



How to Make Guides Private to a User or a Team

This guide demonstrates how to make guides private to a user or a team.

Written By: Dozuki System



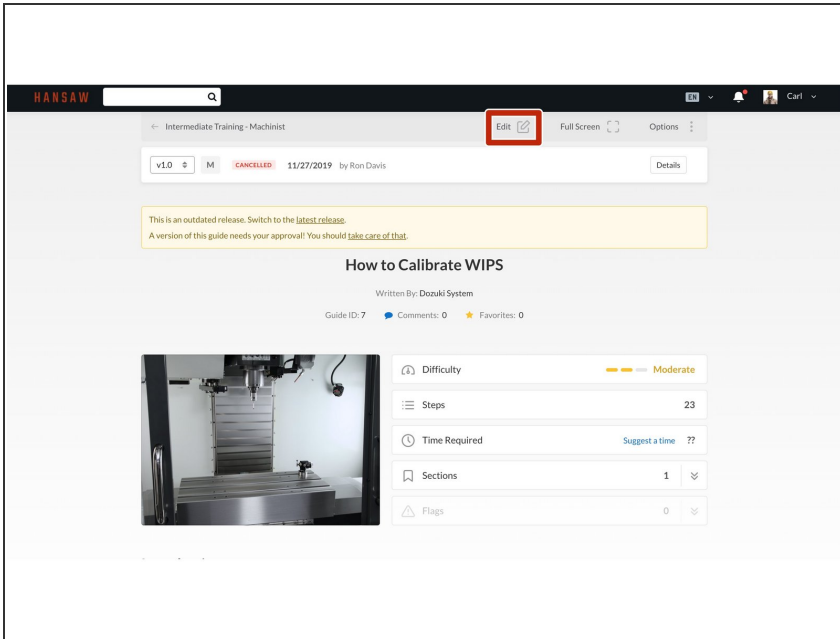
INTRODUCTION

This guide demonstrates how to make guides private to a user or a team.

Reminder

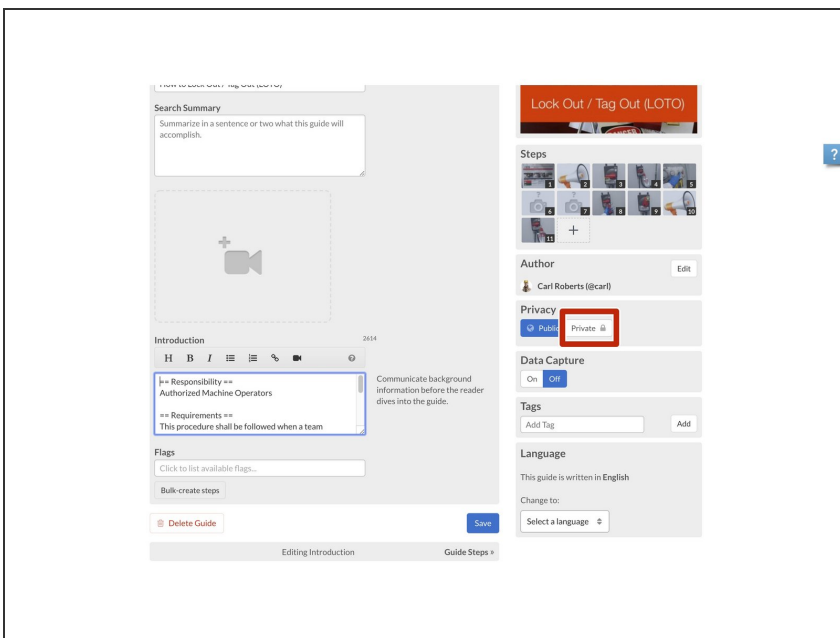
Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.

Step 1 — How to Make Guides Private to a User or a Team



- Navigate to the guide you that you are making private.
- Click on the **Edit** button in the upper-right of the page, just beneath the site header.

Step 2



- To make the guide private, click **Private** on the **Privacy** toggle.

Step 3

The screenshot shows the 'Editing Introduction' screen of a Dozuki guide. The main content area on the left contains an 'Introduction' section with a video placeholder and a list of flags: 'Responsibility: Authorized Machine Operators' and 'Requirements: This procedure shall be followed when a team'. Below this is a 'Bulk-create steps' button. On the right sidebar, the 'Add Teams' field is highlighted with a red box, and the 'Add Users' field is highlighted with an orange box. The 'Save' button at the bottom right is highlighted with a yellow box. The sidebar also shows the author 'Carl Roberts (@carl)', privacy settings (Public/Private), data capture options (On/Off), and a language selector.

There are two options for sharing a private guide.

- **Add Teams:** This field allows you to type in the name of a team to permit members of that team to view the guide.
- **Add Users:** This field allows you to type in the name of an individual to permit them to view the guide.
- When you finish adding teams and users, click on the **Save** button.