DOZUKI

How to Create a Guide

This guide demonstrates how to create a guide page.

Written By: Dozuki System
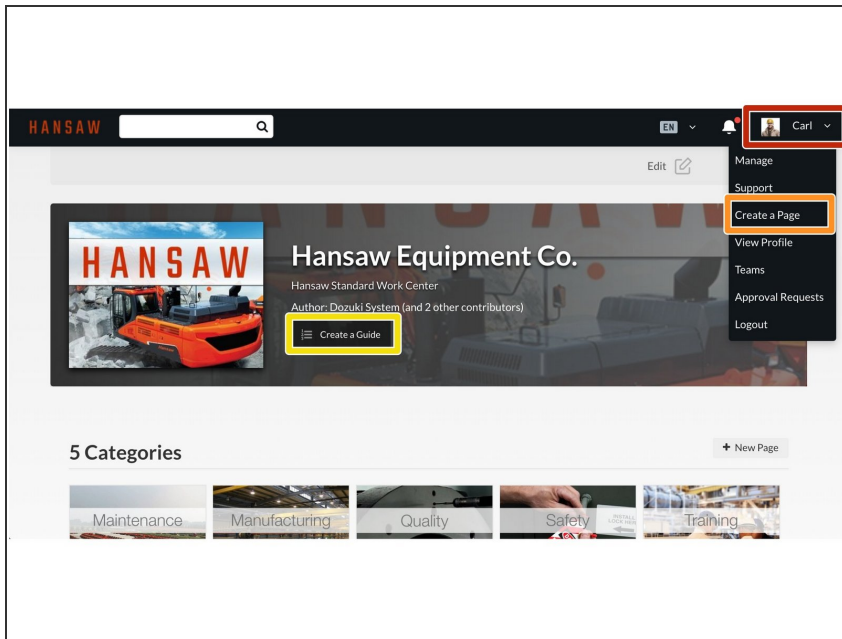
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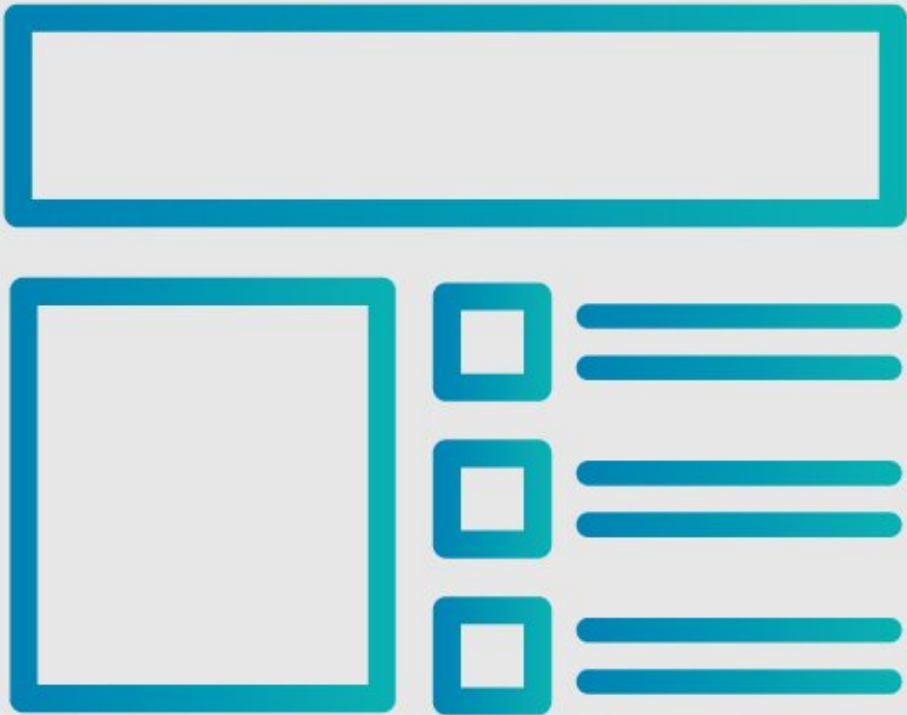
INTRODUCTION

