Post Tenebras Lab

How to Create a Guide

Written By: Post Tenebras Lab



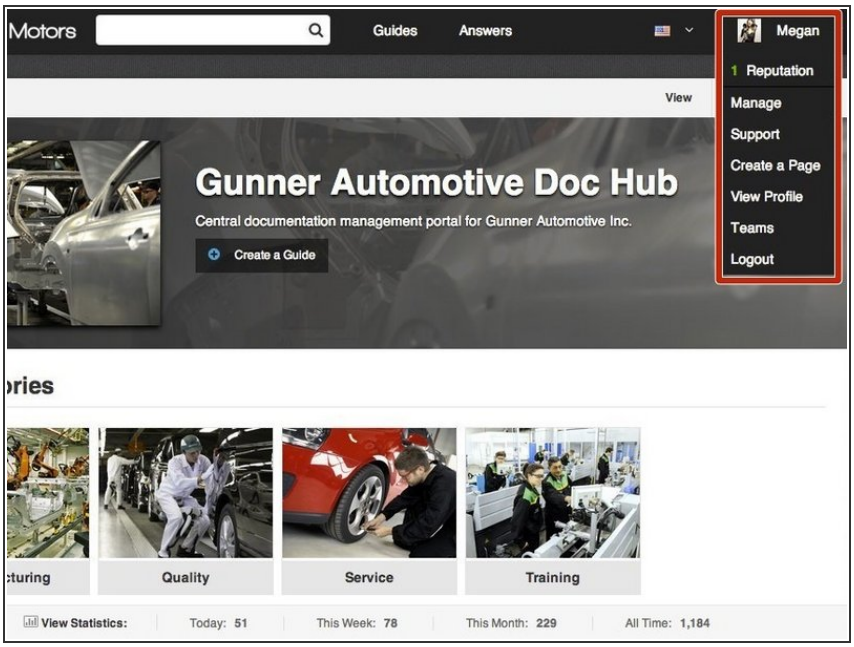
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INTRODUCTION

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

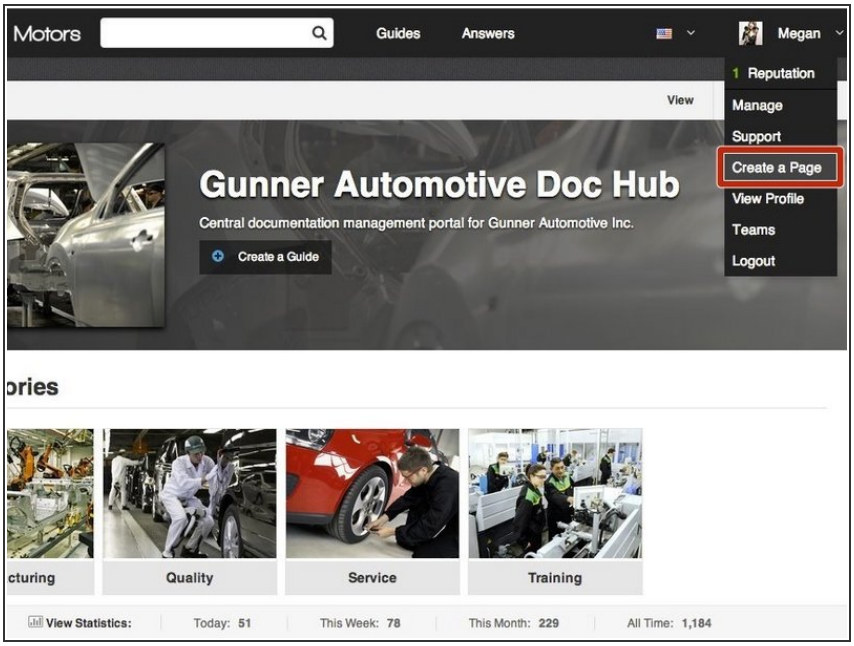
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Step 1 — How to Create a Guide



