hangprinter

How to Create a Guide

Written By: Atte Linna

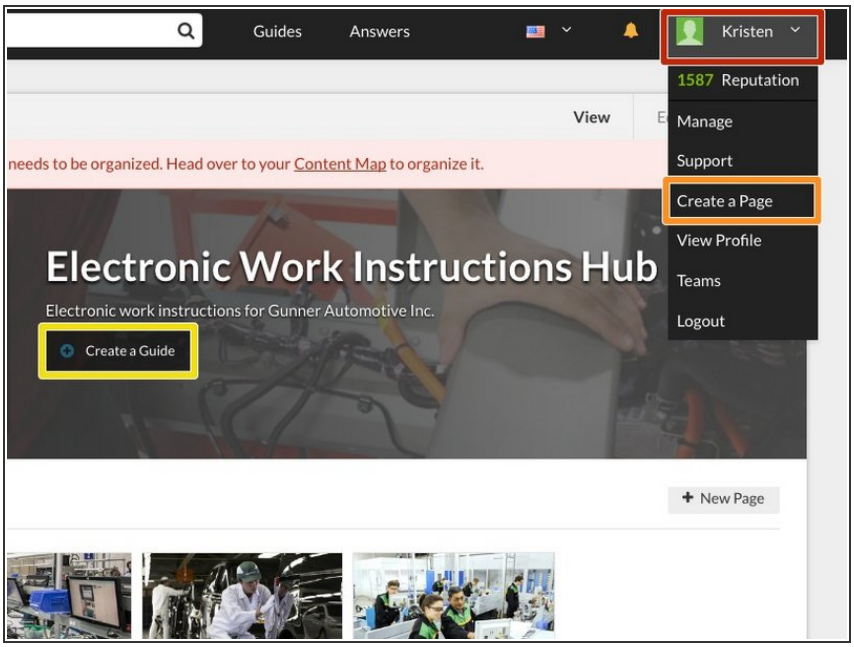


INTRODUCTION

This guide demonstrates how to create a guide page.

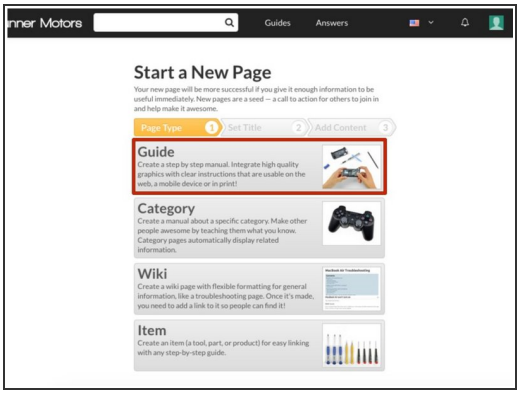
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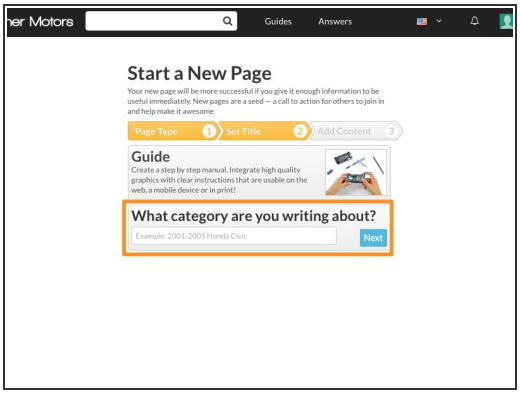
Step 1 — Open User Menu

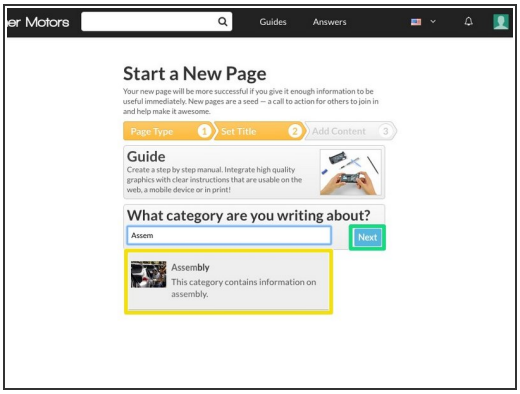


- Click on your **username** in the top right corner of the site.
- Select **Create A Page** from the drop-down menu.
- If you are already on the category page in which you intend to organize your new guide, you can simply click the **Create a Guide** button at the top of the page.

