



How to Create a Guide

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Motors Guides Answers

Megan

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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

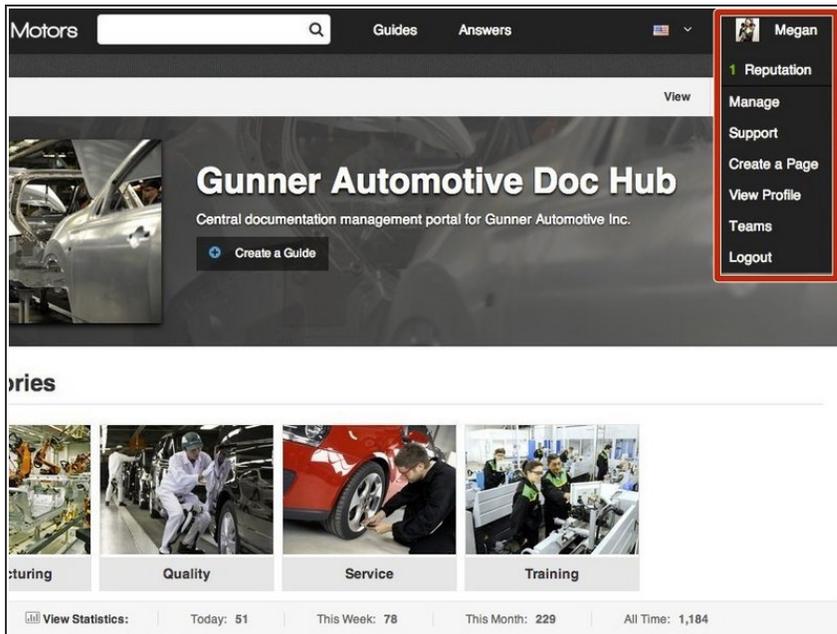
This Month: 229

All Time: 1,184

INTRODUCTION

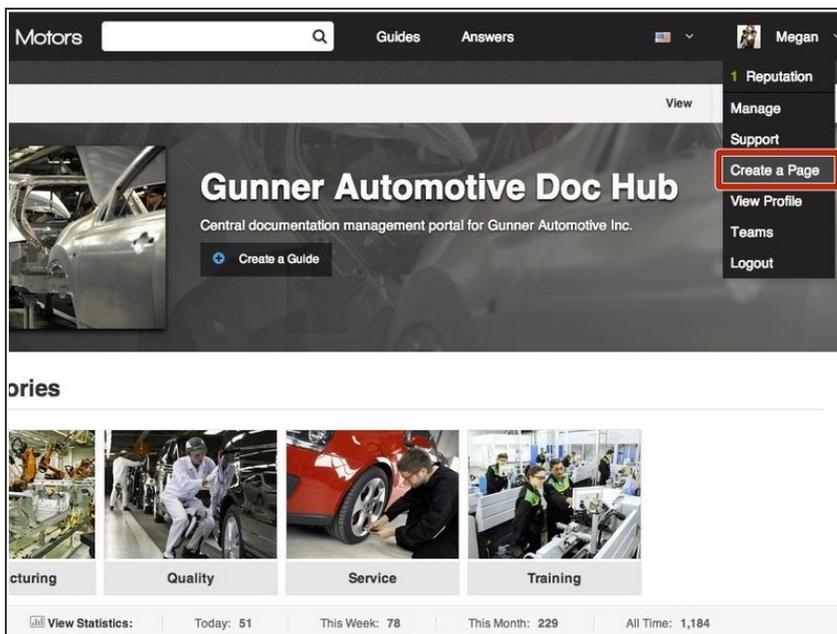
This will help you understand how to create a guide—the foundation of your work instructions.

