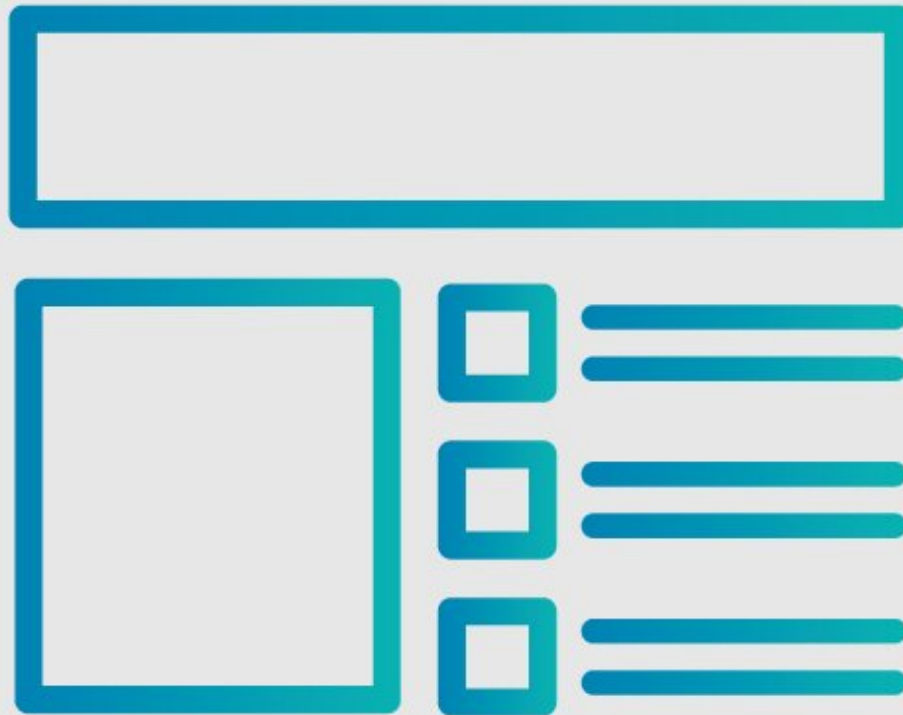




# How to Create a Guide

Written By: Joel Johnson

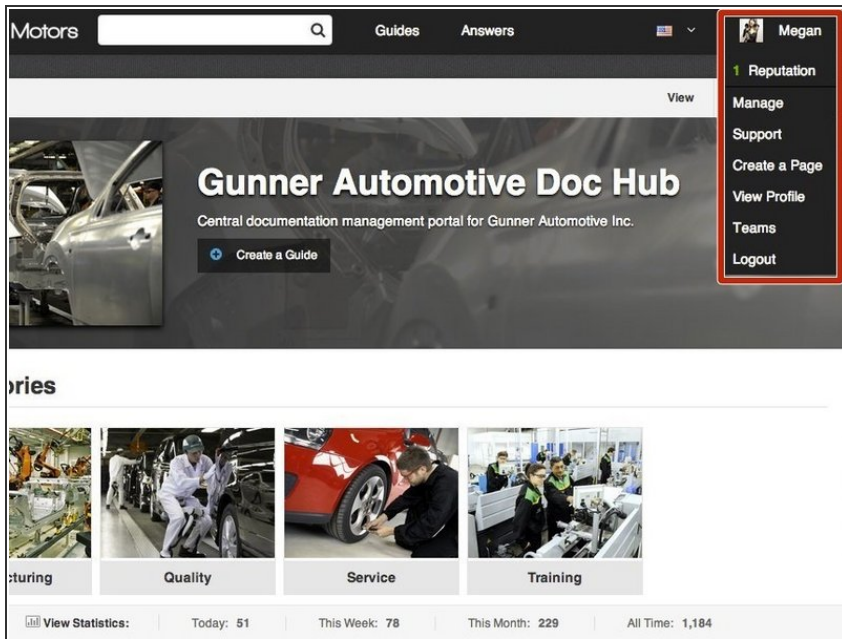


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## INTRODUCTION

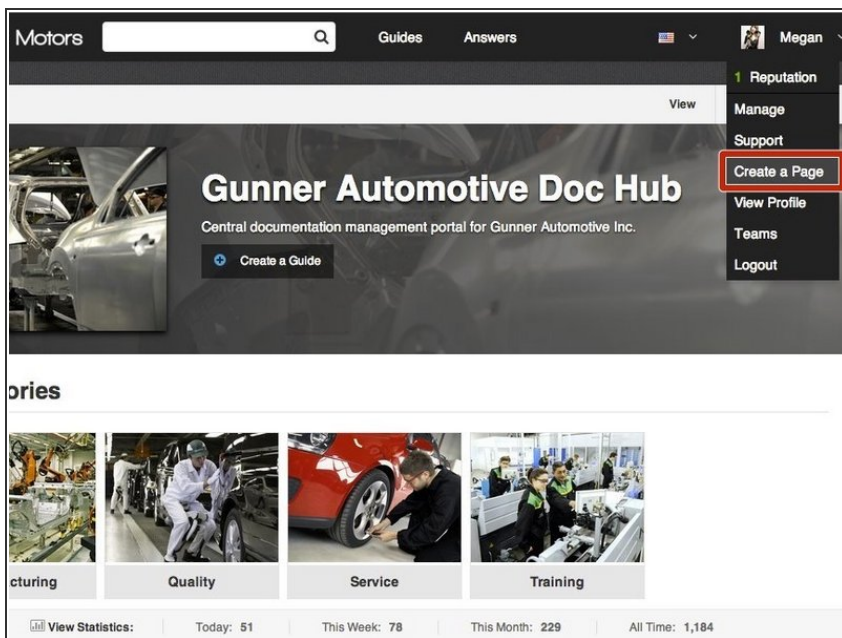
This will help you understand how to create a guide—the foundation of your work instructions.

## 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

her Motors  **Guides** **Answers**

### Start a New Page

Your new page will be more successful if you give it enough information to be useful immediately. New