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.*

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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
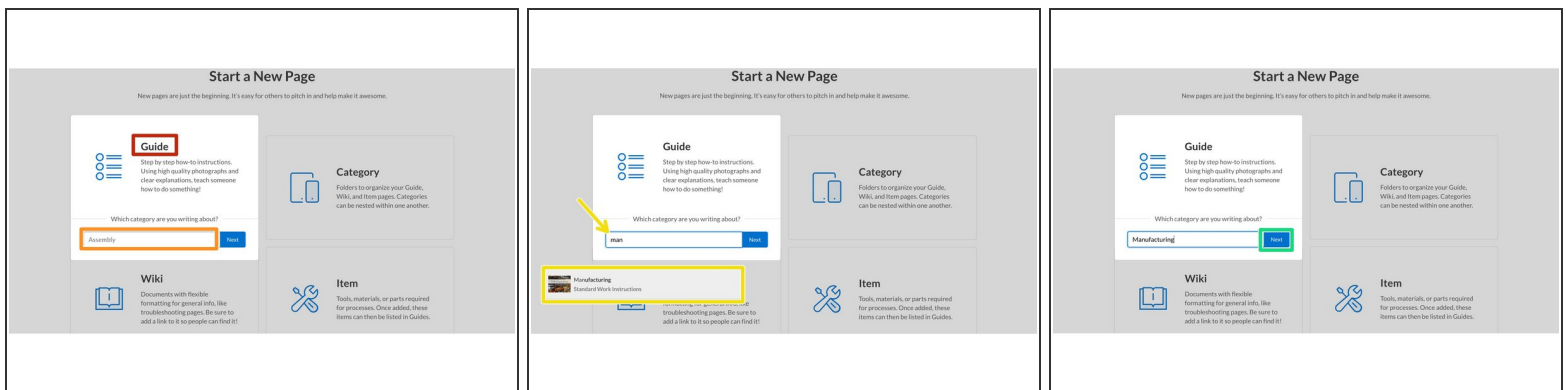
- Click on the **Guide** icon in the **Start a New Page** options.

- 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.
  - ⓘ If the category does **not** already exist, a **new** category page will be created.

- Click on the **Next** button.

Step 3 — Add Introduction Content

- 🔴 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 [Parts of a Guide Page](#) 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
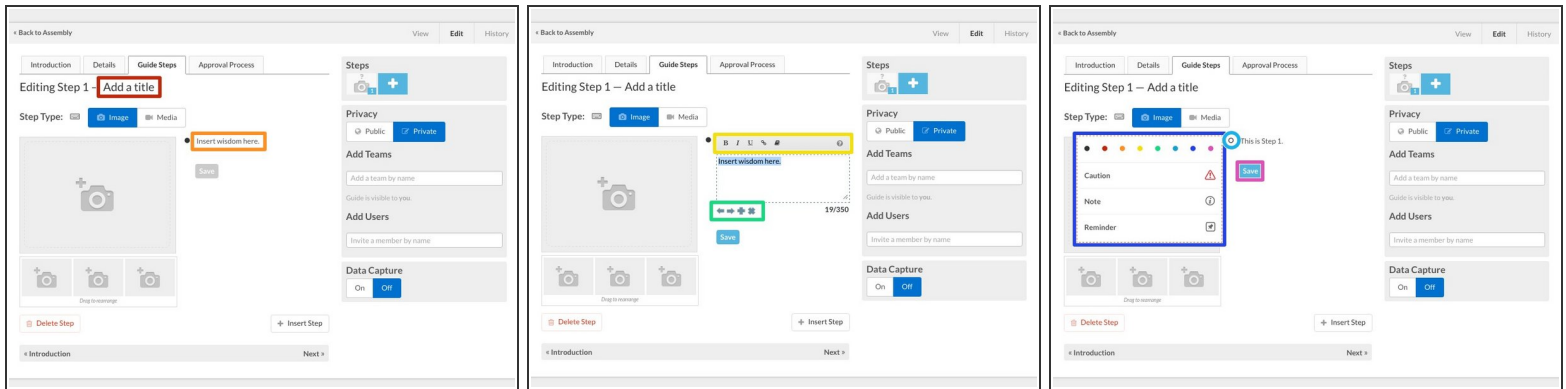
- ⊡ Begin creating the body of your guide by creating your first guide step.

