



# How to Publish a New Version of a Guide

This guide demonstrates the process of publishing a new version of a guide.

Written By: Dozuki System



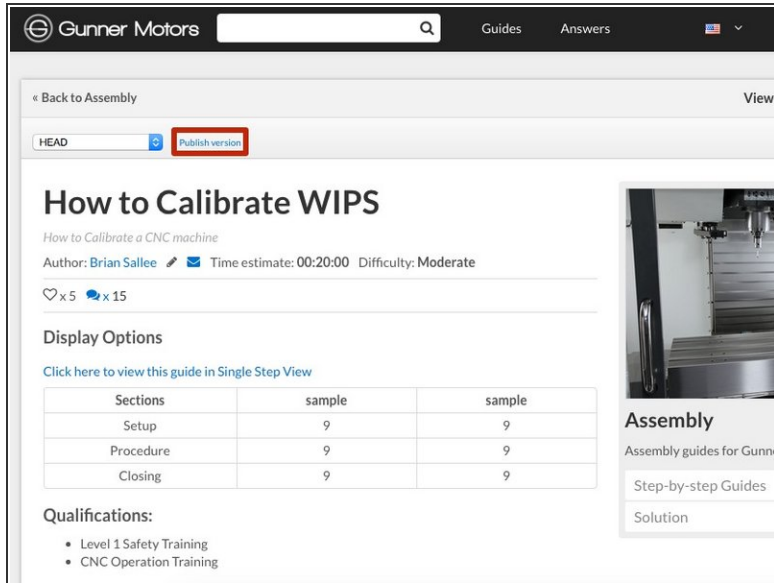
## **INTRODUCTION**

This guide demonstrates the process of publishing a new version of a guide.

### **Who Can Publish Guides?**

Users with Admin or Author privileges can make changes to guide pages, then publish those changes by releasing a new version of the guide.

## Step 1 — Start the Process



« Back to Assembly View

HEAD Publish version

### How to Calibrate WIPS

*How to Calibrate a CNC machine*

Author: Brian Sallee ✎ ✉ Time estimate: 00:20:00 Difficulty: Moderate

♥ x5 🗨️ x 15

#### Display Options

[Click here to view this guide in Single Step View](#)

Sections	sample	sample
Setup	9	9
Procedure	9	9
Closing	9	9

**Qualifications:**

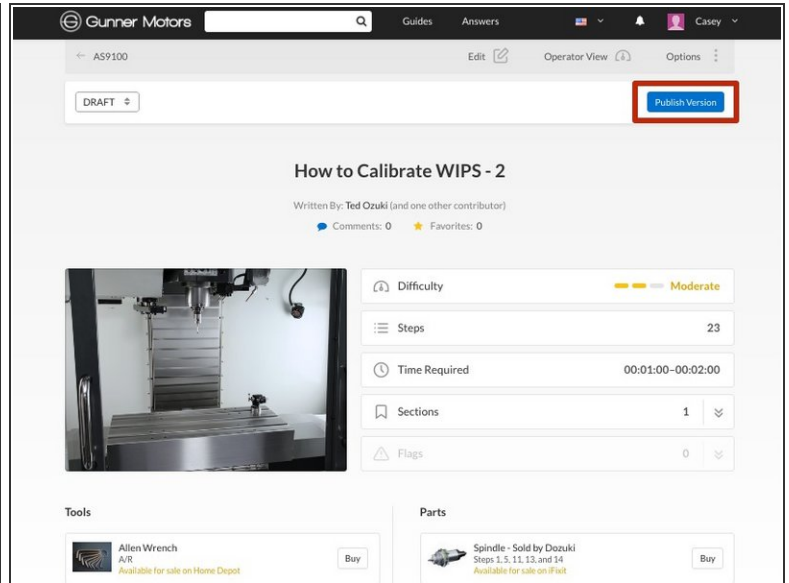
- Level 1 Safety Training
- CNC Operation Training

**Assembly**

Assembly guides for Gunne

Step-by-step Guides

Solution



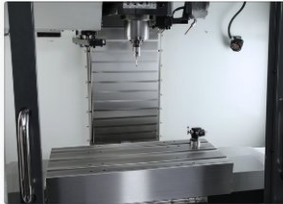
← AS9100 Edit ✎ Operator View 👁️ Options ⋮

DRAFT Publish Version

### How to Calibrate WIPS - 2

Written By: Ted Ozuki (and one other contributor)

🗨️ Comments: 0 ★ Favorites: 0



**Difficulty** — Moderate

**Steps** 23

**Time Required** 00:01:00-00:02:00

**Sections** 1 ⌵

**Flags** 0 ⌵

**Tools**

Allen Wrench A/R Buy  
Available for sale on Home Depot

**Parts**

Spindle - Sold by Dozuki Steps 1, 5, 11, 13, and 14 Buy  
Available for sale on iFixit

- At the top of the guide you will see a drop-down menu and a **Publish Version** link.
- Click the **Publish Version** link.

## Step 2 — Create a Release Version

The screenshot shows the 'Create Release Version' form on the left and the 'Browse past guide revisions' list on the right. The form has a 'Release Version Title' field containing 'v1.0', a 'Publish Date' field, and a 'Release Notes' text area. Below the form are buttons for 'Major Version' and 'Minor Version', and a 'Publish' button. An orange arrow points from the 'Publish' button to the 'Browse past guide revisions' section. The 'Browse past guide revisions' section includes a description, a date selector (2016-05-13 15:52:49), and a table of release versions.

