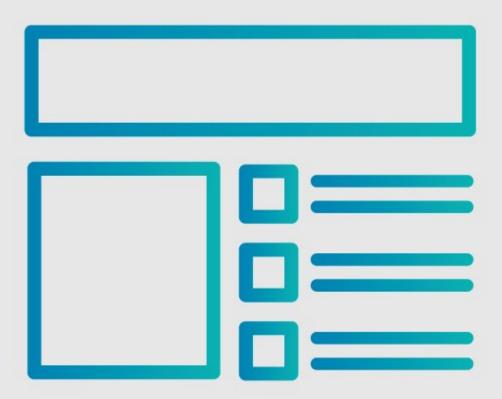
# hotends.fr How to Create a Guide

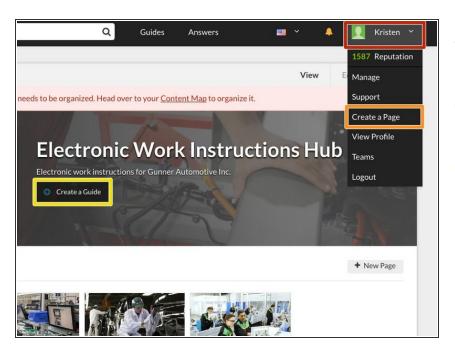
Written By: hotends.fr



# 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

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	<section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>			Starta New Page Way and the research of the optical the optical way and the research of the optical optical optical the optical optical Call optical Ca	Add Content 3			Start a New Page Ward of the second	u give it enough inform - a call to action for off (2) Add C gh quality sable on the Du writing al	ters to join in Content 3		

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

#### Step 3 — Add Introduction Content

1	Details Guide Steps	English 🔛	Create a New (
Category Name Assembly Title How to Assembl Summary Give a short sum	ary.	 L	<ul> <li>tere are a few key poin</li> <li>Visuals communi confusion.</li> <li>The more concisinformation read</li> <li>Reuse prerequisi rewriting them e</li> <li>earn more with the Terlandbook</li> </ul>

- 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

« Back to Assembly	View Edit History	< Back to Assembly	View <b>Edit</b> History	« Back to Assembly	View Edit History
Introduction Details Guide Steps Approval Process Editing Step 1 - Add a title	Steps	Introduction Details Guide Steps Approval Process Editing Step 1 – Add a title	Steps	Introduction Details Guide Steps Approval Process Editing Step 1 – Add a title	Steps
Step Type:	Privacy Privacy Private Privat	Step Type:  C In general terms of the second	Privacy     Pade: Of Physice     Add Teams     Cashe to write the symmetry     Cashe to write the symmetry     Table to write the symmetry     Table to write a mender by varies	Step Type:	Privacy Paile 2 Privace Add Teams Add Assess teams Cates is visible to privace Add Users Include an ender for same
Dete Step     + Insert Step	Data Capture On Off	Collected Step     + Insert	Data Capture On Off	Control C	On Off
< Introduction Next	3	< Introduction N	ext >	« Introduction Next »	

- $\mathbf{F}$  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

Introduction Details Approval Process   Editing Step 1 – Add a title   Step Type on more   Image: Im
On     Off     Shift + H     Navigate to previous step.       Degt to example     + Insert Step     Shift + H     Navigate to previous step.       Image: Delete Step     Shift + H     Open help       Image: Delete Step     View all 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

« Back to Assembly	View <b>Edit</b> History	Cunner Motors     Add Media	Q Guides Answers MEDIA MANAGER	Exit ×	« Back to Assembly	View Edit History
Details     Outlet Step     Approval Process       Editing Step 1 – Add a title       Step Type:     Image To Machine       This h Step 1.       Image To Machine       Image To Machi	Steps  Privacy  Privacy  Add Teams  Add a team to yname  Coals to kolde to yna.  Add Users  Incle a neunder by name  Data Capture  On Of	Num     Al     Num     Mag     Departure		Sortify: A-2 Cov	Introduction Details Guide Steps (Approval) Editing Step 1 - Add a title Step Type: Composition of Modu Composition of Modu Co	Privacy Privacy Public Z Phate
Delete Step     + Insert Step		Delete Step	+ Insert Step	cita annager o	Delete Step	+ Insert Step
« Introduction Next »		* Introduction	Next >		« Introduction	Next »

• 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.

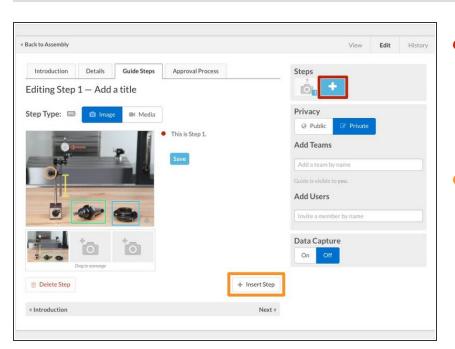
- Click the image or media **placeholder** to open your Media Manager.
- Click the Add Media button to add a new image or video to your library. Review the Media
   Manager Help Page for more information about using media.
- Select the image or media 'file from your library by clicking on it. This will 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



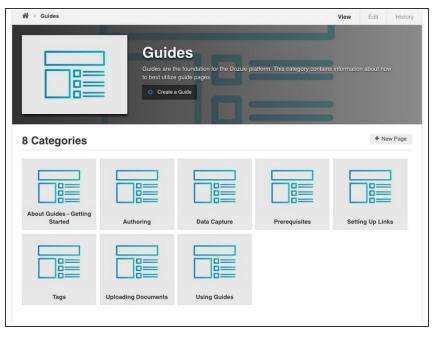
- **Note**: Markup cannot be added to videos or other media.
- Move your curser over your new guide step image, then click the Edit button in the bottom right corner.
- Select the **Markers** option from the menu that appears to open the Markup Window.
- Use the **Tool** menu at the top left to select 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 <u>Help Guides</u> to review specific topics, including:
  - Prerequisite Guides
  - Data Capture
  - Guide Privacy Settings & User
     <u>Access Controls</u>
  - Publishing

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