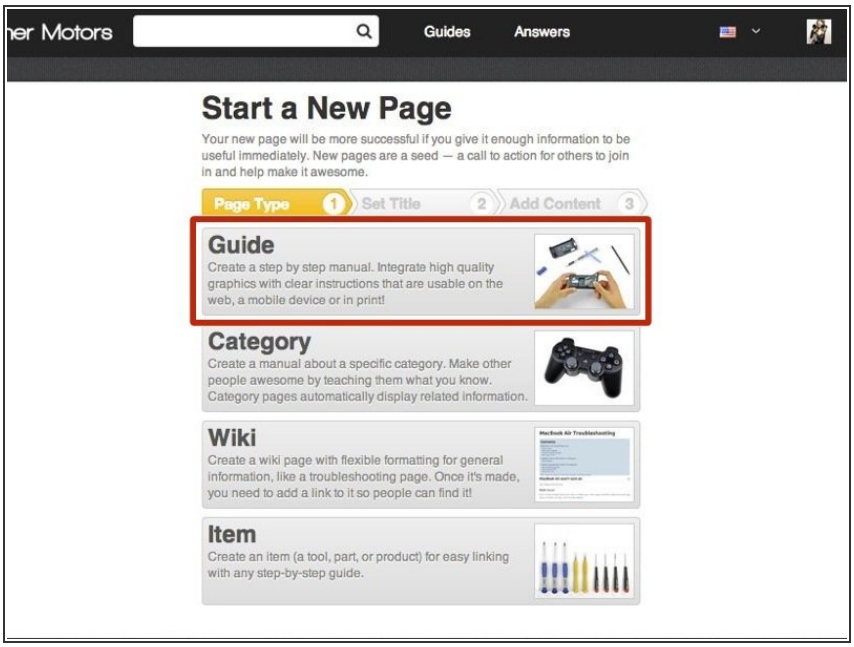
- Click on the user menu on the top right corner of the site.
  - A list of options should appear on a drop-down menu.

Step 2



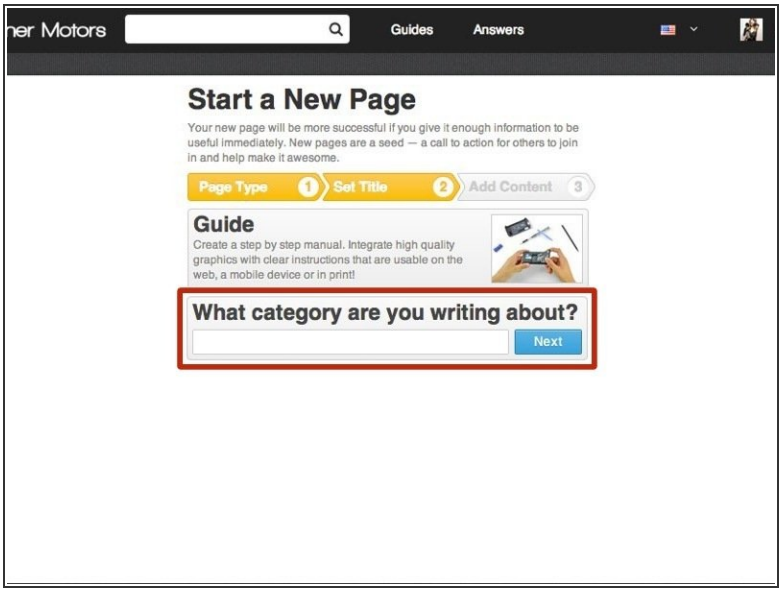
- Select **Create a Page** from the drop-down menu.