pages are a seed — a call to action for others to join in and help make it awesome.

**Page Type** 1 **Set Title** 2 **Add Content** 3

**Guide**  
Create a step by step manual. Integrate high quality graphics with clear instructions that are usable on the web, a mobile device or in print!

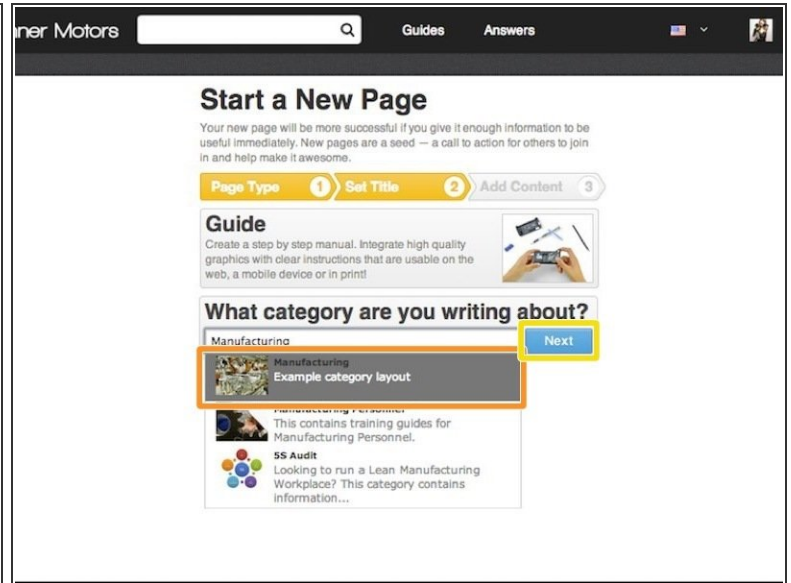
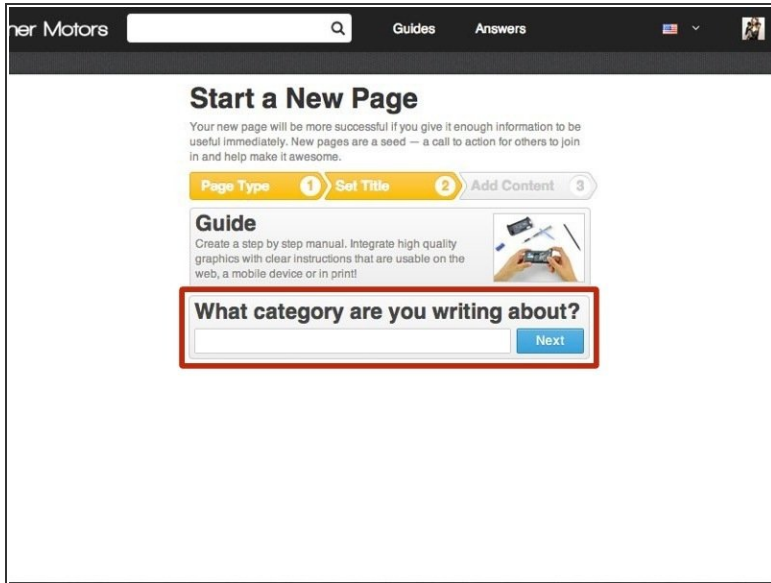
**Category**  
Create a manual about a specific category. Make other people awesome by teaching them what you know. Category pages automatically display related information.

