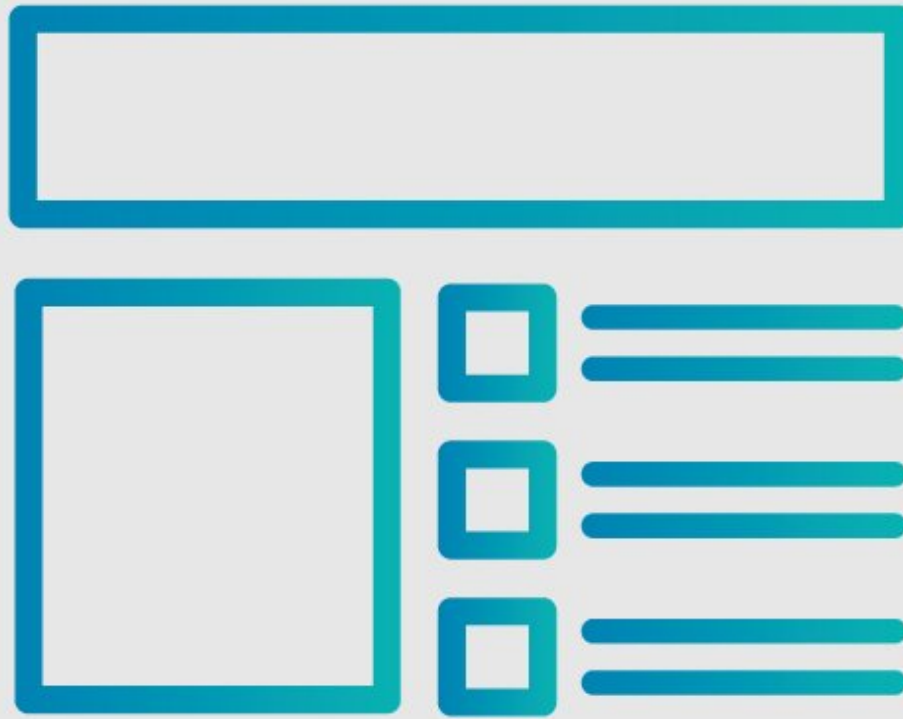


# hangprinter

## How to Create a Guide

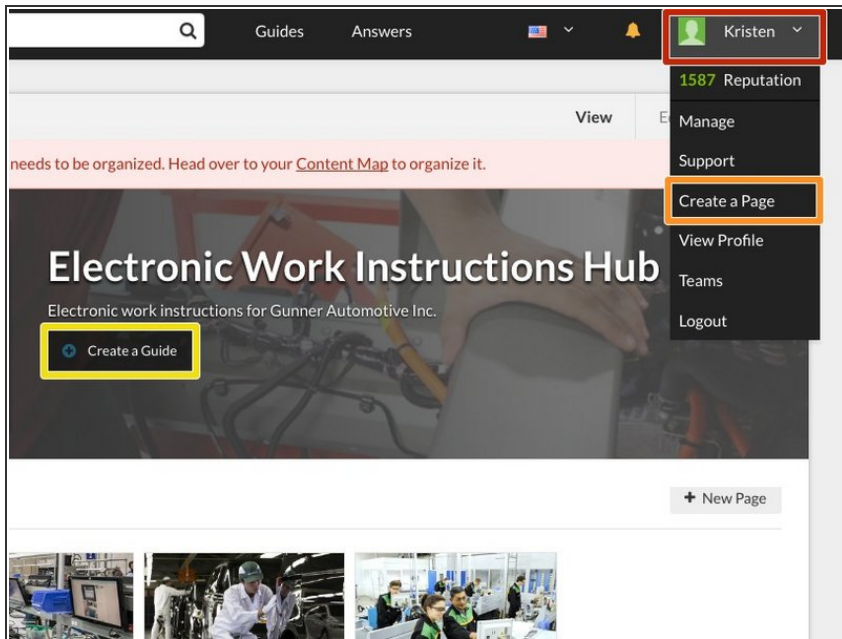
Written By: Atte Linna



# INTRODUCTION

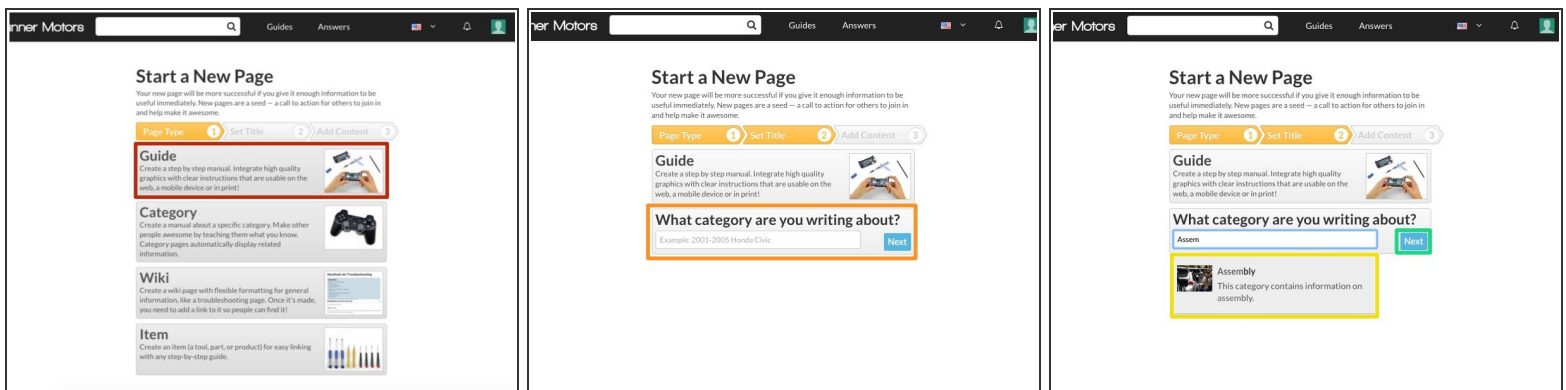
This guide demonstrates how to create a guide page.


## Step 1 — Open User Menu



- Click on your **username** in the top right corner of the site.
- Select **Create A Page** from the drop-down menu.
- If you are already on the category page in which you intend to organize your new guide, you can simply click the **Create a Guide** button at the top of the page.

## Step 2 — Start a New Guide Page



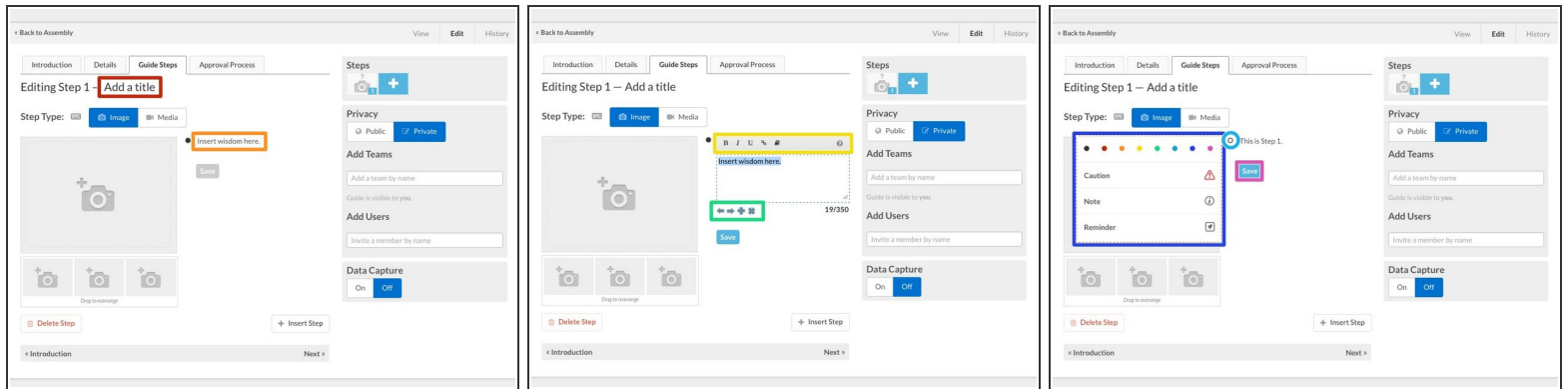
- Select **Guide** from the Page Options list.
- Enter the name of the **category** you'd like to organize your new guide within.
- If the category already exists, it will appear in a drop-down list below the text box. Select the your **category** from the list.
-  If the category does **not** already exist, a **new** category page will be created.
- Click **Next**.


## Step 3 — Add Introduction Content

The screenshot shows the 'Create a New Guide' form in the Gunner Motors system. The form is titled 'Introduction' and has tabs for 'Details' and 'Guide Steps'. The 'Category Name' is set to 'Assembly'. The 'Title' field contains 'How to Assembly' and is highlighted with a red border. The 'Summary' field is empty and highlighted with an orange border. Below the summary is a 'Show More' button with a dropdown arrow, highlighted with a yellow border. At the bottom right are 'Preview' and 'Save' buttons, with 'Save' highlighted in green. A status bar at the bottom says 'Creating Introduction'.