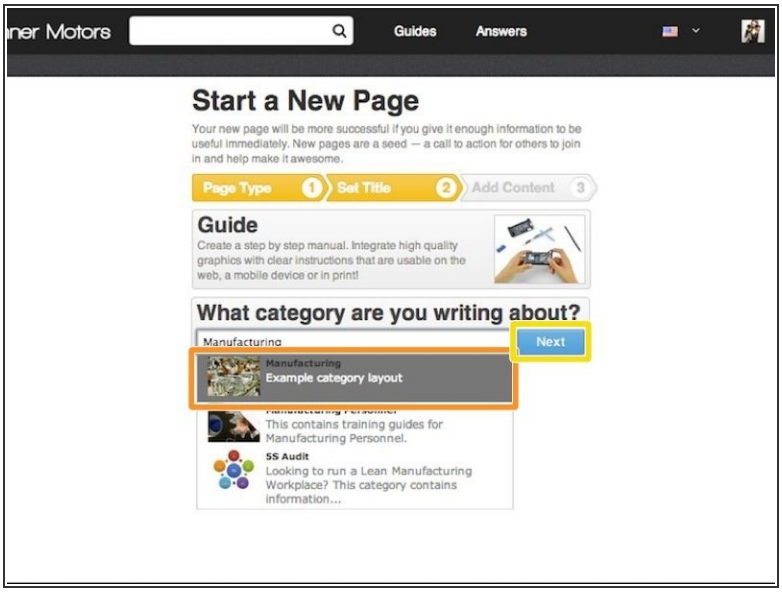
Step 3



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

Step 4





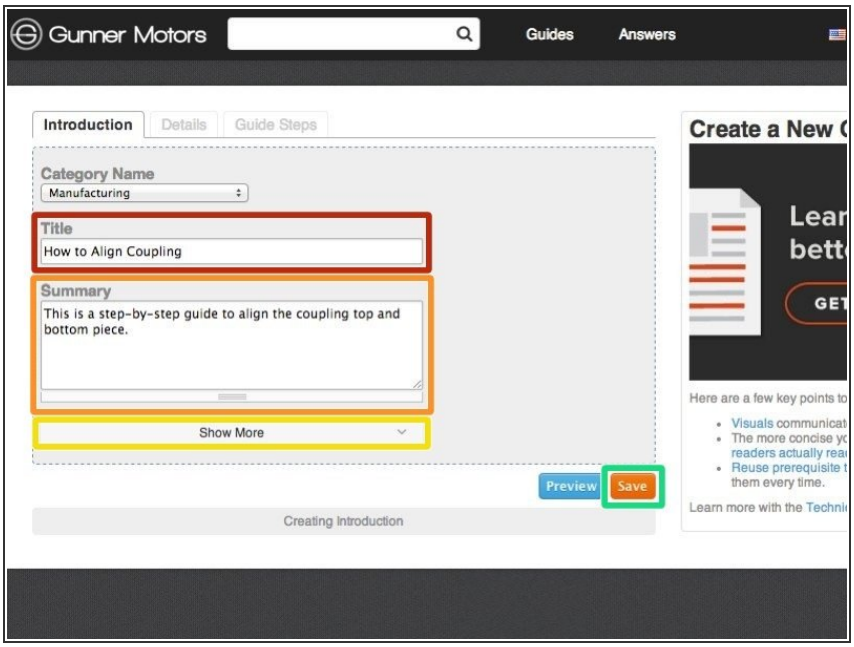
- Type the name of the category that you want the guide to be listed under.

  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.

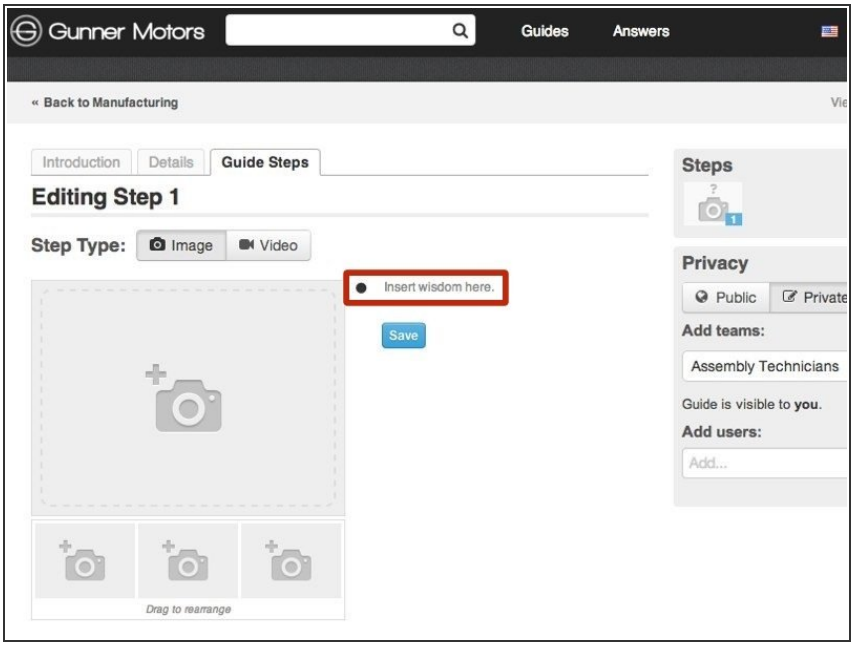
- Press **Next**.

