



How to Create a Guide

Written By: Dozuki System

Motors

Guides

Answers

Megan

1 Reputation

Manage

Support

Create a Page

View Profile

Teams

Logout

Gunner Automotive Doc Hub

Central documentation management portal for Gunner Automotive Inc.

Create a Guide

View

ories

Manufacturing

Quality

Service

Training

View Statistics:

Today: 51

This Week: 78

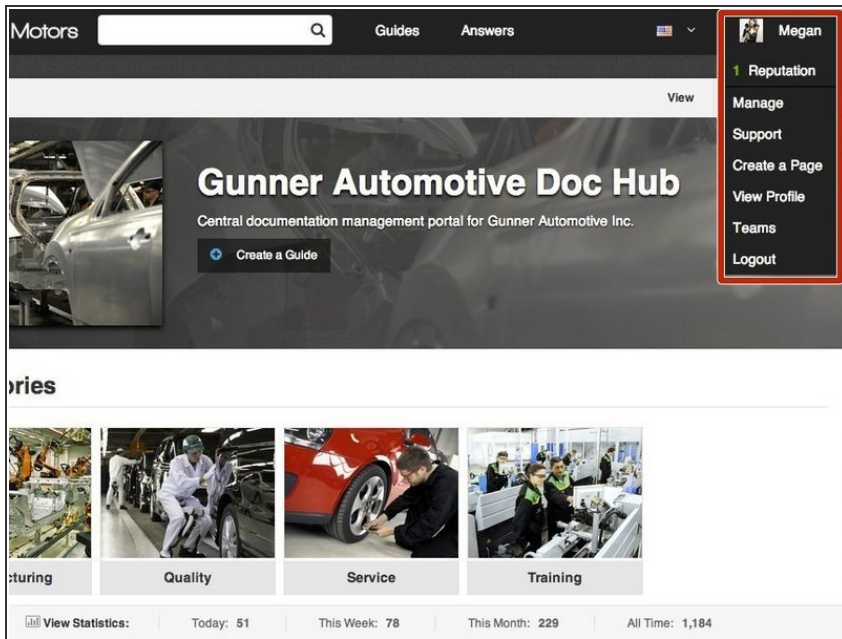
This Month: 229

All Time: 1,184

INTRODUCTION

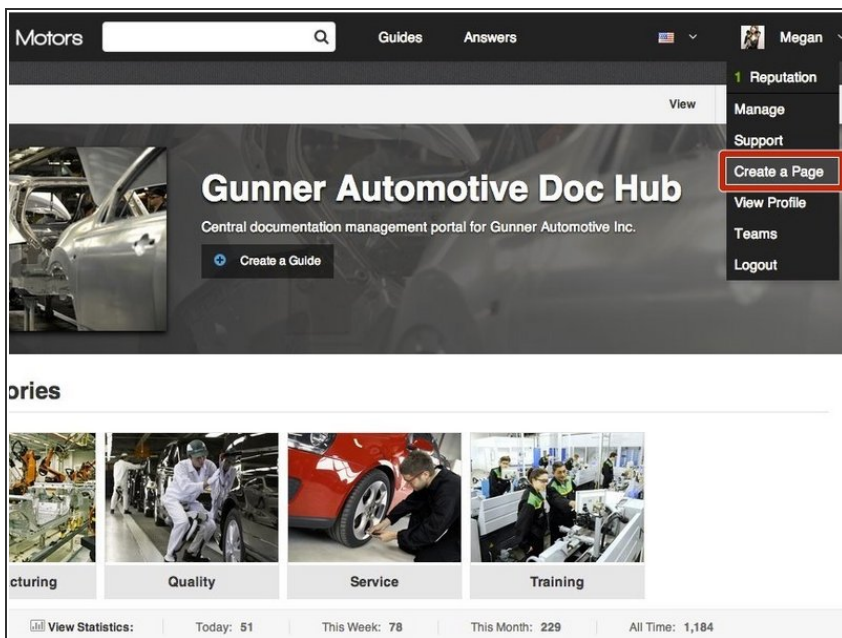
This will help you understand how to create a guide—the foundation of your work instructions.