- 🔴 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 add links.

- 🟢 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!

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Step 5 — Keyboard Shortcuts
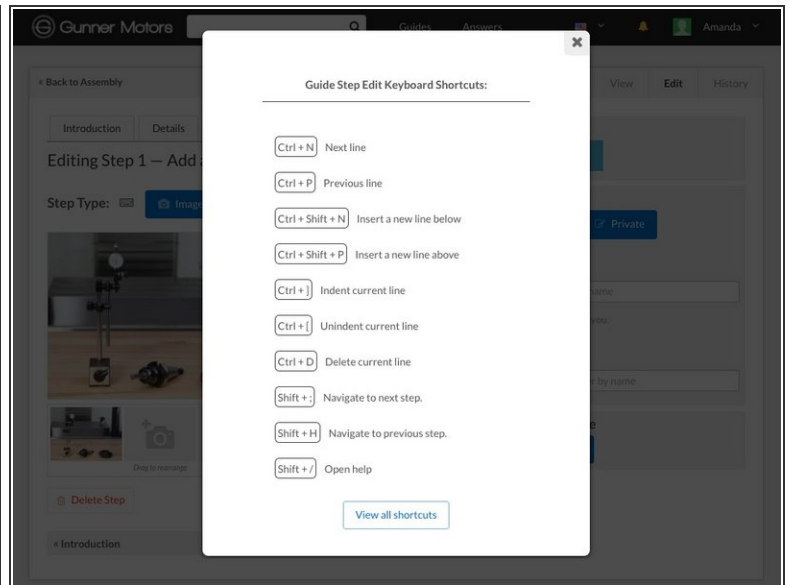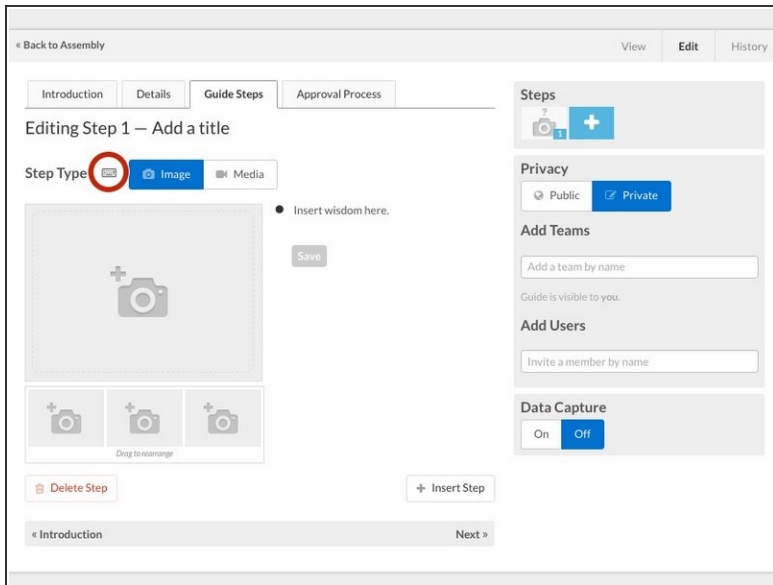
- To open a Keyboard Shortcuts pop-up window, click on the keyboard icon in the upper-left of the page.

