


# Create a tutorial

Follow this procedure to create a tutorial

 Difficulty **Easy**

 Duration **1 hour(s)**

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Comments

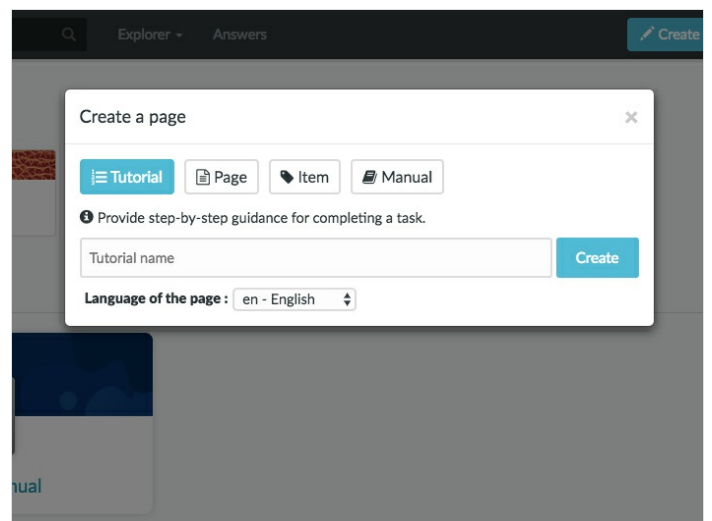
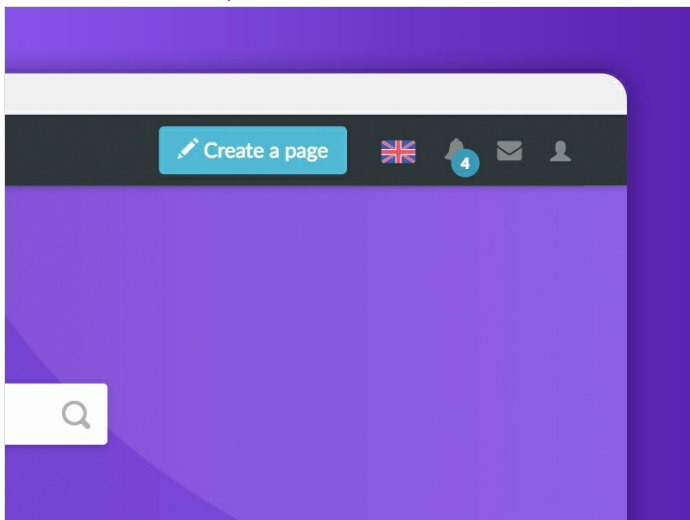
## Prerequisites tutorials

 Créer un compte

 Se connecter et se déconnecter

## Step 1 - Create your tutorial

1. At the top right of the home page, click on **Create a page**.
2. In the pop-up window that opens, select **Tutorial**.
3. Name the tutorial, then click **Create**.



## Step 2 - Fill in the useful information

Once the tutorial has been created, fill in the information that will make it easier to find and understand the tutorial.

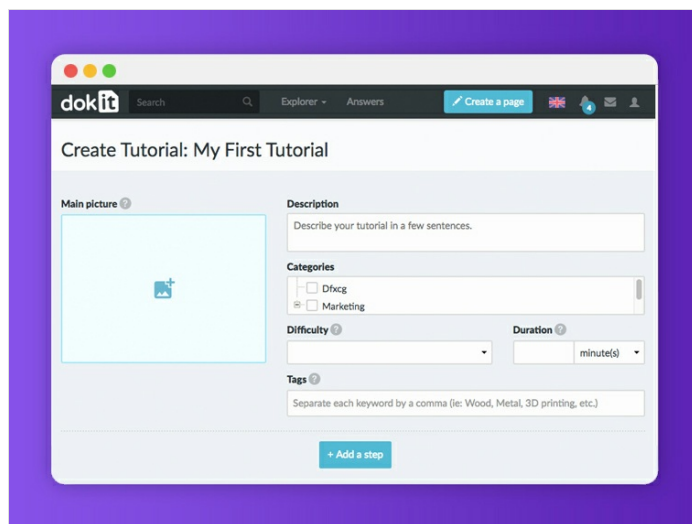
**Description:** Write a short presentation of the purpose of the tutorial