Step 1 — How to Create a Guide



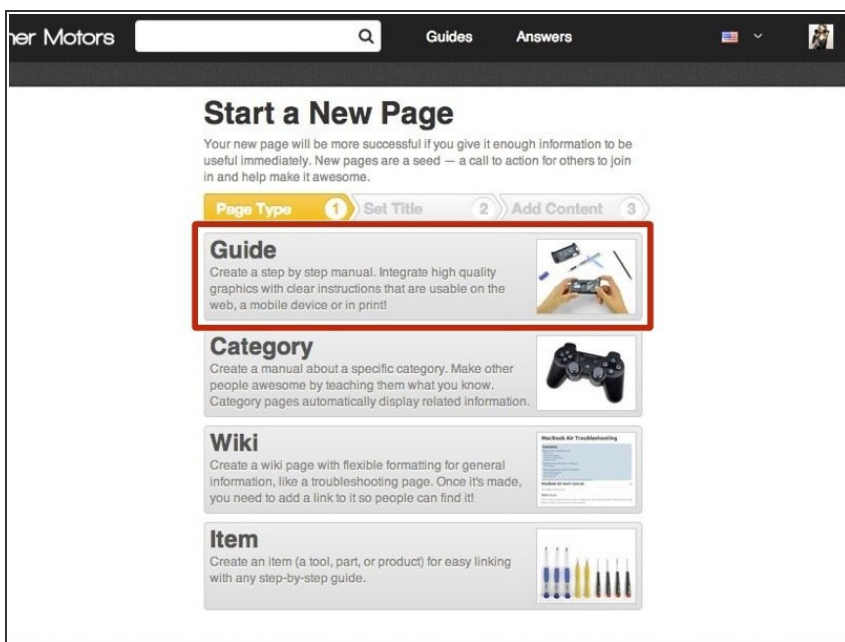
- Navigate to the user menu top right corner of the site.
- Press the user menu.
 - A list of options should appear on a dropdown menu.

Step 2



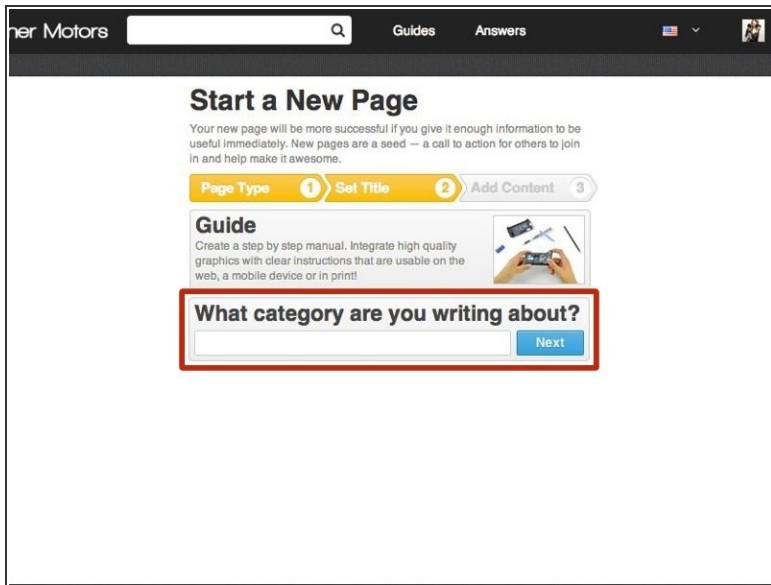
- On the dropdown menu, select **Create a Page**.

Step 3



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

Step 4



ner Motors

Search

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.