Step 2 — Start a New Guide Page



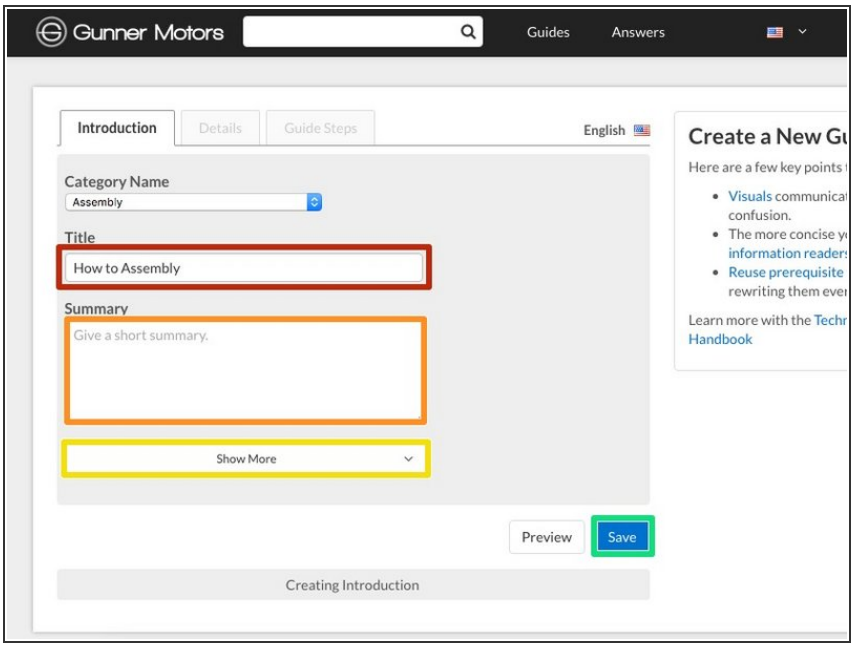




- Select **Guide** from the Page Options list.
- Enter the name of the **category** you'd like to organize your new guide within.
- If the category already exists, it will appear in a drop-down list below the text box. Select the your **category** from the list.

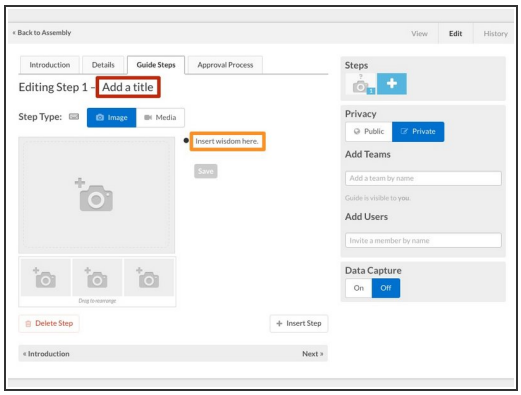
  ⓘ If the category does **not** already exist, a **new** category page will be created.
- Click **Next**.