- Enter a **Title** for your new guide.
- Add a **summary** to briefly explain what the guide will demonstrate.
- If you would like 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 **Save**.

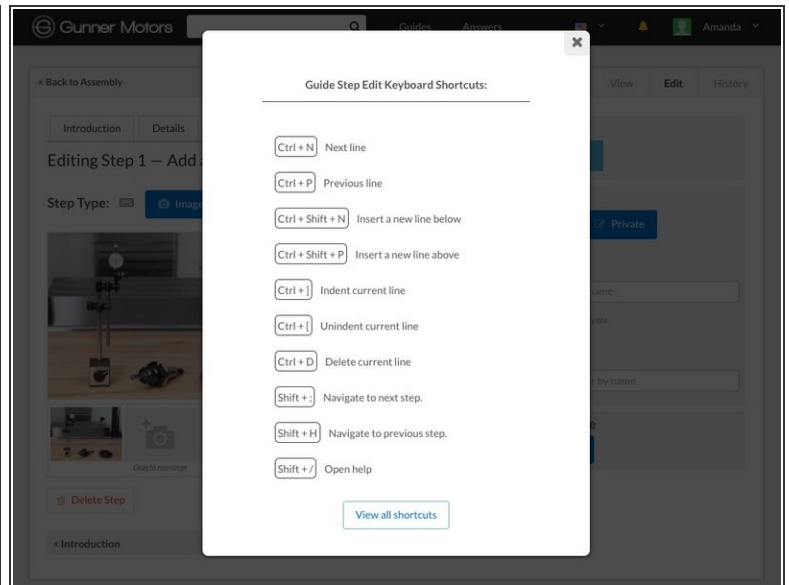
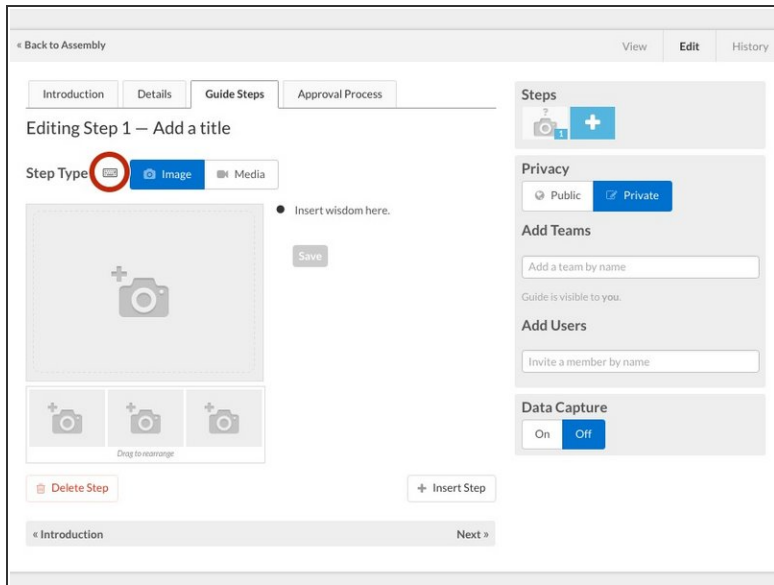
## Step 4 — Create a Step



 Begin creating the body of your guide by creating your first guide step.