**How to Calibrate WIPS**  
 Time estimate: 00:20:00 Difficulty: Moderate

**Release Versions**

Published	Title
4 days ago	17.0
5 days ago	16.9
5 days ago	16.7
May 4	16.6
May 2	16.4
April 29	16.5
April 29	16.3
April 28	16.2
April 28	16.1
April 26	16.0
April 25	15.9
April 25	15.8

- The **Create a Release Version** window will appear once the page refreshes.
- Enter the **Title** for your new release version of this guide.
  - ⓘ *It is important to give your guide a title that identifies which version it is. It is most common to title each version numerically. For example, the first version is "V.1", the second version is "V.2", and so on.*
- Reference the **Browse past guide revisions list** to the bottom right to see the name of the most recent release version published.

## Step 3 — Select a Publish Date

Inner Motors

Assembly

### Create Release Version

Release Version Title: V 1.0

Publish Date: [Empty]

Release Notes: What's new in this release version?

Major Version | Minor Version

Publish

How to Calibrate WIPS

Browse past guide revisions: View guide changes over time, with to replace the current version with a from history.

Older 2016-05-13 15:52:49

Inner Motors

Assembly

### Create Release Version

Release Version Title: V 1.0

Publish Date: [Empty]

Release Notes: What's new in this release version?

Major Version | Minor Version

Publish

How to Calibrate WIPS

Browse past guide revisions: View guide changes over time, with to replace the current version with a from history.

Older 2016-05-13 15:52:49

- If you wish to set a future Publish date and time, click in the **Publish Date** field.
  - ⓘ Leaving this field blank means the new version will be published immediately (or immediately after it clears any [Approval Process](#) assigned).
- Select what **Date** the new version should be published on the calendar.
- Select what **Time** the new version should be published by typing in the time.
  - ⓘ **Note:** The time for this feature is set to a 24-hour clock.
- Click **OK**.

## Step 4 — Include Release Notes

Inner Motors

Assembly

### Create Release Version

Release Version Title: V 1.0

Publish Date: 05/14/2016 06:00Z

Release Notes: Added new images.

Major Version Minor Version Publish

How to Calibrate WIPS

Calibrate a CNC machine

Brian Sallee Time estimate: 00:20:00 Difficulty: Moderate

ay Options

Browse past guide revisions

View guide changes over time, with the ability to replace the current version with a previous version from history.

Older 2016-05-13 15:52:49

- In the **Release Notes** field, record the changes made that will be published with this new release.
- Site users will be able to view the Release Notes on the guide once this new version is published.

## Step 5 — Select Version Type

Inner Motors

Assembly

### Create Release Version

Release Version Title: V 1.0

Publish Date: 05/14/2016 06:00Z

Release Notes: Added new images.

Major Version Minor Version Publish

How to Calibrate WIPS

Calibrate a CNC machine

Brian Sallee Time estimate: 00:20:00 Difficulty: Moderate

ay Options

Browse past guide revisions

View guide changes over time, with the ability to replace the current version with a previous version from history.

Older 2016-05-13 15:52:49

- ⚠ Note: **Minor Versions** are an optional add-on to the Version Control feature.
- Select either **Major Version** or **Minor Version** to identify the version type for this new release.
- **Major Versions** are typically categorized as document releases that contain major changes to steps and/or procedures.

- **Minor Versions** are typically categorized as document releases that contain only small

changes to aspects of the document such as grammar or typos.

- ① This means you can have two different Approval Processes assigned to the guide, or you can have a single Approval Process assigned for one version type, and no process assigned for the other. With this option, your Authors will have the ability to publish the guide without it first going through an Approval Process.

## Step 6 — Publish Your New Release

Inner Motors

Assembly View Edit

### Create Release Version

Release Version Title: V 1.0

Publish Date: 05/14/2016 06:00

Release Notes: Added new images.

Major Version Minor Version Publish

### How to Calibrate WIPS

Calibrate a CNC machine

Brian Sallee Time estimate: 00:20:00 Difficulty: Moderate

ay Options

Browse past guide revisions

View guide changes over time, with the ability to replace the current version with a previous version from history.

Older 2016-05-13 15:52:49

- Click **Publish** when all fields are complete and you are ready to publish. .



## Step 7 — Review Past Versions

**Calibrate WIPS**

Machine

Time estimate: 00:20:00 Difficulty: Moderate

View in Single Step View

	sample	sample
	9	9
	9	9
	9	9

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ining

Use the following PPE:

**Browse past guide revisions**

View guide [changes over time](#), with the option to replace the current version with a snapshot from history.

« Older 2016-05-13 15:52:49 Newer »

**Release Versions**

Published	Title
4 days ago	<a href="#">17.0</a>
5 days ago	<a href="#">16.9</a>
5 days ago	<a href="#">16.7</a>
May 4	<a href="#">16.6</a>
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April 28	<a href="#">16.1</a>
April 26	<a href="#">16.0</a>
April 25	<a href="#">15.9</a>
April 25	<a href="#">15.8</a>

- The new version of the guide will be shown in **Past Guide Revisions** under the **History** tab.
- ⓘ Only the most recently published version of the guide will be displayed to standard users.
- [New line.](#)

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