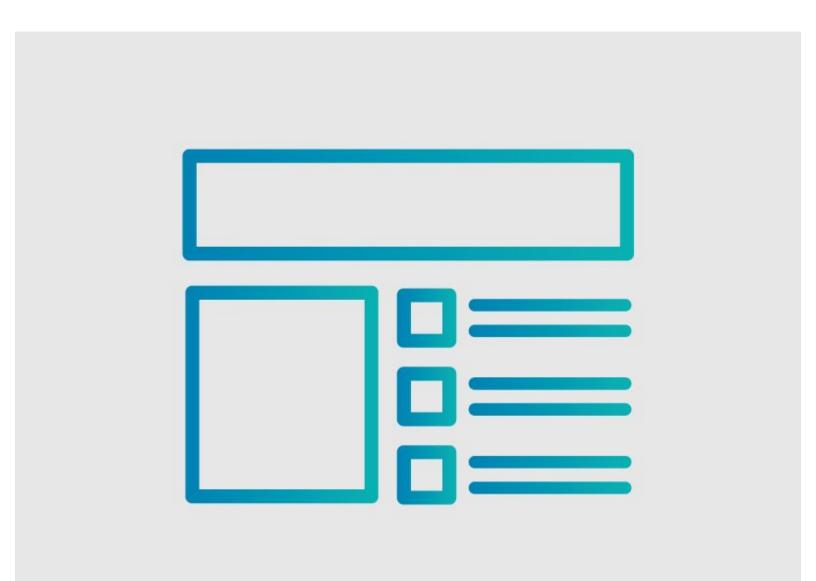
# DOZUKI

# How to Create a Guide

This guide demonstrates how to create a guide page.

Written By: Dozuki System



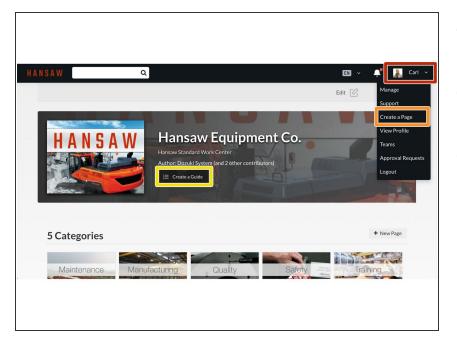
## INTRODUCTION

This guide demonstrates how to create a guide page.

## Reminder

Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.

#### Step 1 — Open the User Menu



- Click on your **username** on the right side of the site header.
- Select **Create a Page** from the drop-down menu.
- If you are already on the category page for the new guide, click on the Create a Guide button in the upper-center of the page.

#### Step 2 — Start a New Guide Page

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- Click on the **Guide** icon in the **Start a New Page** options.
- To organize your guide, enter the name of the guide's designated **category**.
- As you type, if the category already exists, it will appear in a drop-down list below the text box.
   Select your category from the list.
  - (i) If the category does **not** already exist, a **new** category page will be created.
- Click on the **Next** button.

#### Step 3 — Add Introduction Content

HANSAW			EN 🗸 🌲 Carl v
	Introduction Details Guide Steps  Location (Category Name)  Manufacturing a	English 🛄	Create a New Guide Here are a few key points to remember: • Visuals communicate more with less confusion.
	Guide Title Department Functions Create a title.		The more concise you are, the more information readers actually read.     Reuse prerequisite tasks instead of rewriting them every time.
	Search Summary Summarize in a sentence or two what this guide will accompliate.		Learn more with the Technical Writing Handbook
	Show More		
		Save	
	Creating Introduction		

- Enter a title for your new guide in the **Guide Title** field.
- Add a summary in the Search
   Summary field to briefly explain what the guide will demonstrate.
- If you want to add other information at this time, such as an introduction or flags, click Show More.
  - Review the <u>Parts of a Guide</u> <u>Page</u> to better understand the various elements that make up a guide.
- When finished adding information, click on the Save button.

### Step 4 — Create a Step

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« Introduction Next »		« Introduction	Next >	< intr	roduction	Next a	

- Begin creating the body of your guide by creating your first guide step.
- Click on the **Add a Title** text to enter a title for your first step.
- Click on the **Insert wisdom here** text to enter your first bullet point text instructions.
- Use the formatting toolbar at the top of the text editing box to format your text or <u>add links</u>.
- Use the **arrows** below the text box to indent your bullet. Use the + icon to create a new bullet and the X icon to delete the bullet.
- To change the color or icon for the bullet, click on the bullet icon.
- Select from the color/icon menu to change your bullet point.
- Click on the **Save** button to create your first step!