Step 5



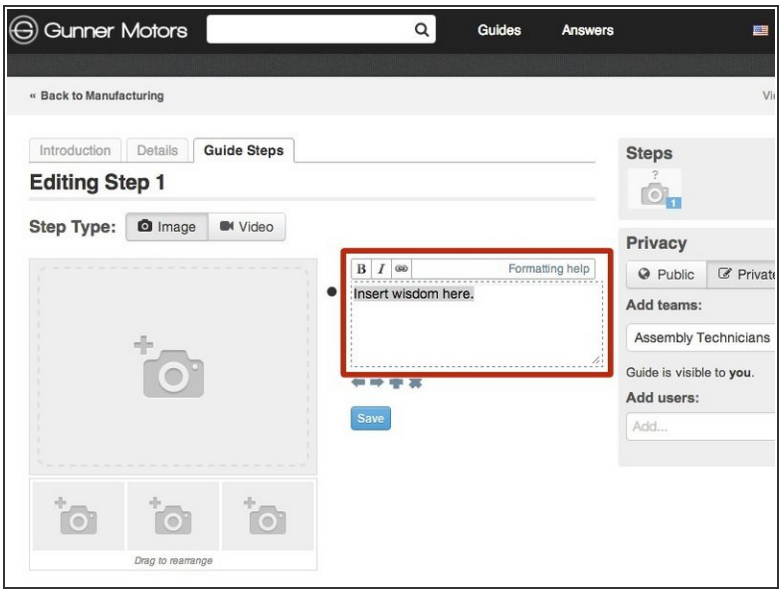
- Give your guide a title.
- Add a summary about what the guide will accomplish.
- If you would like to add other information at this time, such as an introduction or flags, press **See More**.
- When finished adding information, press **Save**.

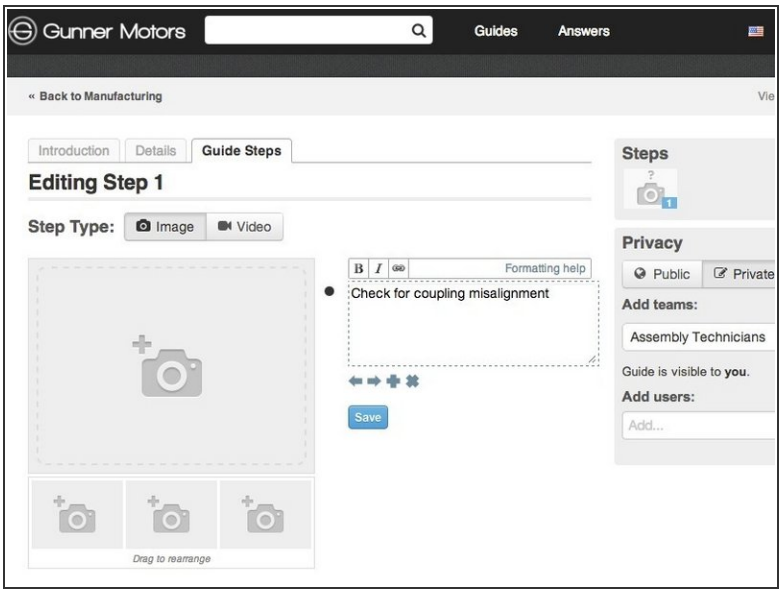
Step 6 — Adding Instructions



- 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.