Step 1 — How to Create a Guide



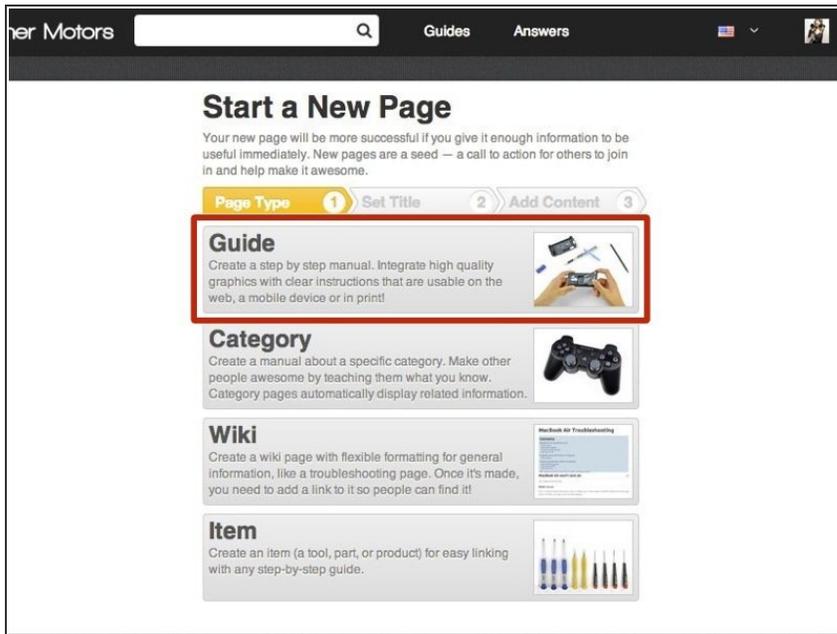
- Navigate to the user menu top right corner of the site.
- Press the user menu.
 - A list of options should appear on a dropdown menu.

Step 2



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

Step 3



Hybrid 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!

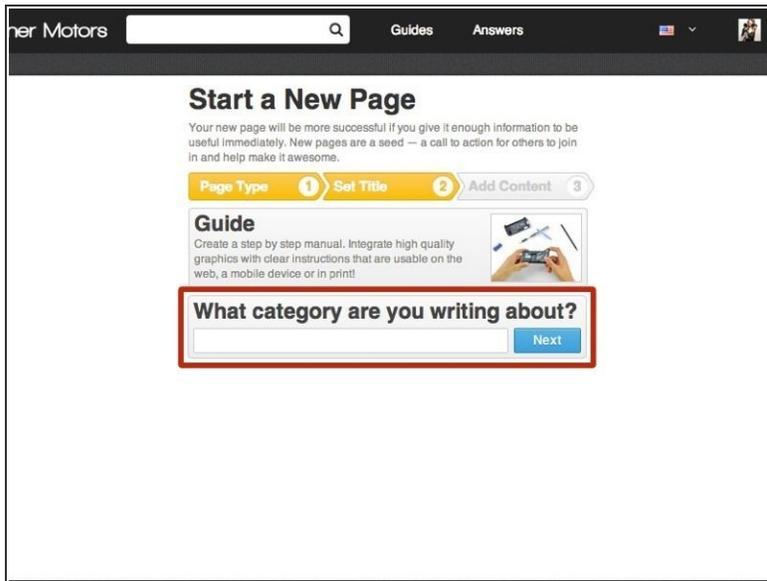
Category
Create a manual about a specific category. Make other people awesome by teaching them what you know. Category pages automatically display related information.

Wiki
Create a wiki page with flexible formatting for general information, like a troubleshooting page. Once it's made, you need to add a link to it so people can find it!

Item
Create an item (a tool, part, or product) for easy linking with any step-by-step guide.

- You will be redirected to a page with options of four different page types 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 should appear below where you are typing as you type.
- Select the category from the dropdown list.
- Press **Next**.