#### Step 5 — Keyboard Shortcuts

* Back to Assembly View Ec	History
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- To open a Keyboard Shortcuts pop-up window, click on the keyboard icon in the upper-left of the page.
- Use these (and others listed in the KeyBoard Shortcuts window) to quickly navigate while creating guide steps:
  - **Return:** Next bullet or insert new bullet.
  - Shift + Return: Previous Bullet or Insert Bullet Above.
  - Ctrl + ]: Indent bullet.
  - Ctrl + [: Unindent bullet.
  - Ctrl + D: Delete bullet.

### Step 6 — Add Step Visuals

Back to Assembly	View Edit History	Cunner Motors     Add Media	Q Codes Answers MEDIA MANAGER	Exit ×	« Back to Assembly		View Edit History
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Delete Step     + Insert Step		1 Items	+ Intert Step	Clear all images 🔒	Delete Step	+ Insert Step	
« Introduction Next »		* Introduction			« Introduction	Next »	

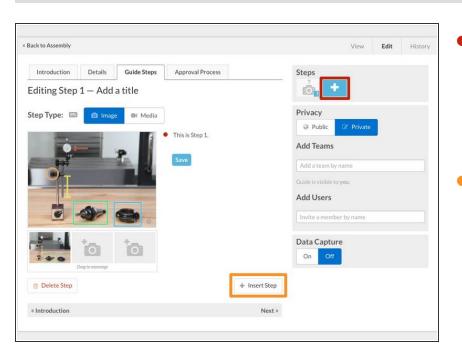
- To add enhancing images or media, select either Image or Media. Both are located below the step title.
- Click the image or media **placeholder** to open the Media Manager.
- Click on the Add Media button to add a new image or video to your library.
   Review the Media Manager Help Page for more information about using media.
- To add media to your guide step, click the image or media file in your library.
- If you are using images, you can use the two remaining image placeholders to add up to three images to your step.
- Click on the **Save** button to save your visual guide step.

### Step 7 — Add Image Markup

« Back to Assembly	View Edit History	Gunnar Motors	ADD MARKUP	Save changes 🗸	« Back to Assembly		View Edit History
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* Introduction Next >		< Introduction	Next +		« Introduction	Next >	

- Markup **cannot** be added to videos or other media.
- Move your curser over your new guide step image, then click on the Edit button in the bottomright corner.
- To open the Markup Window, select the **Markers** option from the menu.
- Use the **Tool** menu in the top-left of the Markup Window to select a shape, line, or arrow marker.
- Click the image where you want to place the marker and adjust the size, shape, and orientation as needed.
- Use the **Color** menu in the top-right of the Markup Window to select a color for your new marker.
- Once you have created all of the markers, click on the Save Changes button in the very top-right corner of the Markup Window.
- View your new image with the markup and click on the **Save** button to save it to your guide step.

#### Step 8 — Add More Steps



- To add a new step, click the + icon in the top-right corner (Step section) of the page.
  - This option will add a new step to the end of the guide.

You can also use the **+ Insert Step** button to add a new step *immediately after* the step you are currently editing, rather than at the end of the guide.

#### Step 9 — Guide Details and Settings

GUIDES					
9 Categories		Guid	es		
Support Questions		for your docu step documer audience. Ou	mentation. The foundation for ntation. Guides allow you to e r guide creation tools make it Doster (and 4 other contributor	Dozuki and show you the ben any good manual is clear and asily illustrate technical procec easy to write, edit, and publish \$)	effective step-by- fures to any n guides.
	9 Categories				
	Authoring	Attached Documents	Prerequisites	Using Guides	Embedding and Exporting
	Guide History	Tags	Flags	Links	

- Review the <u>Parts of a Guide Page</u> to add further detail to your guide.
- Use the <u>Help Guides</u> to review specific topics, including:
  - Prerequisite Guides
  - Data Capture
  - <u>Guide Privacy Settings & User</u> <u>Access Controls</u>
  - Publishing