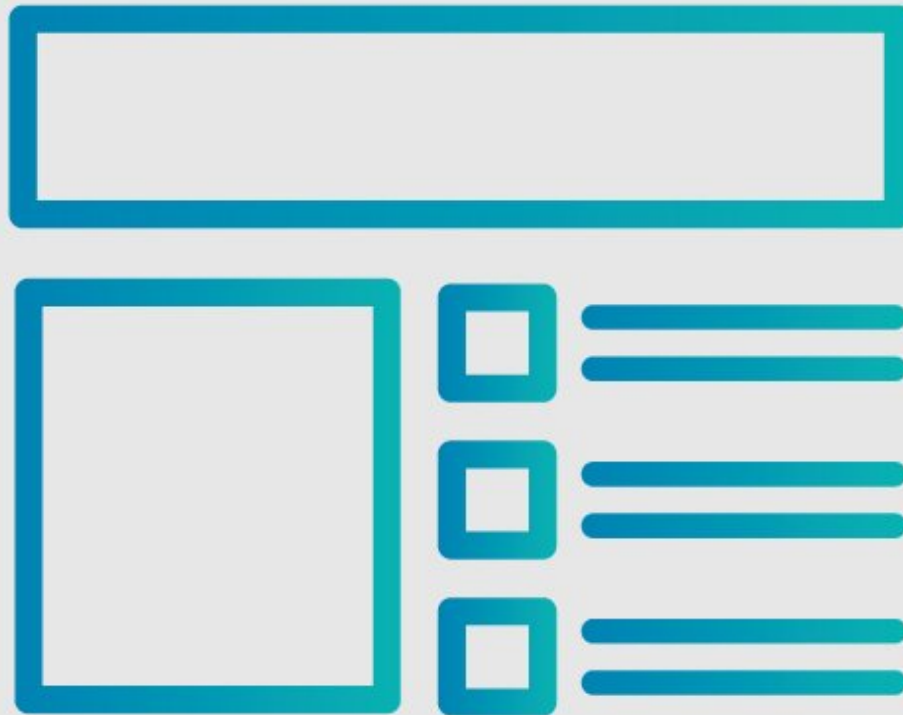




How to Create a Guide

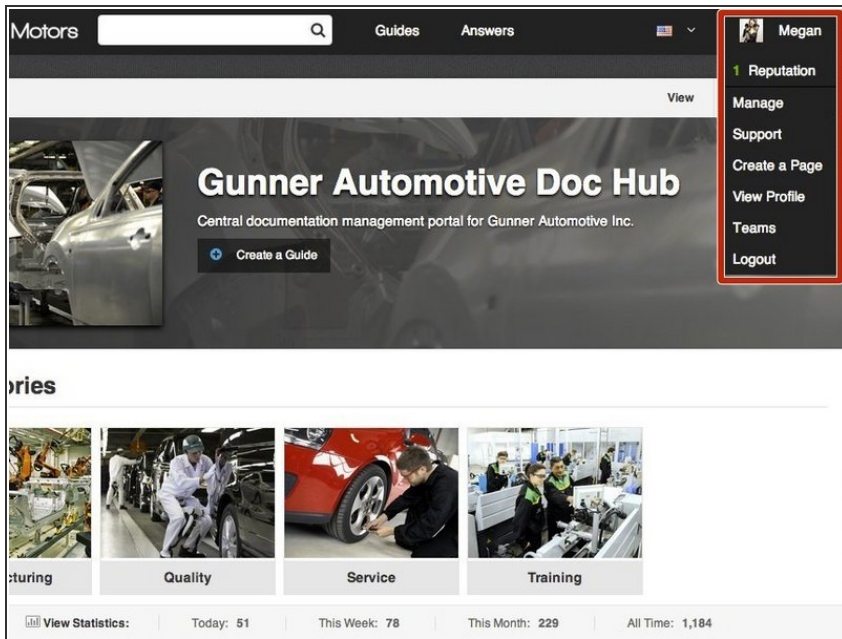
Written By: Joel Johnson



INTRODUCTION

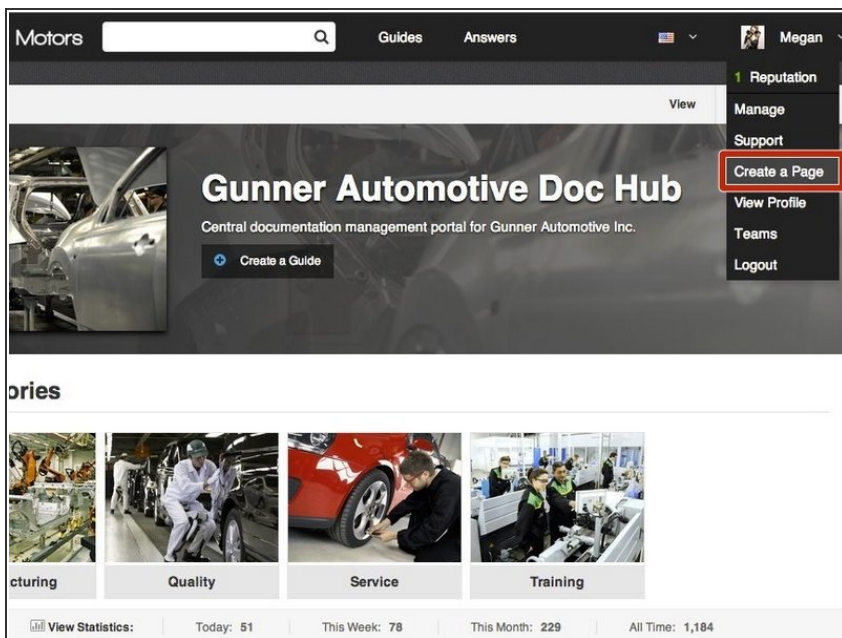
This will help you understand how to create a