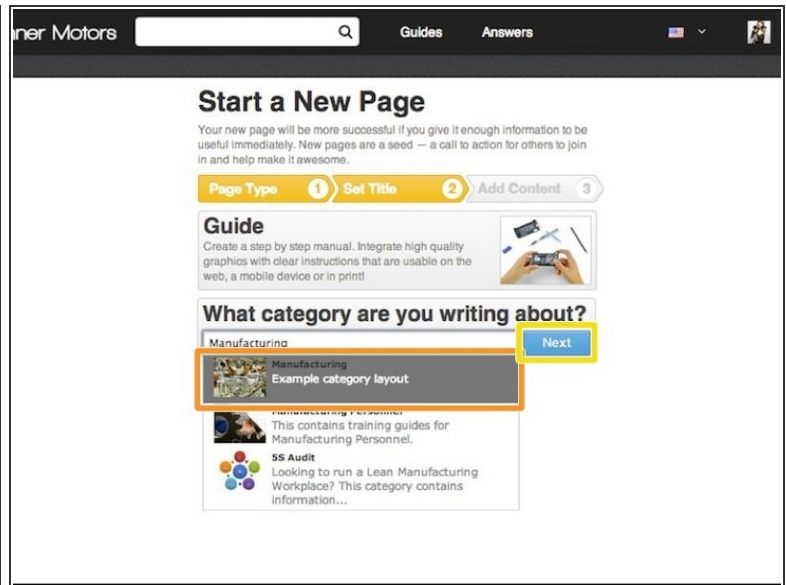
Page Type 1 Set Title 2 Add Content 3

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!

What category are you writing about?

Next



ner Motors

Search

Guides Answers

Start a New Page

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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!

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Manufacturing

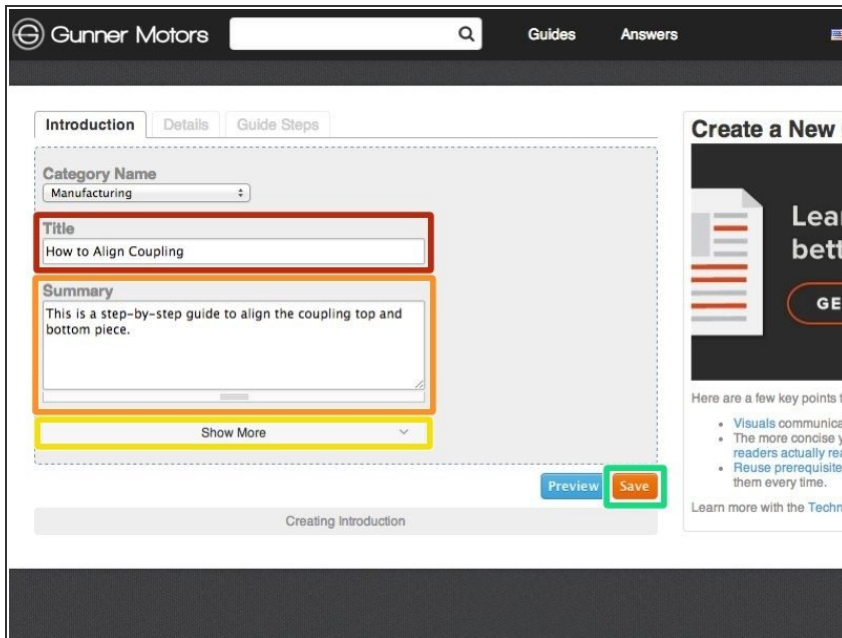
Manufacturing Personnel

SS Audit

Next

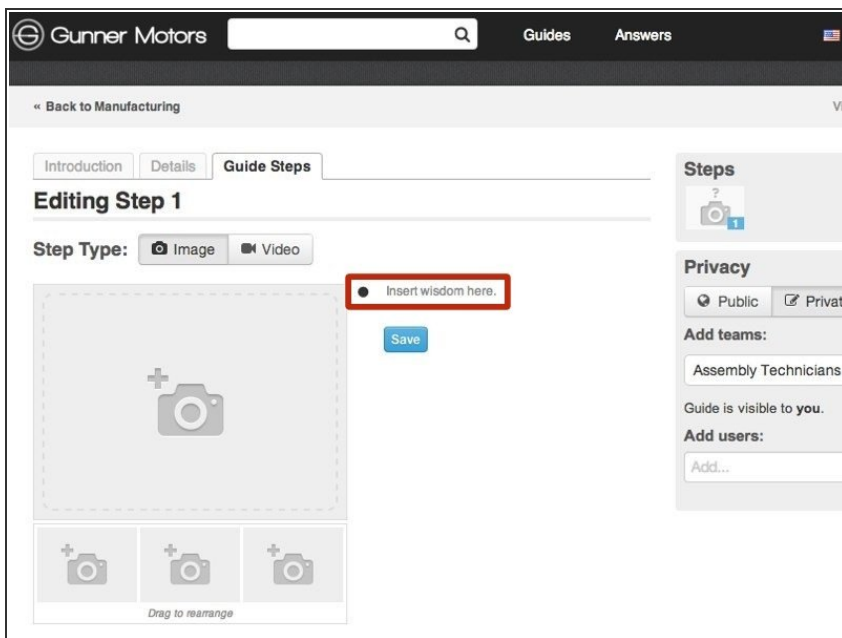
- Type the name of the category that you want the guide to be listed under.
 - ❗ If the category is already created, it should appear below where you are typing as you type.
- Select the category from the dropdown list.
- Press **Next**.