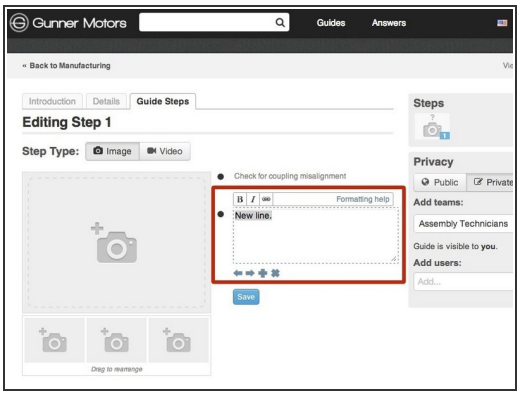
Step 7

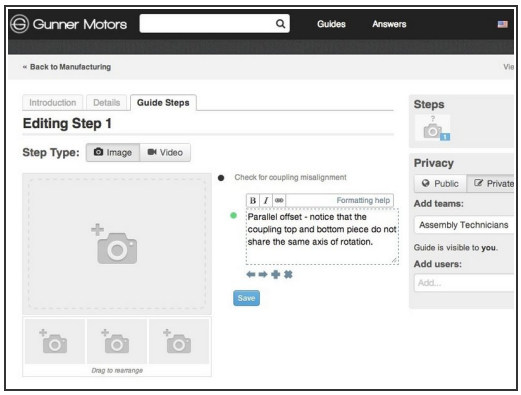


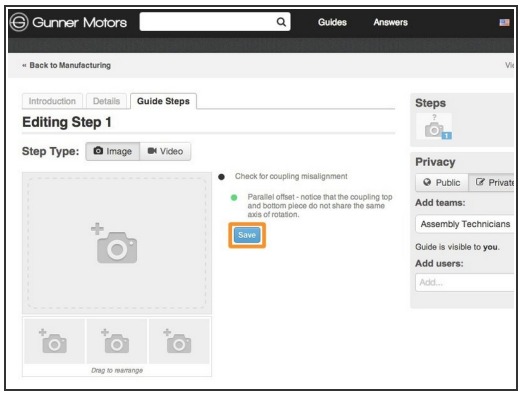


- Type instructions into the text box that appears.

Step 8



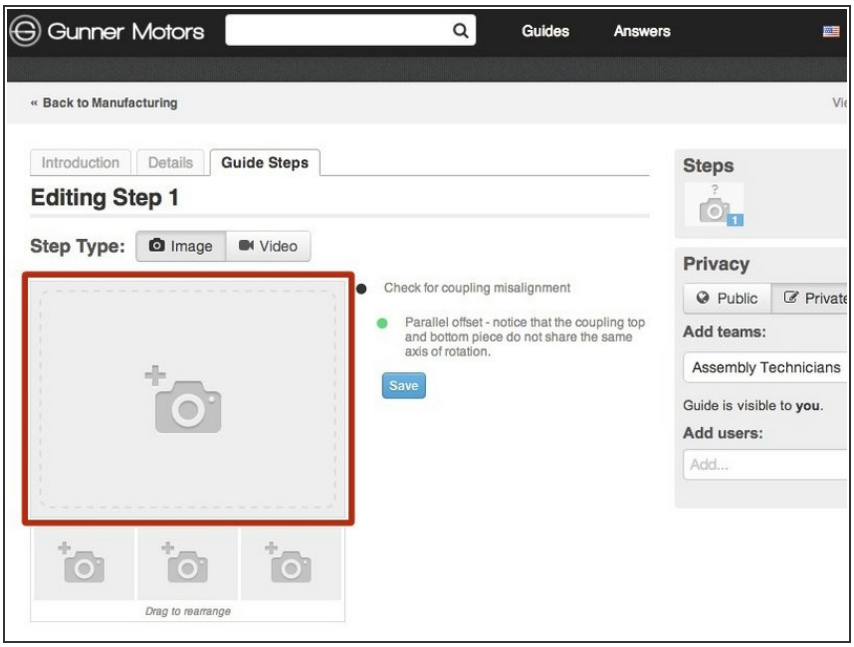




- To add another bullet point, press **Enter** while in the text box of a previous bullet point or press the **+** below the previous text box.
- Type all of the information that you need for this step into bullets.

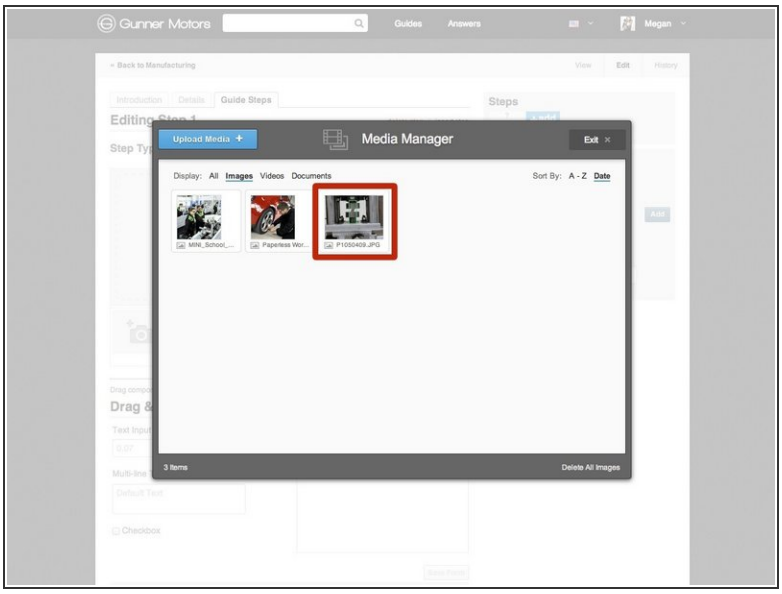
  For additional formatting of bullets, such as making them colored or a symbol, see [invalid guide link].
- If you would like to indent a bullet, like shown in the picture, either click the **right arrow** below the text box or press **tab**.
- When you are done adding information, press **Save**.