guide—the foundation of your work instructions.

Step 1 — How to Create a Guide



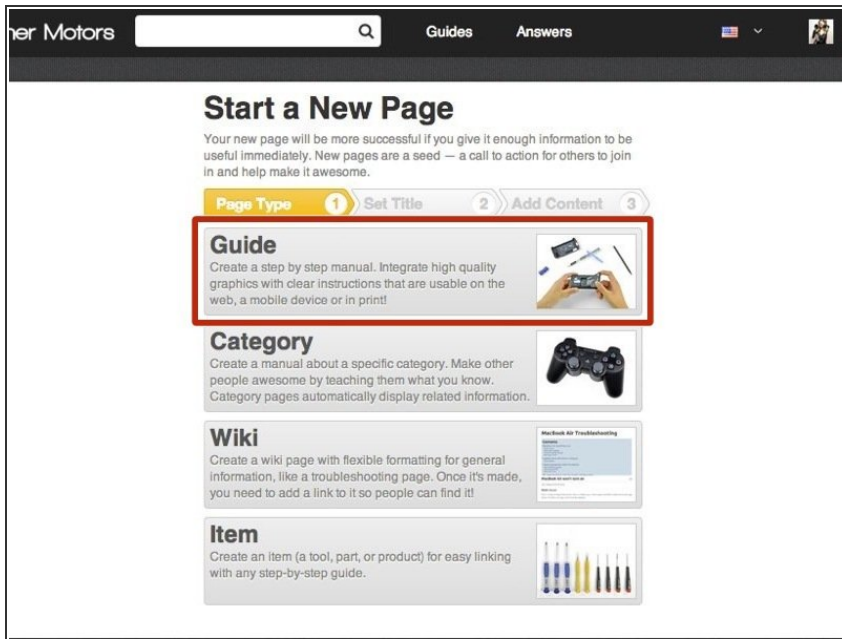
- Click on the user menu on the top right corner of the site.
- A list of options should appear on a drop-down menu.