**Wiki**  
Create a wiki page with flexible formatting for general information, like a troubleshooting page. Once it's made, you need to add a link to it so people can find it!

**Item**  
Create an item (a tool, part, or product) for easy linking with any step-by-step guide.

- 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

- 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

- 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.

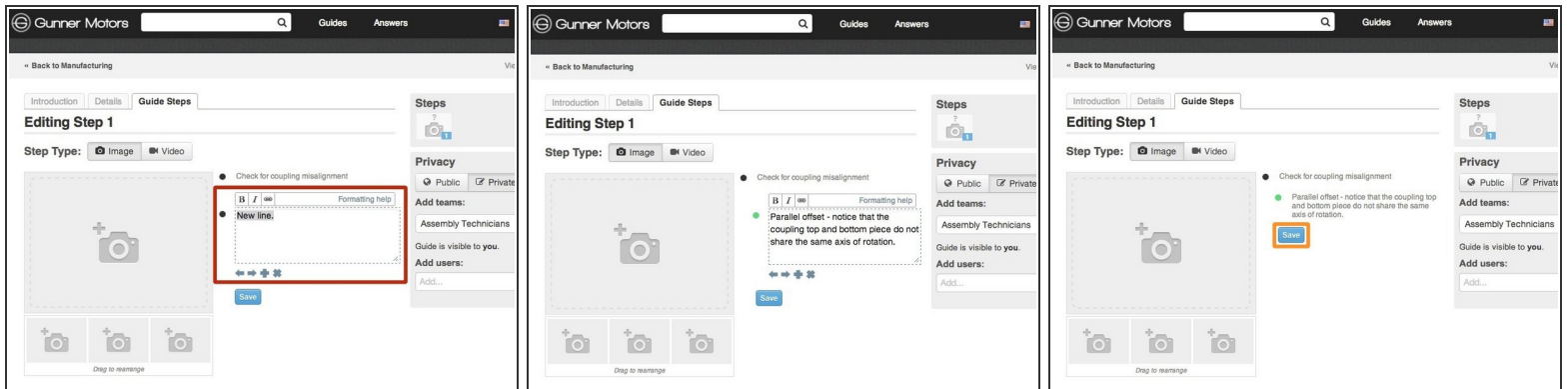
## Step 7

The screenshot shows the 'Editing Step 1' interface. At the top, there's a navigation bar with 'Gunner Motors', a search bar, and 'Guides' and 'Answers' links. Below that, a breadcrumb trail shows '« Back to Manufacturing'. The main content area has tabs for 'Introduction', 'Details', and 'Guide Steps'. The 'Step Type' is set to 'Image'. A large dashed box contains a camera icon. To its right, a text box is highlighted with a red border, containing the text 'Insert wisdom here.' and a 'Save' button below it. The right sidebar contains 'Steps', 'Privacy' (Public/Private), 'Add teams' (Assembly Technicians), and 'Add users' (Add...).