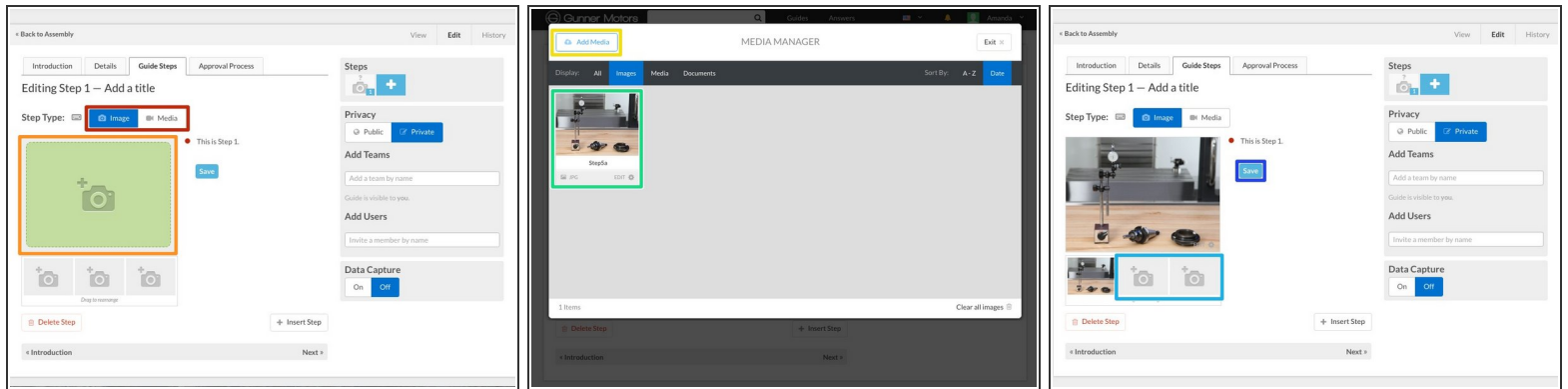
- Click on the **Add a Title** text to enter a title for your first step.
- Click on the **Insert wisdom here** text to enter your first bullet point text instructions.
- Use the **formatting toolbar** at the top of the text editing box to format your text or [add links](#).
- Use the **arrows** below the text box indent your bullet. Use the **+** icon to create a new bullet and the **X** icon to delete the bullet.
- Click on the bullet icon itself to change the color or icon for the bullet.
- Select from the color/icon menu to change your bullet point.
- Click **Save** to create your first step!

## Step 5 — Keyboard Shortcuts



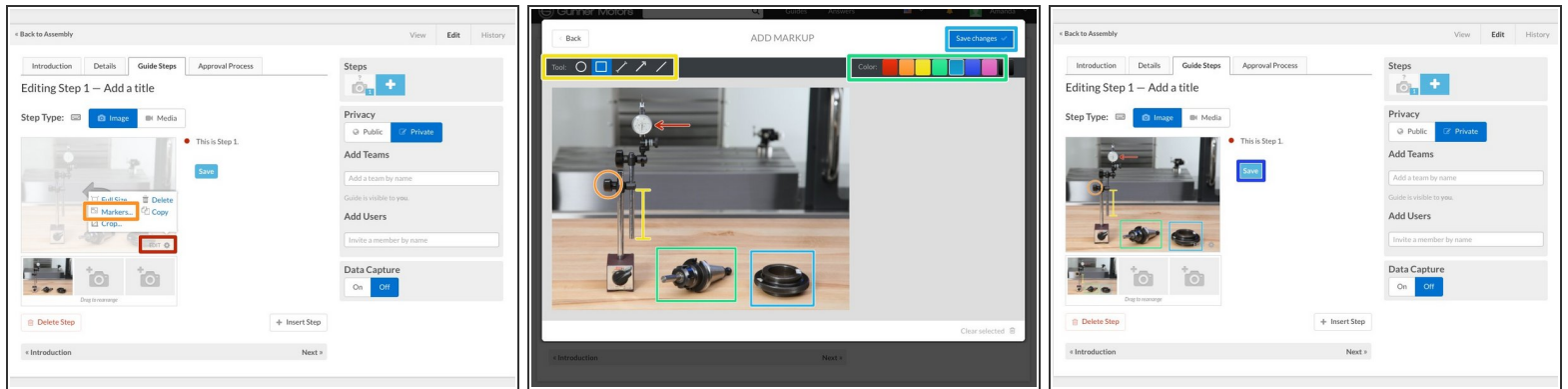
- Click the **keyboard icon** at the top of the guide to open a Keyboard Shortcuts pop-up window.
- ❗ Use these (and others listed in the KeyBoard Shortcuts window) to quickly navigate while creating guide steps:
  - **Return:** Next bullet or insert new bullet.
  - **Shift + Return:** Previous Bullet or Insert Bullet Above
  - **Ctrl + ]:** Indent bullet.
  - **Ctrl + [:** Unindent bullet.
  - **Ctrl + D:** Delete bullet.


## Step 6 — Add Step Visuals



- Select from either **Image** or **Media** to add to your step 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 your Media Manager.
- Click 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.
- Select the image or media 'file from your library by **clicking on it**. This will add it to your guide step.
- If you are using images, you can use the **two remaining image placeholders** to add up to three images to your step.
- Click **Save** to save your visual guide step.