Step 2



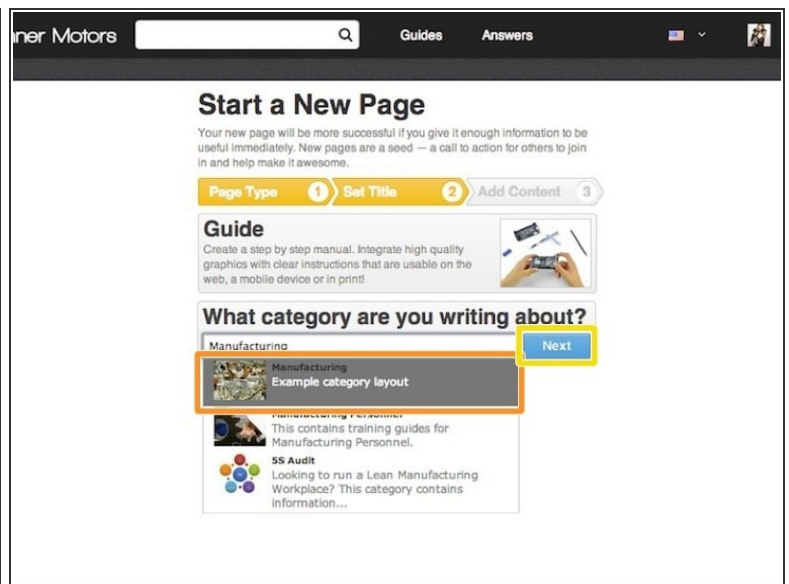
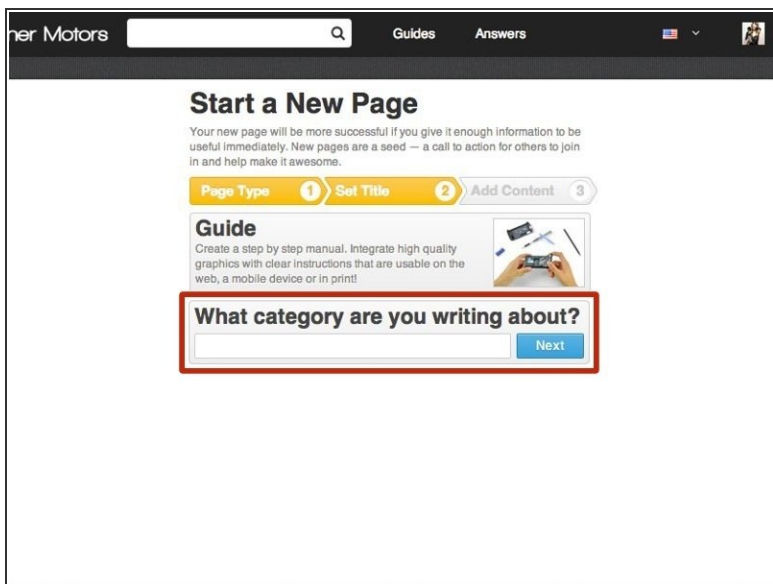
- Select **Create a Page** from the drop-down menu.

Step 3



- You will be redirected to a page with options of four different page types that you can create.
- Select **Guide**.

Step 4



- Type the name of the category that you want the guide to be listed under.
 - ⓘ If the category is already created, it will appear in a drop-down menu below the text box.
- Select the category from the drop-down list.
- Press **Next**.

Step 5

The screenshot shows the 'Create a New Guide' interface for 'Gunner Motors'. The 'Introduction' tab is selected. The 'Category Name' is set to 'Manufacturing'. The 'Title' field is 'How to Align Coupling' and the 'Summary' field contains the text: 'This is a step-by-step guide to align the coupling top and bottom piece.' A 'Show More' button is located below the summary. A 'Save' button is highlighted in green, indicating the user is ready to save the information.

- Give your guide a title.
- Add a summary about what the guide will accomplish.
- If you would like to add other information at this time, such as an introduction or flags, press **See More**.
- When finished adding information, press **Save**.

Step 6 — Adding Instructions

The screenshot shows the 'Editing Step 1' interface. The 'Guide Steps' tab is selected. The 'Step Type' is set to 'Image'. A red box highlights the 'Insert wisdom here.' button. A 'Save' button is visible below the step content area. The interface also shows a 'Steps' sidebar with a camera icon and a 'Privacy' section with 'Public' and 'Private' options.

- Begin creating the body of your guide by inserting step-by-step instructions.
- Click **Insert Wisdom Here** to select a bullet point to type in.

Step 7

Gunner Motors | Search | Guides | Answers

« Back to Manufacturing

Introduction | Details | **Guide Steps**

Editing Step 1

Step Type: Image Video

Insert wisdom here. [Formatting help](#)

Save

Privacy
 Public Private

Add teams:
Assembly Technicians

Guide is visible to you.

Add users:
Add...

Drag to rearrange

Gunner Motors | Search | Guides | Answers

« Back to Manufacturing

Introduction | Details | **Guide Steps**

Editing Step 1

Step Type: Image Video

Check for coupling misalignment [Formatting help](#)