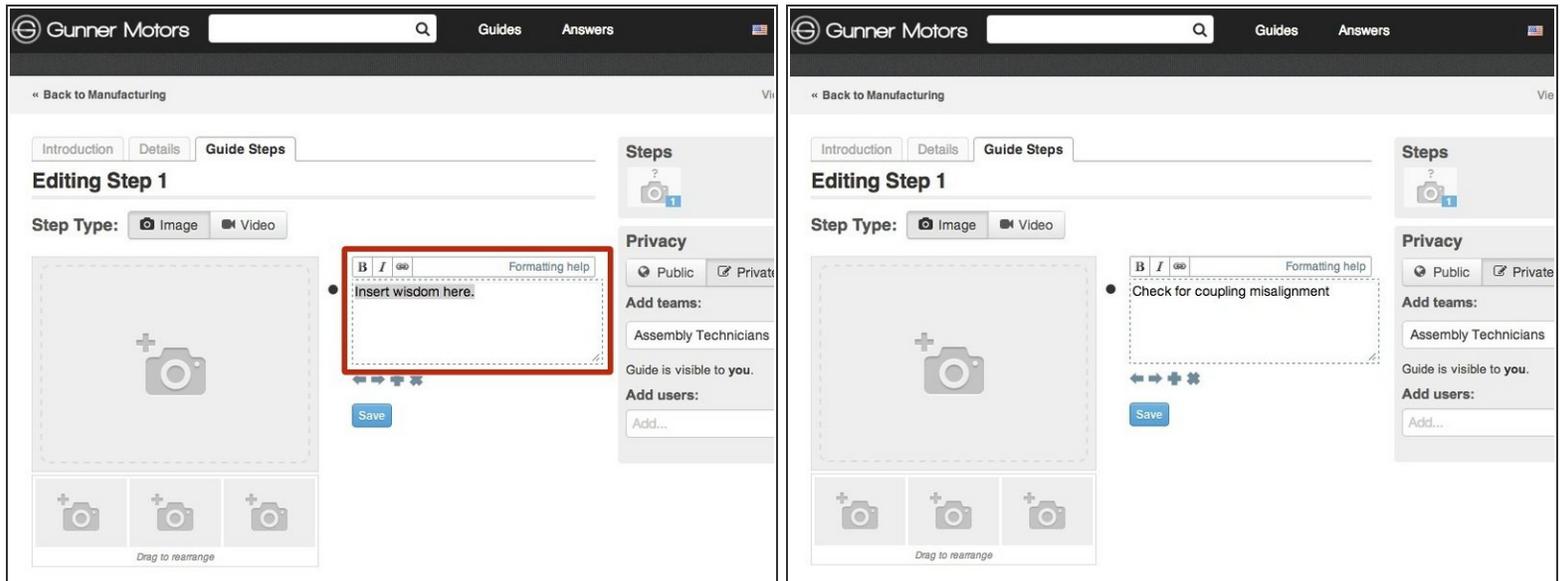
Step 5

- 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

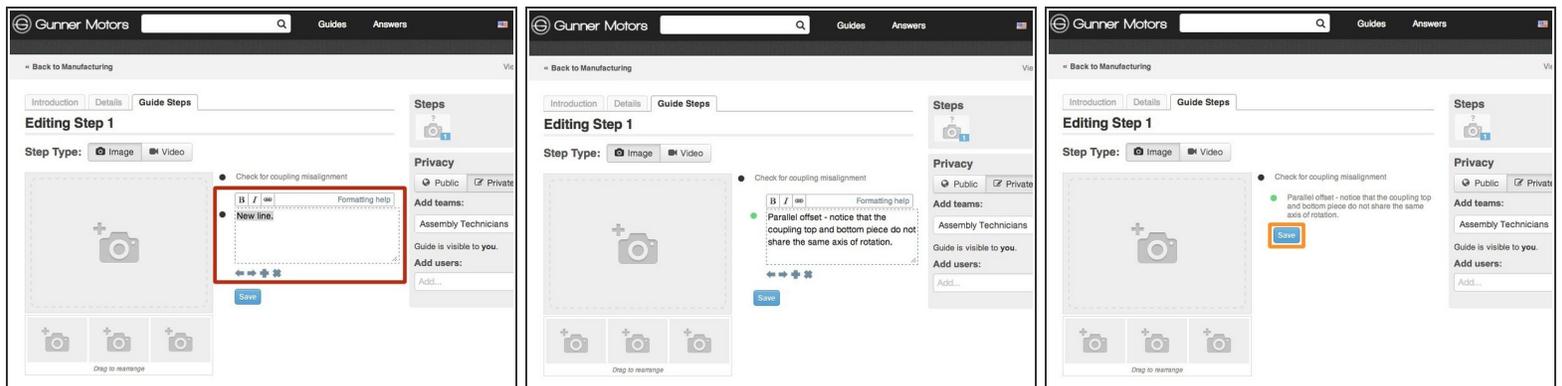
- Begin creating the body of your guide by inserting step-by-step instructions.
- Press **Insert Wisdom Here** to select a bullet point to type in.

