

Make a bulleted or numbered list

Turn lines of text into a bulleted or numbered list, change the bullet style and add indented sub-points.

A list is easier to read at a glance than a paragraph. Use bullets for things that can come in any order, such as what's included in a service. Use numbers when the order matters, such as steps.

Steps

1. Log in to your site editor and open the page.
2. Click the text box where the list should go.
3. Type each item on its own line, pressing Enter between them. If the lines are already there, skip this step.
4. Drag across all the lines to select them.
5. From the bar over the selected text, pick the **Bullet list** icon or the **Number list** icon.
6. Want another bullet look? Click the small down arrow just beside the **Bullet list** icon.
7. Click the check mark in the bar to finish.
8. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Add sub-points

To put a smaller list under one item, click in that line and press **Tab** on your keyboard. That indents the item under the one above it. You can go more than one level deep, with bullets or numbers.

Limits to know about

- A list can't have a heading built into it. Put the heading on its own line above the list, as normal text.
- If the items in one list use more than one text size, the bullets use the size set by your site's text style, not the size of each item.

Tips

- Keep each item short, under a line or two, so it reads well on a phone.
- Start every item the same way, for example with a verb, so the list reads smoothly.
- Don't like how it looks? Use the undo icon in the bar.
- For a list with a photo and a link on each item, see [Make a list with pictures and links](#).

Need a hand?

Email hello@zossoz.com with your business name, the page, and the items you'd like in the list, and we'll take care of it. We reply within one business day. It counts as one of your small changes for the month. See [Request a change](#).

Related guides: [Edit text on a page](#) · [Make a list with pictures and links](#) · [Add a table](#) · [Undo a change](#)

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