



Task heading (as Heading 1 in imperative or gerund form)

Provide users with a brief overview to let them know how the procedure fits into their workflow. The overview tells users why they need to perform the procedure, how the procedure works, what benefits they gain from completing the procedure, and so on. The overview may contain prior conditions users need to meet or may provide some sense of goal or direction.

Procedure heading (as Heading 2 in infinitive form)

1. Click the **Create a Numbered List**  button to keep steps properly numbered and aligned, and then provide the user with the first chronological step.

Note If the procedure requires only a single step, click the **Create a Bulleted List**  button instead.

2. Provide the user with the second chronological step.
3. Provide the user with the third chronological step, and so on.

Tip Offer the user a tip if it will help.

Provide concluding information (if necessary).

[Related Topics](#) (if helpful)