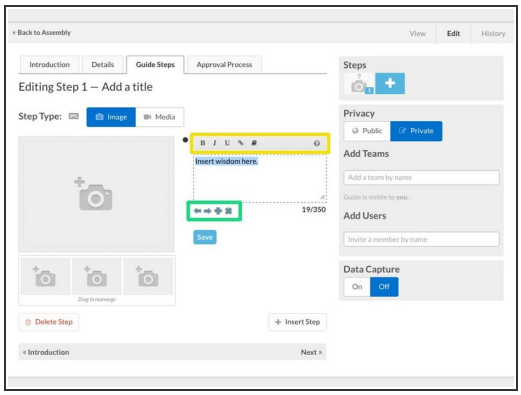
Step 3 — Add Introduction Content

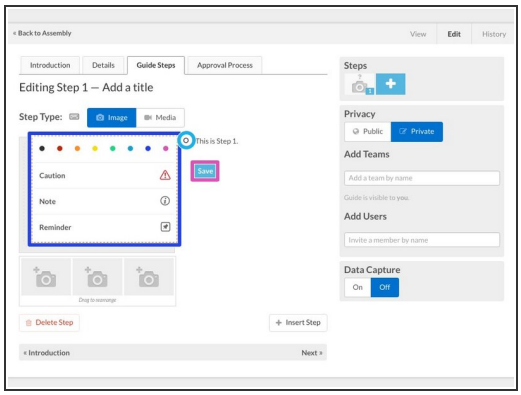


- Enter a **Title** for your new guide.
- Add a **summary** to briefly explain what the guide will demonstrate.
- If you would like to add other information at this time, such as an introduction or flags, click **Show More**.
- Review the Parts of a Guide Page to better understand the various elements that make up a guide.
- When finished adding information, click **Save**.

Step 4 — Create a Step



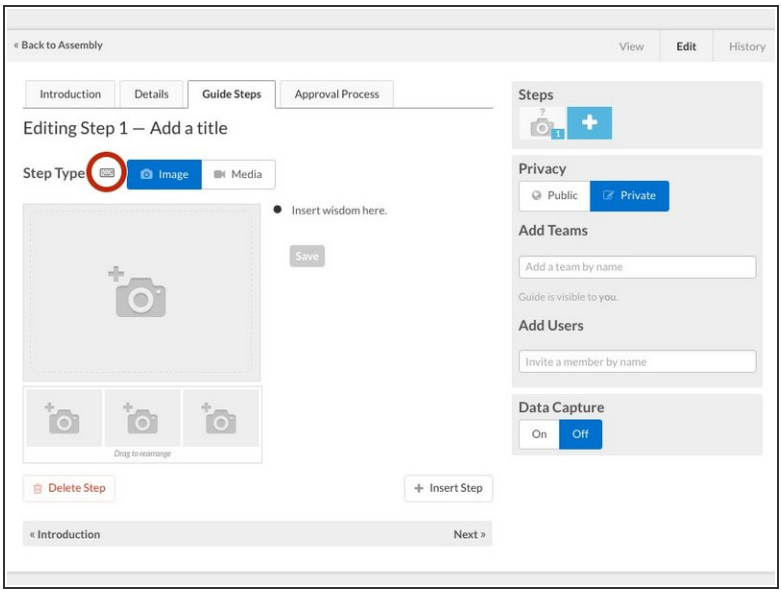


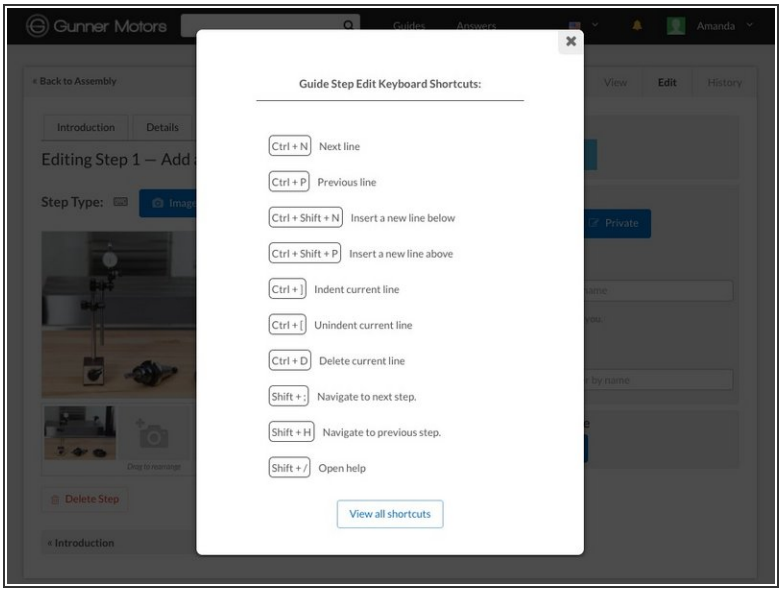


Begin creating the body of your guide by creating your first guide step.