Save

Privacy
 Public Private

Add teams:
Assembly Technicians

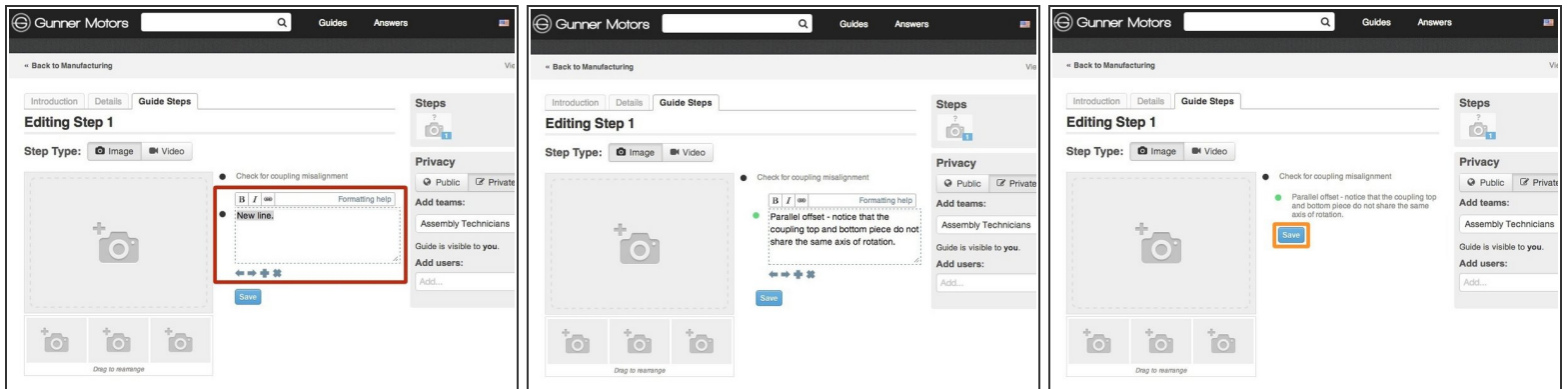
Guide is visible to you.

Add users:
Add...

Drag to rearrange

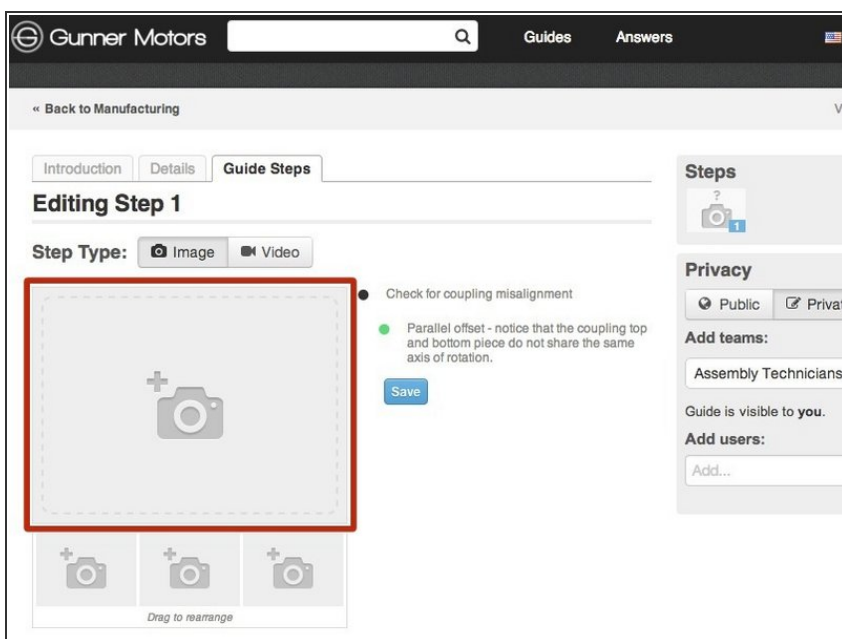
- Type instructions into the text box that appears.

