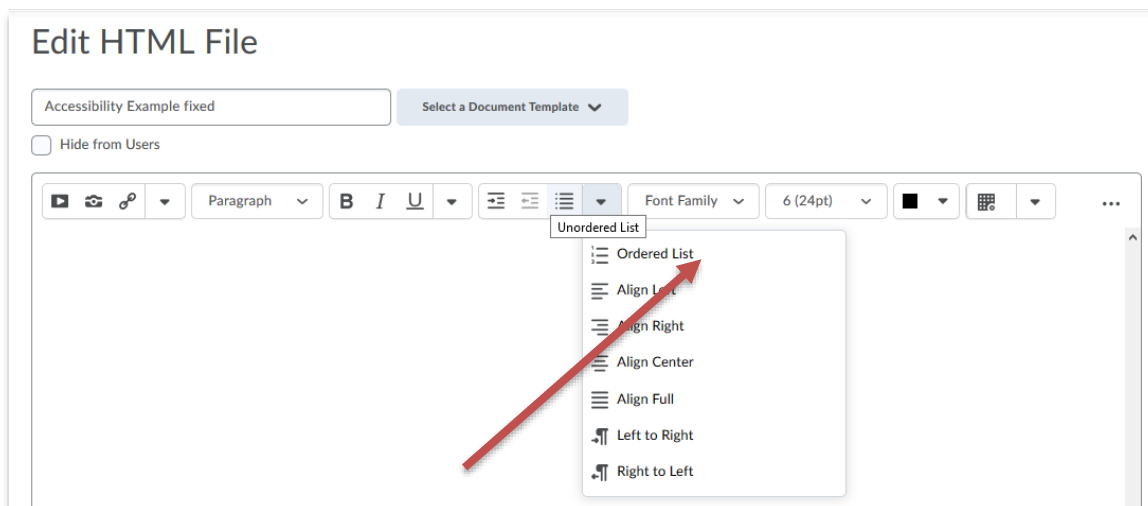
- Using the List feature lets you easily edit your list if you find you want to make changes.
- The List feature lets your listening students know:
  - When they have entered a list
  - How many items are in your list
  - When they have left the list.
- The List feature is especially helpful when editing numbered lists with lettered sub-lists. No more numbering mistakes or having to renumber everything just to add an item!
- To create a sub list:
  - Place your cursor in your list where you want to have the sub list
  - Click the return key
  - Then click the tab key.

### Where is the List Feature?

**In MS Office**, you will find the list feature in both the Home ribbon and in the Context menu that appears when you highlight text.



**In D2L**, the list feature is in the edit window tool bar. It is in the 4<sup>th</sup> set of tools from the left.



## **Helpful links for lists in D2L:**

[Video: Create a Bulleted or Numbered List in MS Word \(1min 19s\)](#)

[Video: Improve your MS Documents with the Accessibility Checker \(1min 4s\)](#)

[Video: How to Add Lists in D2L \(PCC, 1min 6s\)](#)

[Video: Using the D2L Edit Window \(3min 39s\)](#)

[Video: D2L Accessibility Checker \(4min 19s\)](#)

[Article: Improve your course with the D2L Accessibility Checker](#)

[SIUC Accessibility Website](#)