- 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



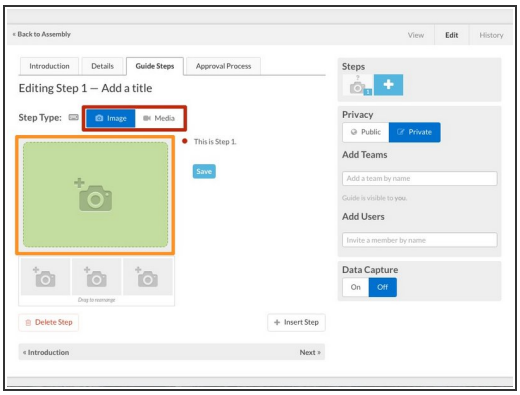


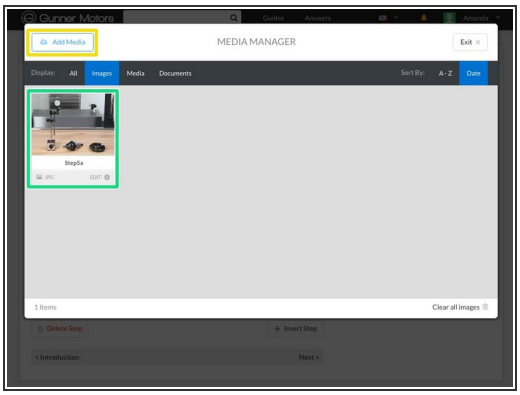
- Click the **keyboard icon** at the top of the guide to open a Keyboard Shortcuts pop-up window.

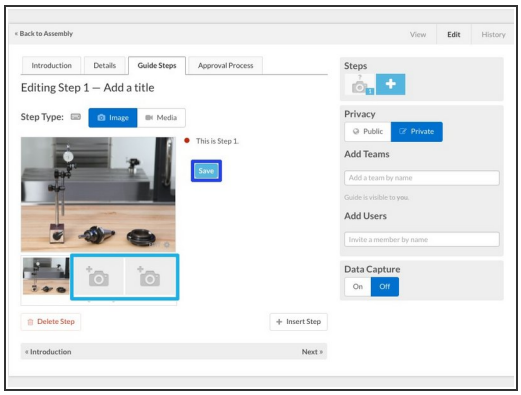
ⓘ Use these (and others listed in the KeyBoard Shortcuts window) to quickly navigate while creating guide steps:

- **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





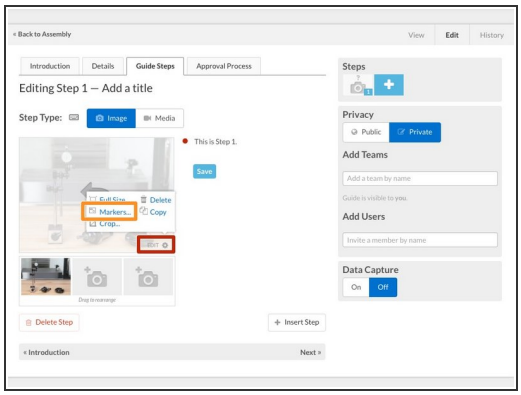


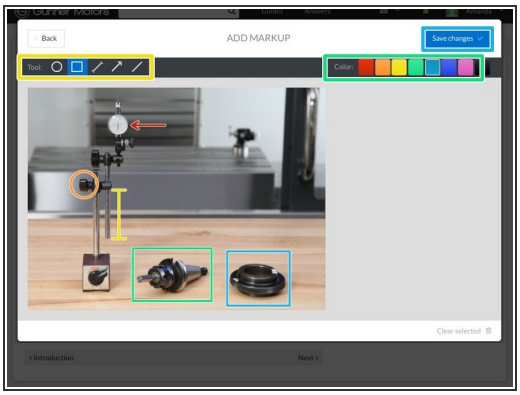
- Select from either **Image** or **Media** to add to your step below the step title.

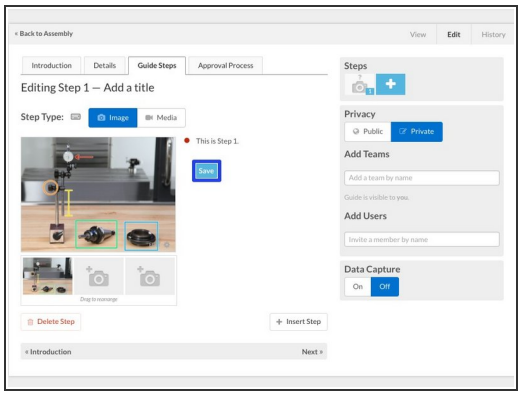
  ⚠ You can add up to three images per step, while video and other media is limited to one file per step.