Step 7



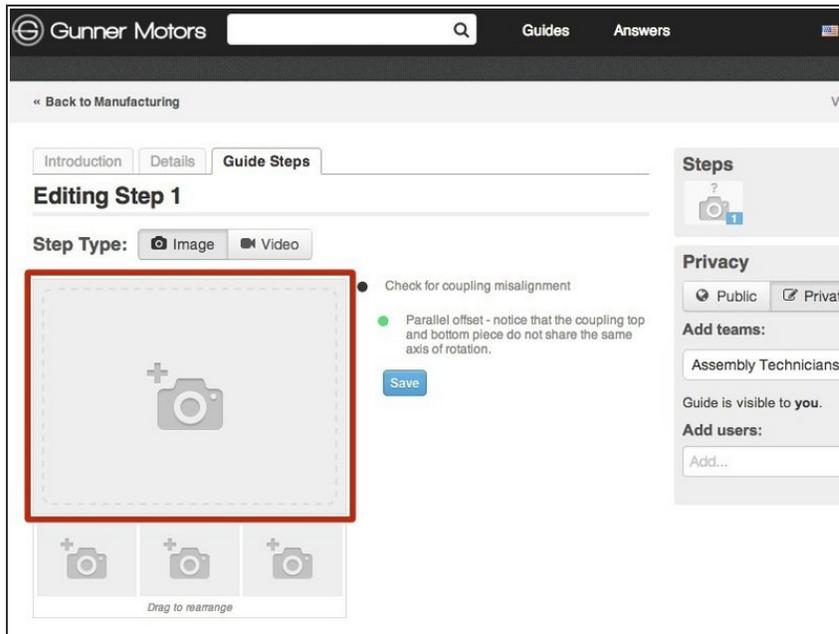
- Type instructions into the text box that appears.

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.
 - ① 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**.

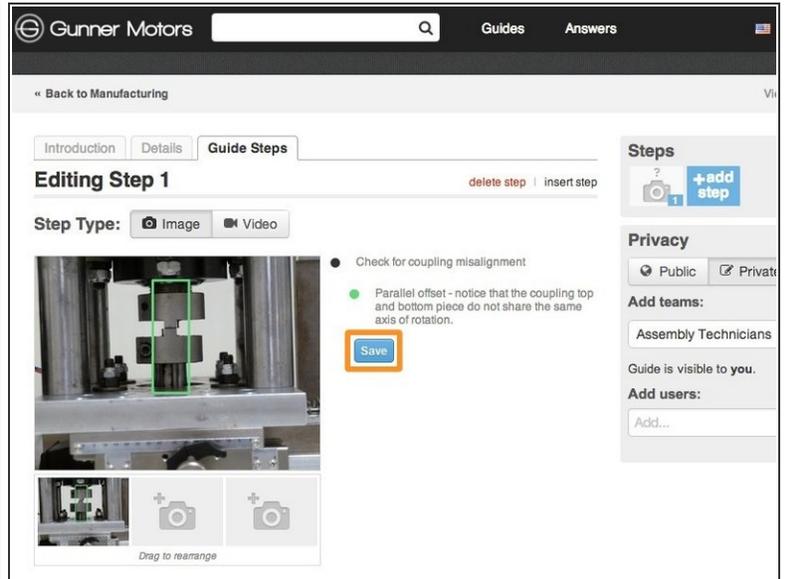
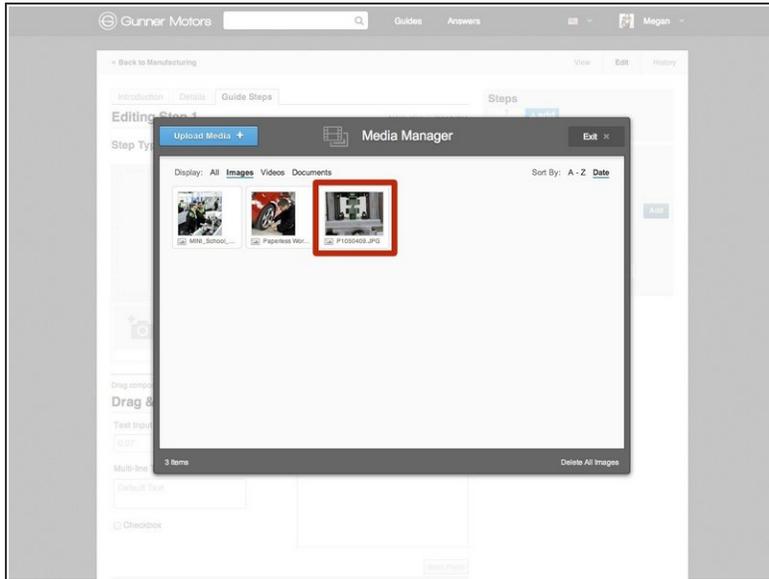
Step 9