Step 5



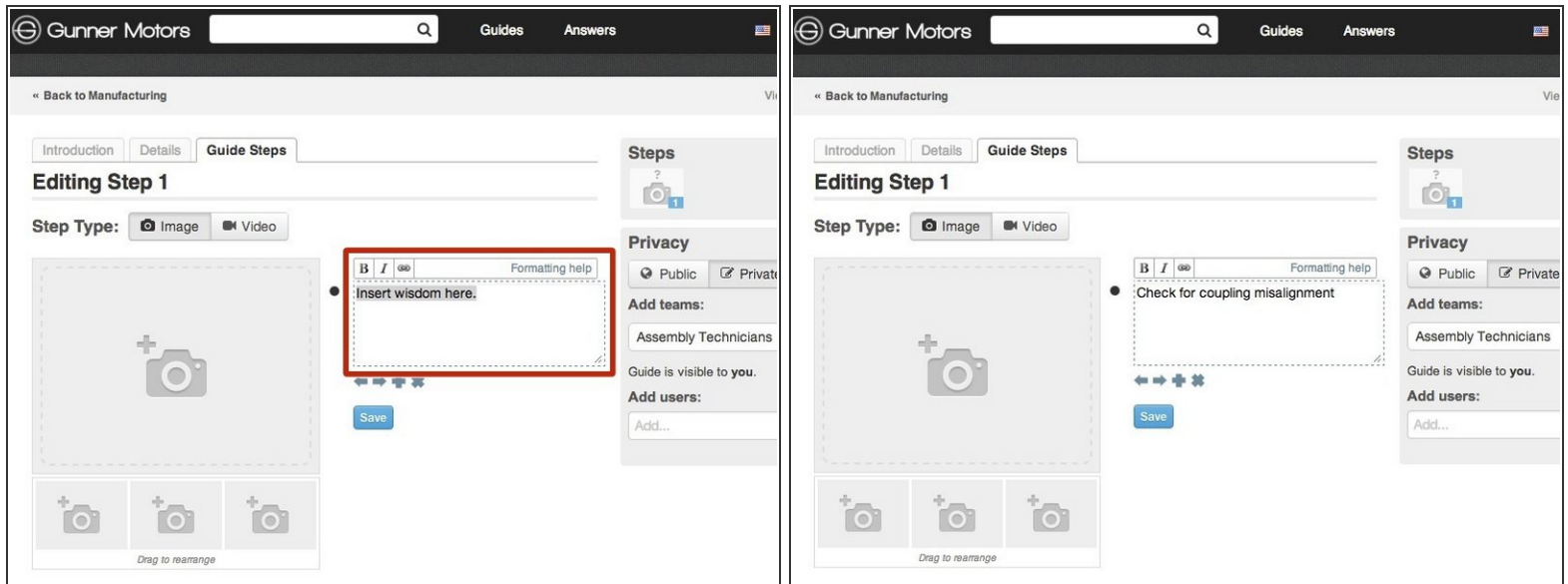
- Give your guide a title.
- Add a summary about what the guide will accomplish.
- If you would like to add other information at this time, such as an introduction or flags, press **See More**.
- When finished adding information, press **Save**.