Step 8



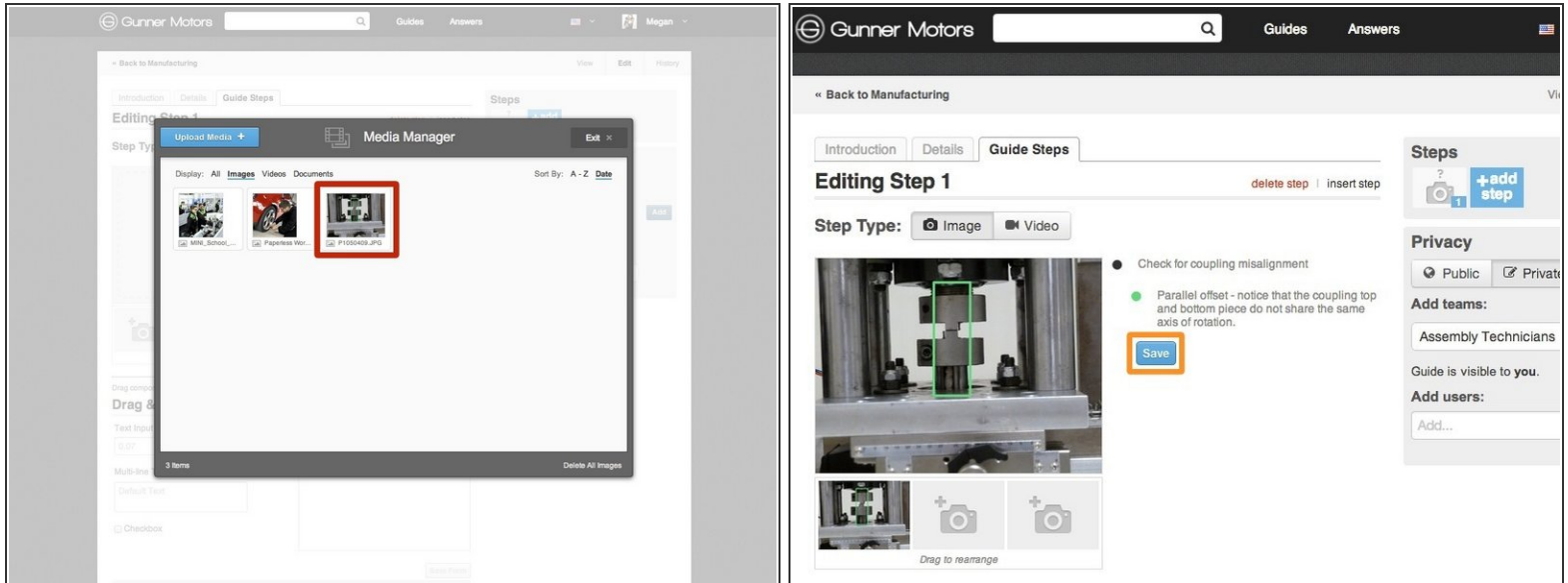
- To add another bullet point, press **Enter** while in the text box of a previous bullet point or press the **+** below the previous text box.
- Type all of the information that you need for this step into bullets.
- ① For additional formatting of bullets, such as making them colored or a symbol, see [invalid guide link].
- If you would like to indent a bullet, like shown in the picture, either click the **right arrow** below the text box or press **tab**.
- When you are done adding information, press **Save**.

Step 9



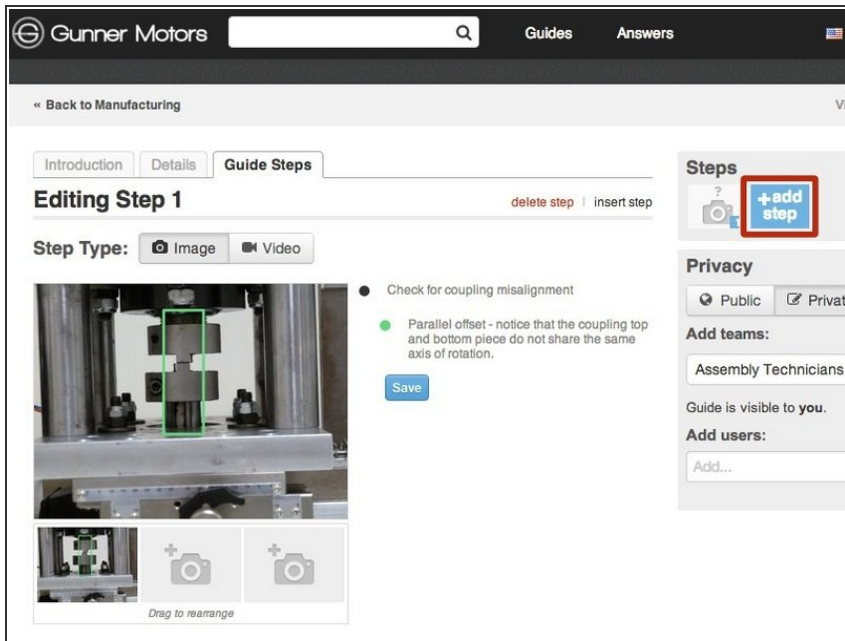
- Now that you have added written instructions, it's time to add visuals.
- Click on the the grey image placeholder next to the bullet points of information that you typed.

Step 10



- When you click on the image placeholder, the Media Manager will pop up.
 - For in depth instructions on how to use the Media Manager, see [invalid guide link].
- Choose a photo or video to insert by clicking on it.
 - ① All images must be at least **800 px by 600 px**, and in **4:3 aspect ratio**.
- Press **Save**.

Step 11



- To add another step to your guide, press the **Add Step** button.
- Repeat [invalid guide link] through [invalid guide link] until all of your information is in the guide.
- For further information on guides, please see the [Dozuki Help Documentation about Guides](#).

To reassemble your device, follow these instructions in reverse order.

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