- ⓘ 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
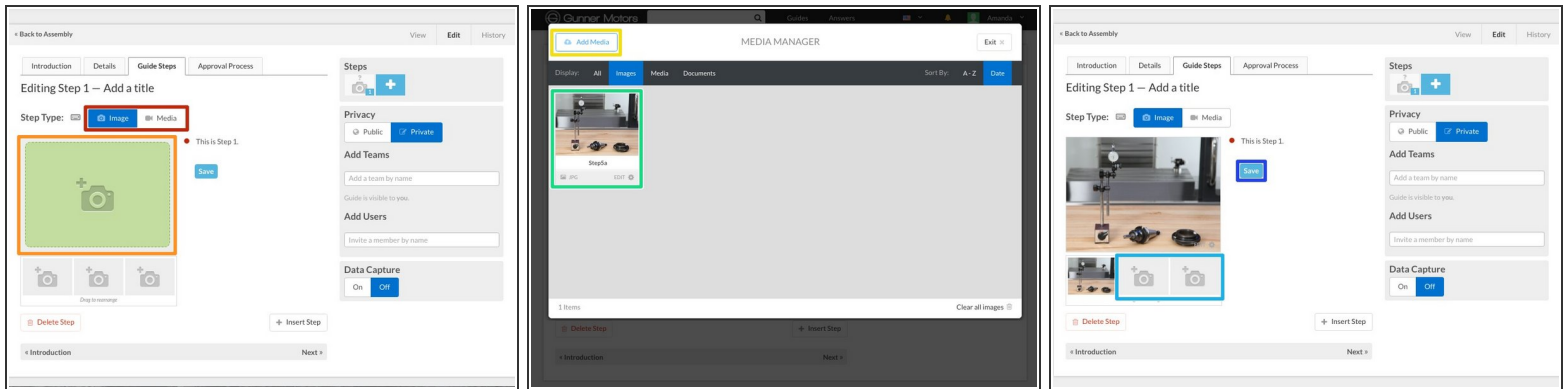
- To add enhancing images or media, select either **Image** or **Media**. Both are located below the step title.

  ⚠ You can add up to three images per step, while video and other media is limited to one file per step.

- 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
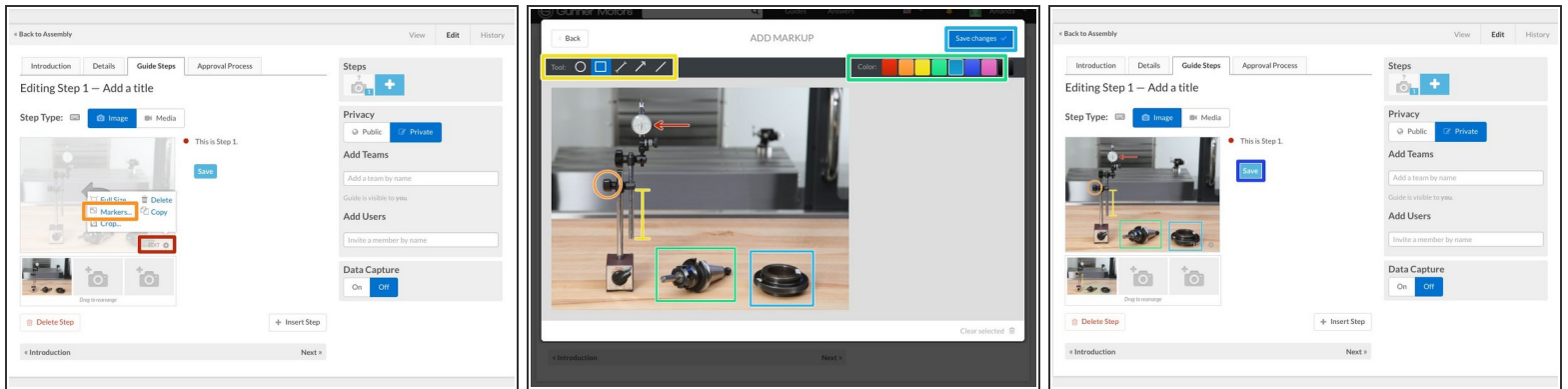
⊡ Markup **cannot** be added to videos or other media.

● Move your curser over your new guide step image, then click on the **Edit** button in the bottom-right 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.

