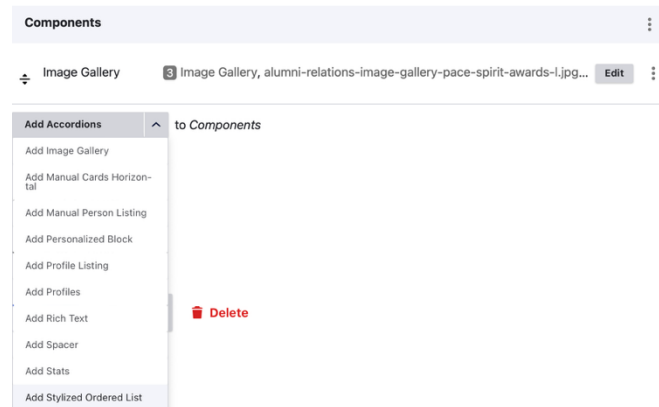
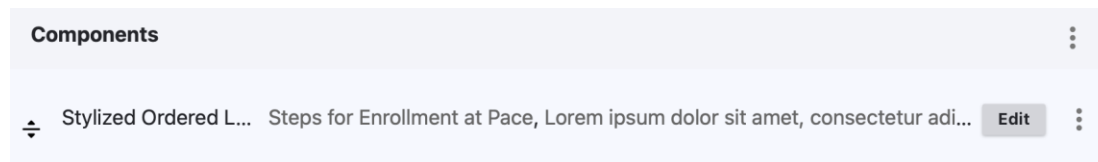


Adding and Editing a Stylized Ordered List Component

- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Stylized Ordered List**.



- Or, if you are editing an existing Stylized Ordered List Component, Click the **Edit** button



- There are only three fields to start when you add a Stylized Ordered List component.
- **Title**, **Sections**, and the **Add another Item** button.
- By default, a Stylized Ordered List component will start with an empty Title and one empty Sections field.
- After filling in your initial Sections field, click the Add another item button to create additional section fields.

Add another item

The screenshot shows a user interface for a 'Stylized Ordered List' component. At the top, the title 'Stylized Ordered L...' is displayed with a collapse button and a menu icon. Below this is a 'Title' field with a red asterisk, a text input box, and a note: 'recommended maximum 40 characters'. Underneath is a 'Sections' section header. The main area contains a rich text editor with a toolbar including bold, italic, subscript, superscript, underline, bulleted list, numbered list, quote, link, unlink, and image icons. The current style is 'Paragraph'. A 'Remove' button is located to the right of the text editor. At the bottom, there is an 'Add another item' button and a link to 'About text formats'.

- The **Title** above the sections is a mandatory field. The **Title** will appear above your Stylized Ordered List sections as a Heading.

The screenshot displays a 'Components' panel in a content management system. At the top, there is a 'Stylized Ordered List' component. It features a 'Title' field with the text 'Steps for Enrollment at Pace' and a note indicating a recommended maximum of 40 characters. Below the title are two 'Sections'. Each section contains a rich text editor with a toolbar (including bold, italic, strikethrough, subscript, text color, bulleted list, numbered list, quote, link, unlink, and flag icons) and a 'Remove' button. The first section contains the text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque varius enim id metus accumsan, eu molestie sapien pharetra. Vivamus faucibus, purus ut hendrerit rutrum, nibh augue lobortis tellus.' The second section contains the text: '¶ rhoncus erat sem ac eros. Curabitur tincidunt, leo sed sagittis congue, velit augue tincidunt nisi, eu scelerisque sem sem et erat.'

- The title entered on the previous screen will display above your sections like the image below, and your sections will appear as numbered steps below the title.

STEPS FOR ENROLLMENT AT PACE

1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque varius enim id metus accumsan, eu molestie sapien pharetra. Vivamus faucibus, purus ut hendrerit rutrum, nibh augue lobortis tellus.

2


Et rhoncus erat sem ac eros. Curabitur tincidunt, leo sed sagittis congue, velit augue tincidunt nisi, eu scelerisque sem sem et erat.

3

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque varius enim id metus accumsan, eu molestie sapien pharetra. Vivamus faucibus, purus ut hendrerit rutrum, nibh augue lobortis tellus.

- The **Sections** should be filled in with the text that describes the steps you want to appear on the page

The screenshot displays a 'Components' panel in a content management system. At the top, there is a 'Stylized Ordered ...' section with a 'Collapse' button. Below it is a 'Title*' field containing the text 'Steps for Enrollment at Pace', with a note below it stating 'recommended maximum 40 characters'. Underneath the title field is a 'Sections' section containing two text blocks. Each text block has a rich text editor toolbar with options for bold, italic, strikethrough, subscript, text color, bulleted list, numbered list, quote, link, unlink, and flag. The first text block contains the text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque varius enim id metus accumsan, eu molestie sapien pharetra. Vivamus faucibus, purus ut hendrerit rutrum, nibh augue lobortis tellus.' The second text block contains the text: 'rhoncus erat sem ac eros. Curabitur tincidunt, leo sed sagittis congue, velit augue tincidunt nisi, eu scelerisque sem sem et erat.' Each text block has a 'Remove' button on its right side. A link for 'About text formats' is located at the bottom right of the first text block.

- You can change the order of your sections by using the **Change Order icon**  to the left of the section. (You do not need to include the step number in the text, but for demonstration purposes, they have been included below)

Sections

Step 1 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque varius enim id metus accumsan, eu molestie sapien pharetra. Vivamus faucibus, purus ut hendrerit rutrum, nibh augue lobortis tellus.

Remove

[About text formats](#)

Step 2 - Et rhoncus erat sem ac eros. Curabitur tincidunt, leo sed sagittis congue, velit augue tincidunt nisi, eu scelerisque sem sem et erat.


Remove

[About text formats](#)

Step 3 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque varius enim id metus accumsan, eu molestie sapien pharetra. Vivamus faucibus, purus ut hendrerit rutrum, nibh augue lobortis tellus.

Remove

[About text formats](#)

POWERED BY  CKEditor

- For instance, if you wanted section 3 to appear in the second slot, you can drag and drop it above section 2.

The screenshot shows a 'Sections' editor interface with three sections. Each section has a rich text editor toolbar with options like Bold (B), Italic (I), subscript (x₂), text color (T_x), bulleted list, numbered list, quote, link, unlink, and flag. The sections contain placeholder text: 'Step 1 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque varius enim id metus accumsan, eu molestie sapien pharetra. Vivamus faucibus, purus ut hendrerit rutrum, nibh augue lobortis tellus.' and 'Step 2 - Et rhoncus erat sem ac eros. Curabitur tincidunt, leo sed sagittis congue, velit augue tincidunt nisi, eu scelerisque sem sem et erat.' The second section is highlighted in yellow, and a 'Remove' button is visible to its right. A link 'About text formats' is located at the bottom right of each section.

- To apply this change, **click save** at the bottom of your edit page.