## Step 7 — Add Image Markup

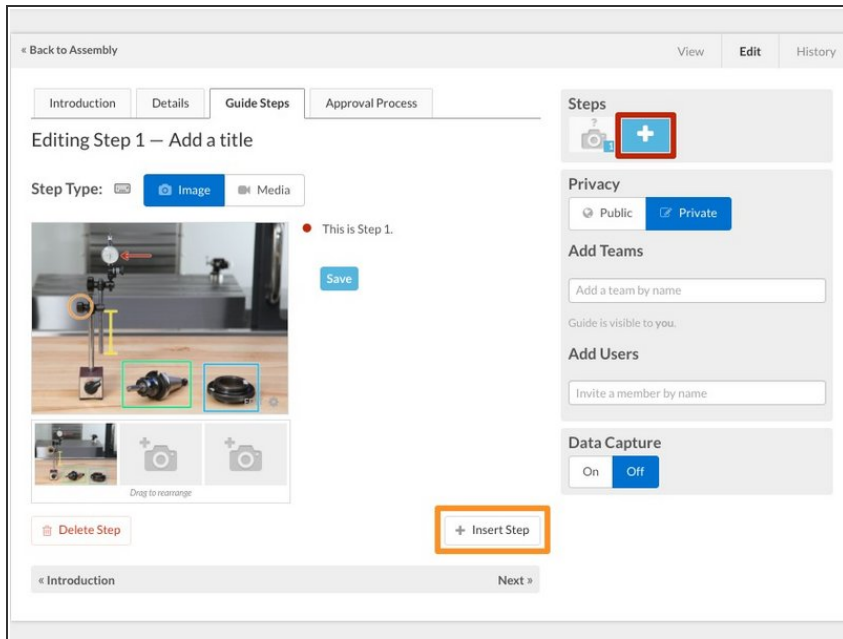


 **Note:** Markup cannot be added to videos or other media.

- Move your cursor over your new guide step image, then click the **Edit** button in the bottom right corner.
- Select the **Markers** option from the menu that appears to open the Markup Window.
- Use the **Tool** menu at the top left to select a shape, line or arrow marker, then simply click the image where you'd like to add the marker and adjust the size, shape and orientation as needed.
- Use the **Color** menu at the top right to select a color for your new marker.
- Once you've created all desired markers, click the **Save Changes** button in the very top right corner of the Markup Window.
- View your new image with the markup and click **Save** to save it to your guide step.

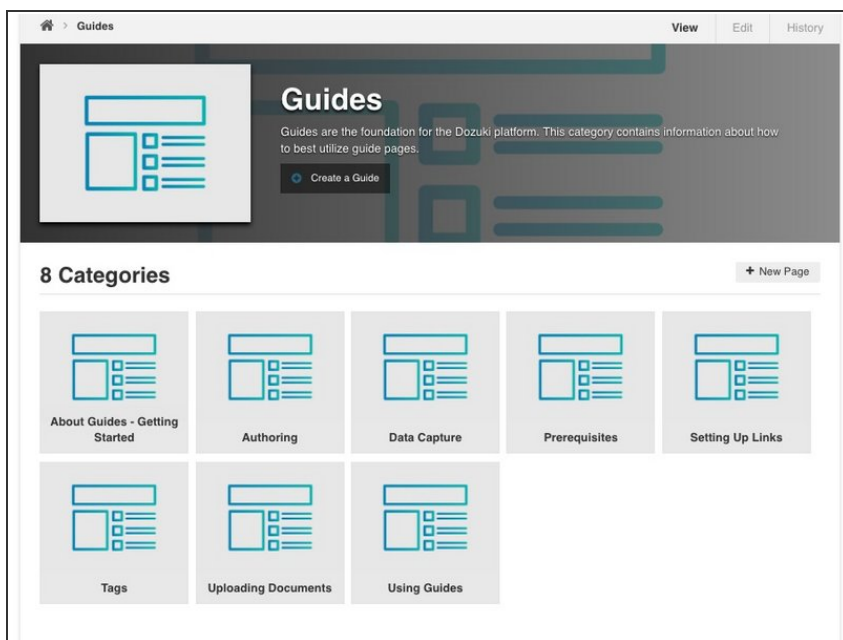


## Step 8 — Add More Steps



- Click the **+** icon in the Step section at the top right corner of the page to add a new step. This option will always add the 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're currently editing, rather than at the end of the guide.

## Step 9 — Guide Details & Settings



- Review Parts of a Guide Page to add further detail to your guide.
- Use the remaining [Help Guides](#) to review specific topics, including:
  - [Prerequisite Guides](#)
  - [Data Capture](#)
  - [Guide Privacy Settings & User Access Controls](#)
  - [Publishing](#)

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