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Step 8 — Add More Steps
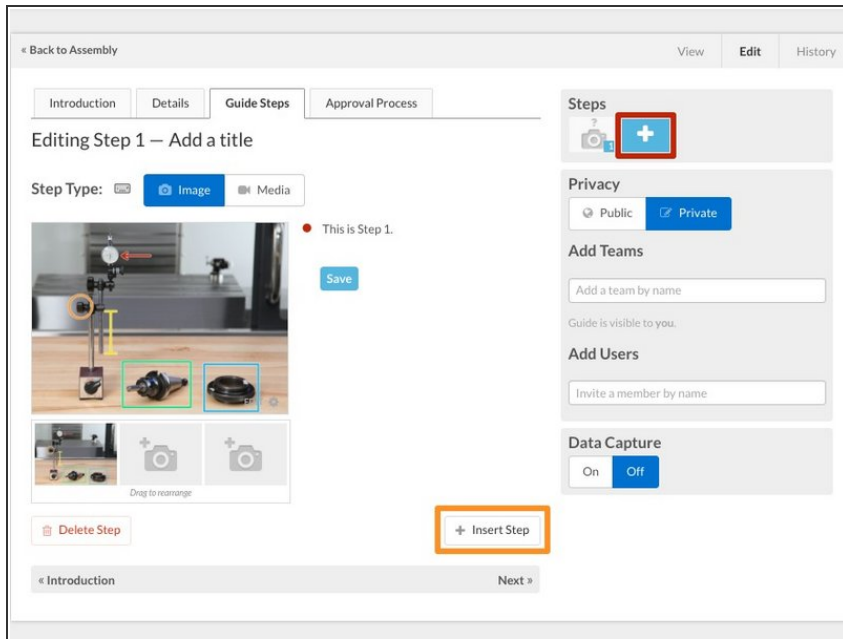
- To add a new step, click the **+** icon in the top-right corner (Step section) of the page.
  - ⓘ This option will add a new step to the end of the guide.

- 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
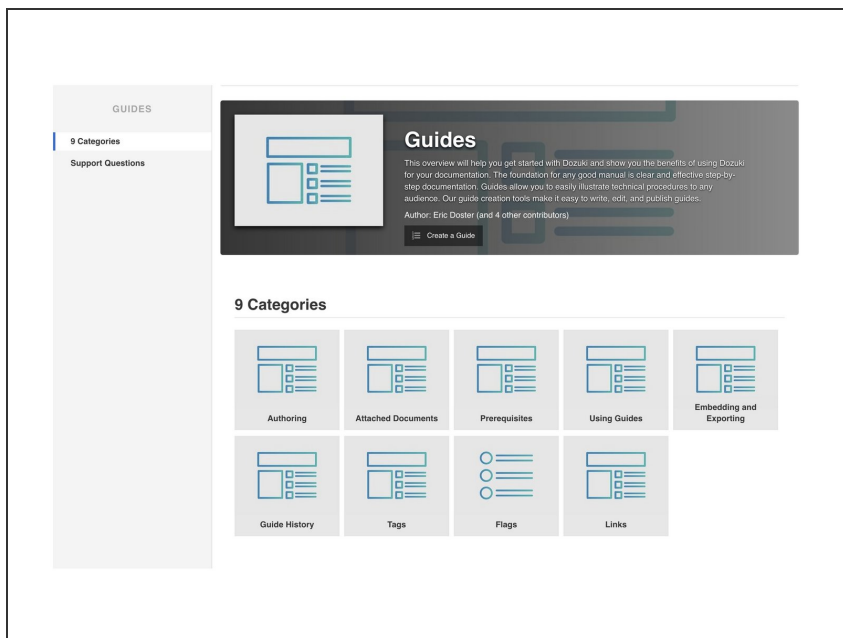
- Review the [Parts of a Guide Page](#) to add further detail to your guide.

- Use the [Help Guides](#) to review specific topics, including:
  - [Prerequisite Guides](#)
  - [Data Capture](#)
  - [Guide Privacy Settings & User Access Controls](#)
  - [Publishing](#)