The screenshot shows the Gunner Motors web interface for editing a guide step. The top navigation bar includes the Gunner Motors logo, a search bar, and links for 'Guides' and 'Answers'. Below the navigation, there are tabs for 'Introduction', 'Details', and 'Guide Steps', with 'Guide Steps' being the active tab. The main content area is titled 'Editing Step 1' and shows 'Step Type' options for 'Image' and 'Video'. A large dashed box placeholder for an image is highlighted with a red border. To the right of this placeholder, there is a list of instructions: 'Check for coupling misalignment' and 'Parallel offset - notice that the coupling top and bottom piece do not share the same axis of rotation.' A 'Save' button is located below the instructions. At the bottom of the main content area, there are three smaller image placeholders with a 'Drag to rearrange' label. On the right side of the interface, there is a sidebar with sections for 'Steps', 'Privacy' (with 'Public' and 'Private' options), 'Add teams:' (with 'Assembly Technicians' listed), and 'Add users:' (with an 'Add...' input field).

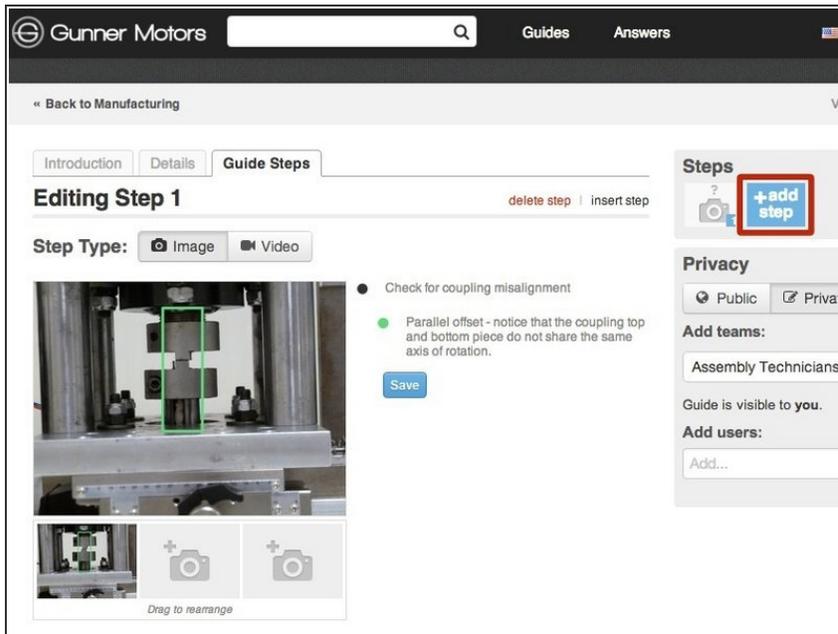
- Now that you have added written instructions, it's time to add visuals.
- Locate the grey image placeholder next to the bullet points of information that you typed and click on it.

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.