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- Type instructions into the text box that appears.

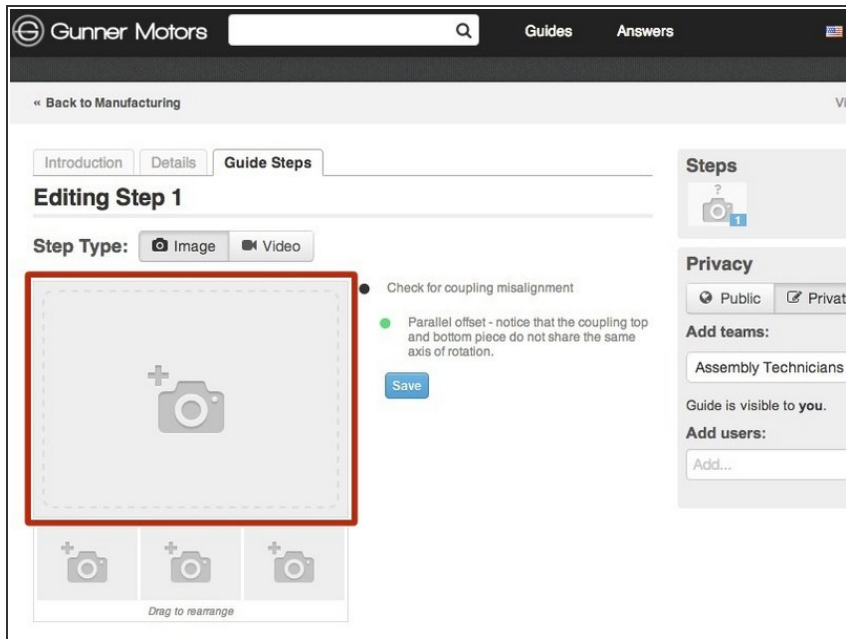
## Step 8



- 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**.



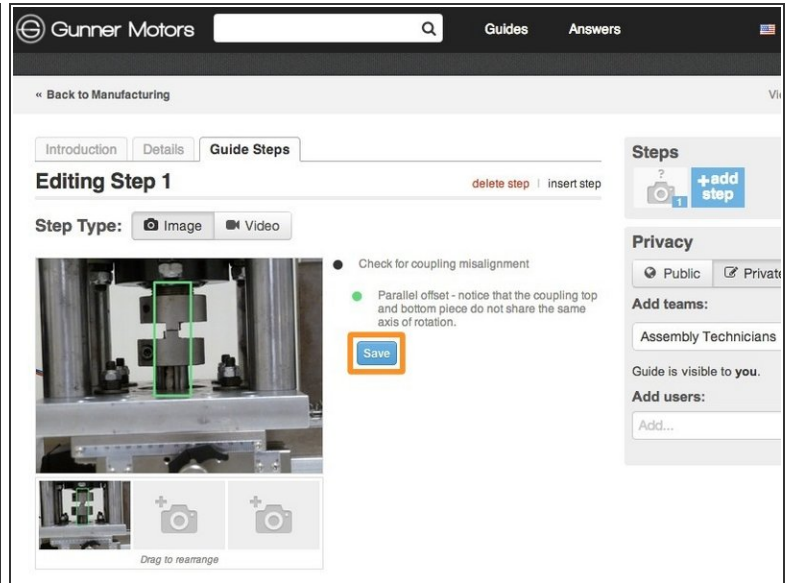
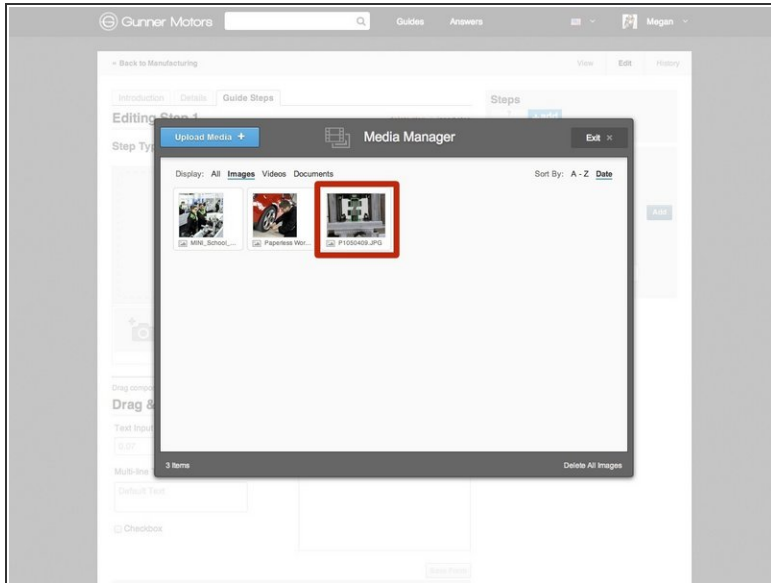
## Step 9