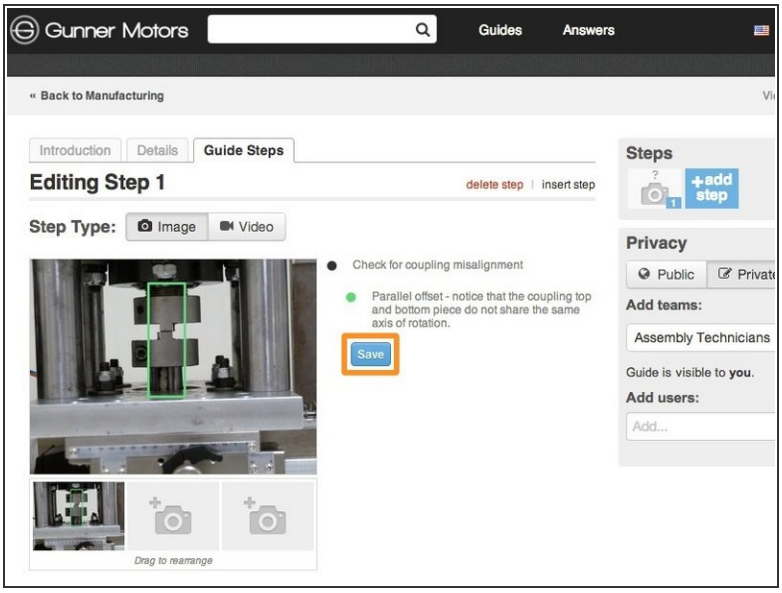
Step 9



- 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

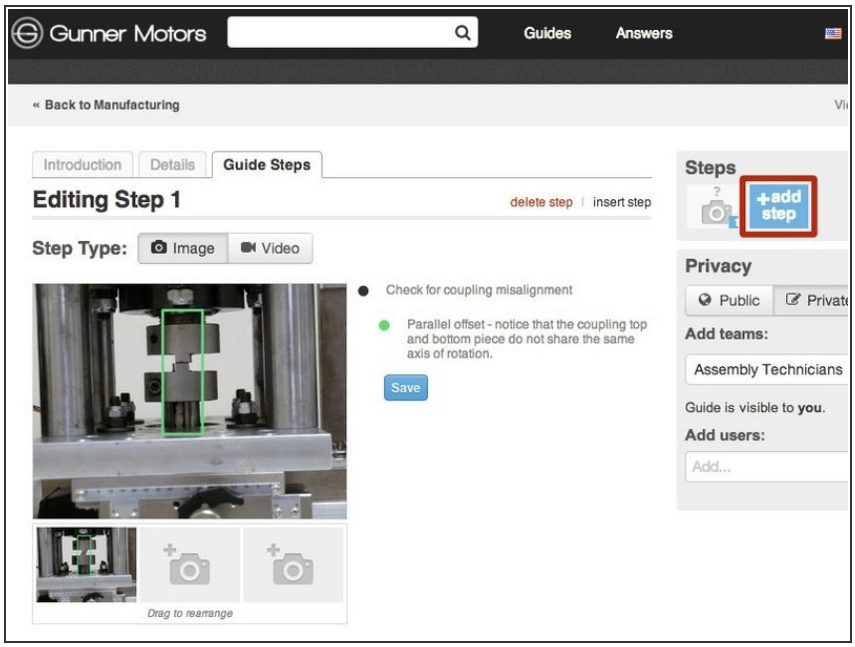




- When you click on the image placeholer, the Media Manager will pop up.
  - For in depth instructions on how to use the Media Manager, see [invalid guide link].
- Choose a photo or video to insert by clicking on it.

  ⓘ 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.