Step 6 — Adding Instructions



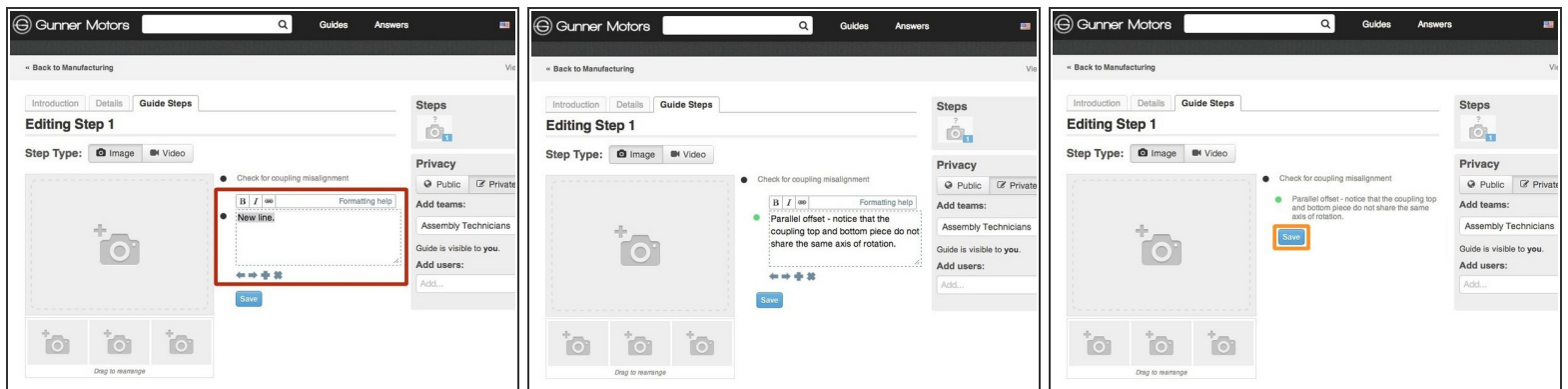
- Begin creating the body of your guide by inserting step-by-step instructions.
- Press **Insert Wisdom Here** to select a bullet point to type in.

Step 7



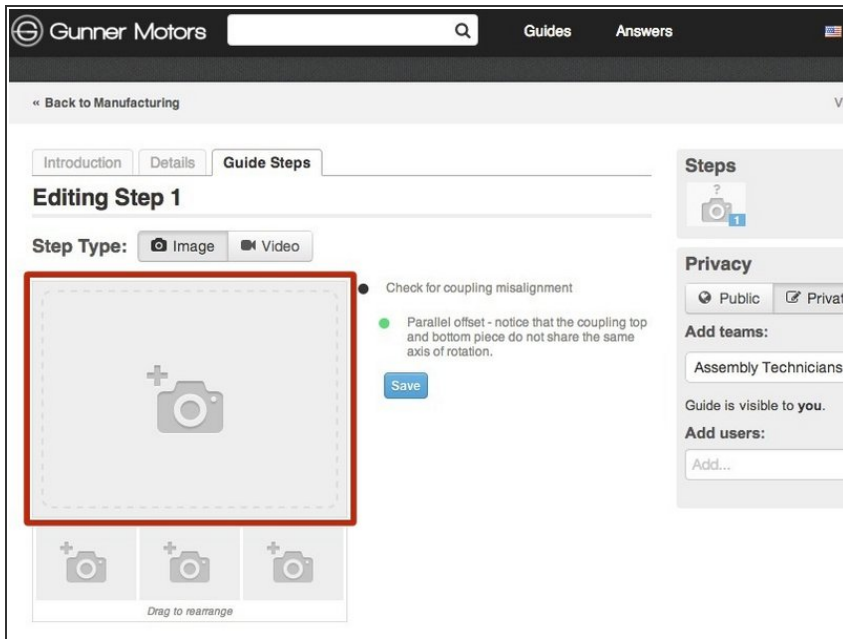
- Type instructions into the text box that appears.