The screenshot shows the Gunner Motors web application interface for editing a guide step. The top navigation bar includes the Gunner Motors logo, a search bar, and links for 'Guides' and 'Answers'. Below the navigation, there are tabs for 'Introduction', 'Details', and 'Guide Steps', with 'Guide Steps' being the active tab. The main content area is titled 'Editing Step 1' and shows 'Step Type' options for 'Image' and 'Video'. A large grey placeholder box with a camera icon is highlighted with a red border. To the right of this box, there is a list of instructions: 'Check for coupling misalignment' and 'Parallel offset - notice that the coupling top and bottom piece do not share the same axis of rotation.' A 'Save' button is located below the instructions. At the bottom of the main content area, there are three smaller camera icons and the text 'Drag to rearrange'. On the right side of the interface, there is a sidebar with sections for 'Steps', 'Privacy' (with 'Public' and 'Private' options), 'Add teams:' (with 'Assembly Technicians' listed), and 'Add users:' (with an 'Add...' input field).

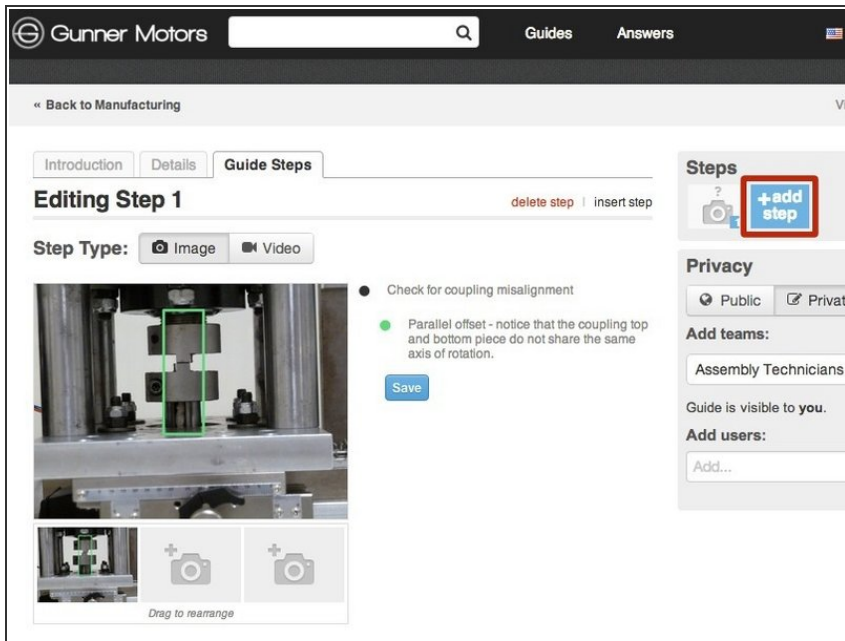
- Now that you have added written instructions, it's time to add visuals.
- Click on the the grey image placeholder next to the bullet points of information that you typed.

## 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.
  - ⓘ 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.