Use numbered and bulleted lists

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AI tools are much less likely to leave out key steps or details if you format lists using the **Ordered list** and **Unordered list** controls. They extract numbered step-by-step instructions much easier than they do multiple steps in paragraphs or sentences, as long as the list doesn't skip numbers.

Use the editor controls for inserting these lists.

Tips for bulleted and numbered lists

Follow these tips for using bulleted and numbered lists:

- **Always use the editor controls for inserting these lists**, rather than starting paragraphs with a number or a dash or icon. This generates a distinct HTML element for a list.
- For **step-by-step instructions**, use numbered (ordered) lists.
- Include **an introductory or topic sentence above the list** to introduce what it's about.

RAG benefit of lists

Numbered lists establish a clear order and context and reduce the likelihood of some of the steps ending up in a different chunk. Bulleted lists ensure similar items are grouped together.

Accessibility tree benefit of lists

Lists get marked as a separate element in the accessibility tree, ensuring the information is grouped together within a single hierarchical element. This ensures that all of the steps or the bullet points will be included in the AI's parsing of the information.

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