Step 8



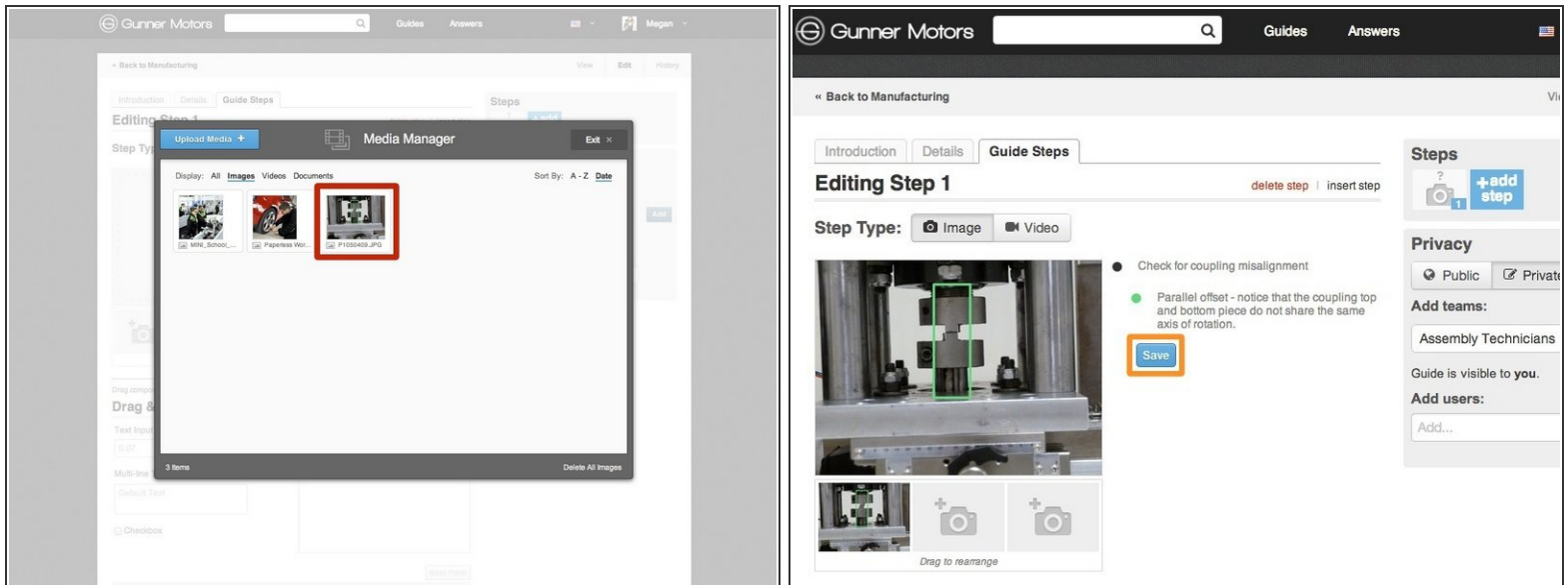
- To add another bullet point, press **Enter** while in the text box of a previous bullet point.
- Type all of the information that you need for this step into bullets.
 - ❗ For additional formatting of bullets, such as making them colored or a symbol, see Bullet Formatting (URL to come).
- When you are done adding information, press **Save**.

Step 9



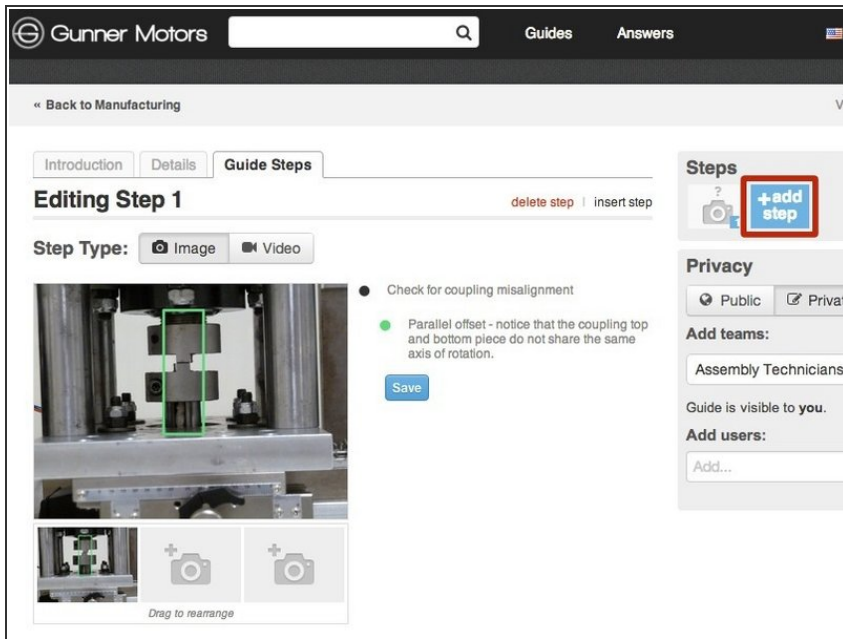
- Now that you have added written instructions, it's time to add visuals.
- Locate the grey image placeholder next to the bullet points of information that you typed and click on it.

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 [How to Upload Photos and Videos](#).
- Choose a photo or video to insert by clicking on it.
 - ❗ All images must be **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.