- 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



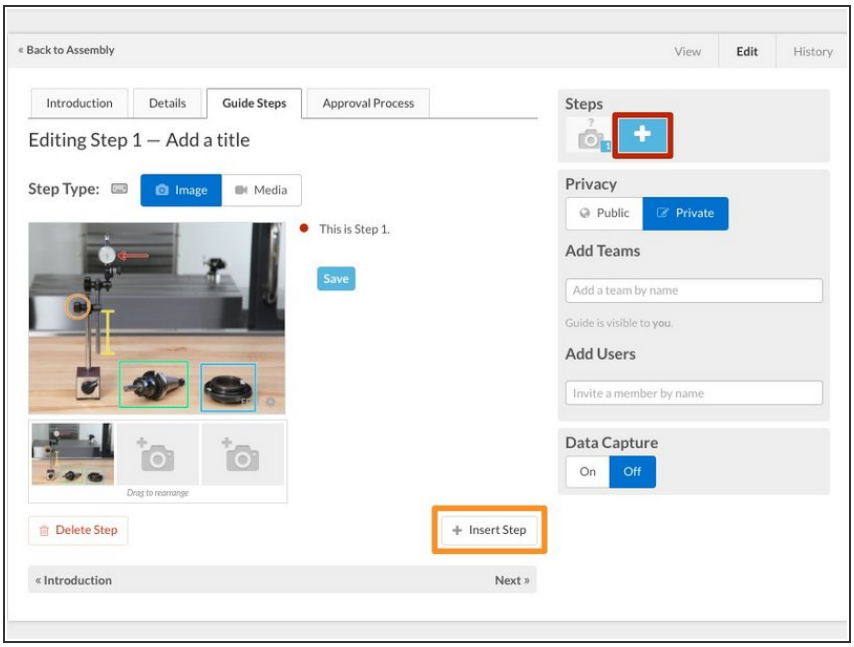




Note: Markup cannot be added to videos or other media.

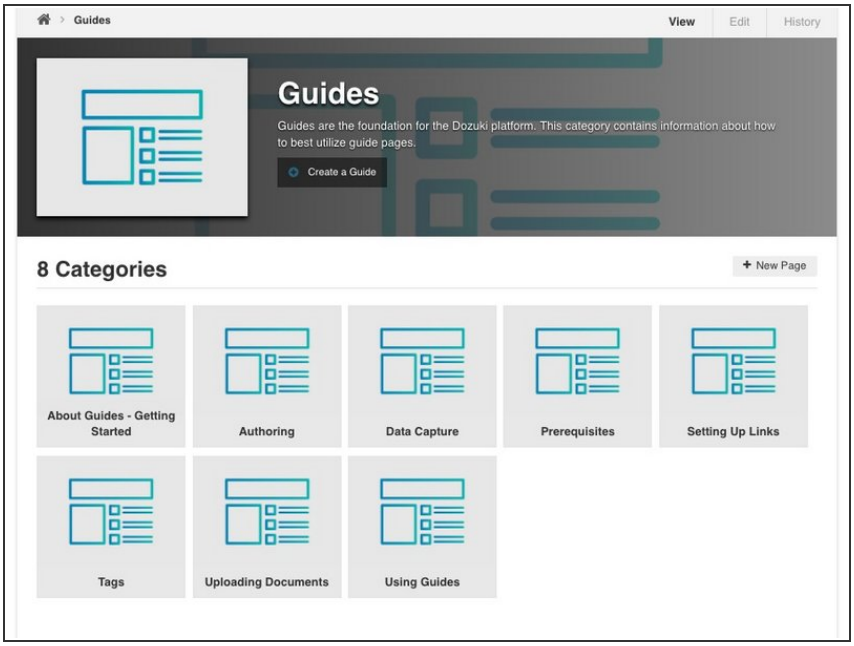
- Move your curser over your new guide step image, then click the **Edit** button in the bottom right corner.
- Select the **Markers** option from the menu that appears to open the Markup Window.
- Use the **Tool** menu at the top left to select a shape, line or arrow marker, then simply click the image 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.