**Categories:** Specify the categories to which the tutorial relates.

**Difficulty:** Indicate the level of difficulty of the tutorial.

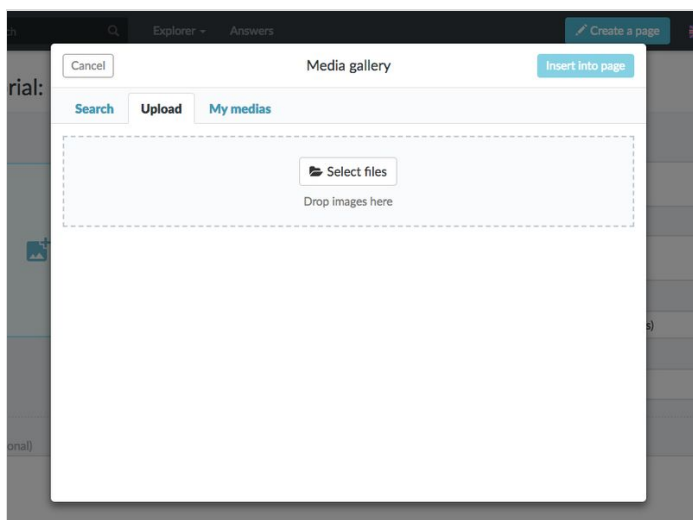
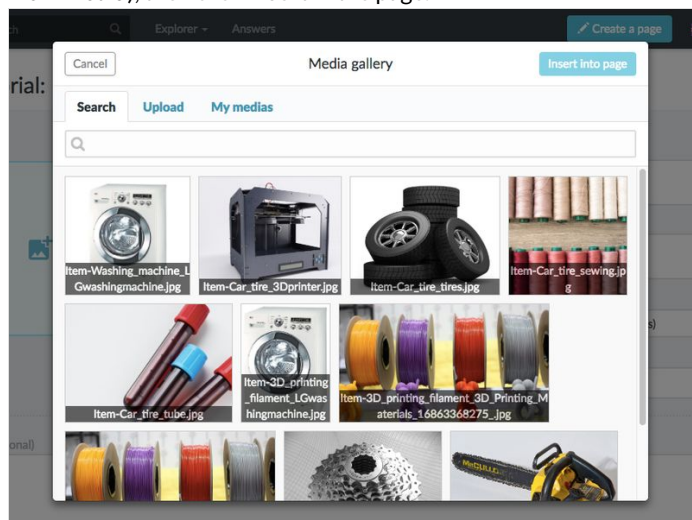
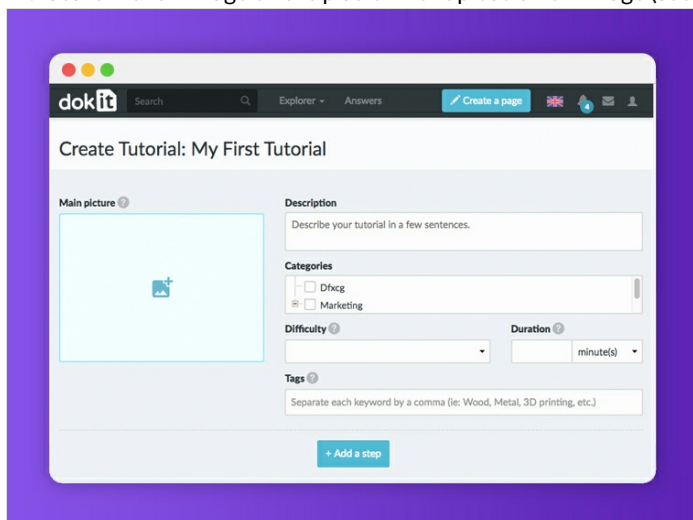
**Keywords:** Enter keywords that will allow users to search for your tutorial more easily.

**Introduction:** Add any preliminary information in this field.



## Step 3 - Add the main image

1. Click on the blue insert to open the media gallery
2. Search for an image on the platform or upload a new image (see **Add New Media**), then click Insert in the page.

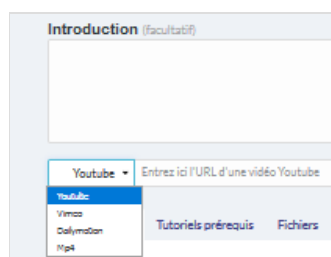


## Step 4 - Add a video

Click on **Add a video** below the space reserved for the introduction.

**i** Added videos can :

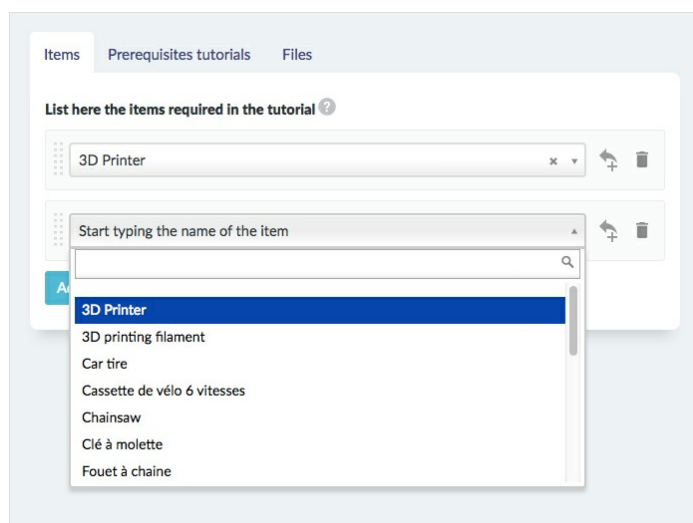
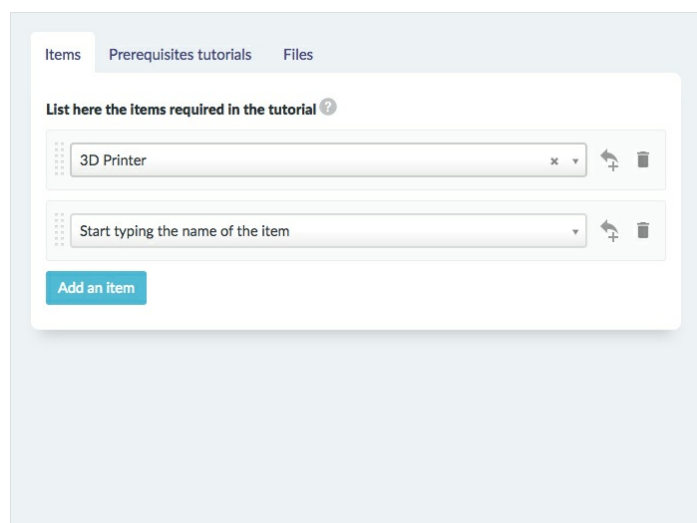
- Either be uploaded directly to the Dokit platform (in .mp4, .mov or WebM formats)
- Either come from different video platforms, such as Youtube, Vimeo, Dailymotion or an MP4 file.



## Step 5 - Add a part or tool, a pre-requisite tutorial or a file

To add parts or tools, click on the "Parts and tools" tab, then click on "Search and add a part, tool or material" to deposit your document. Repeat this maneuver to add prerequisite tutorials and/or files.

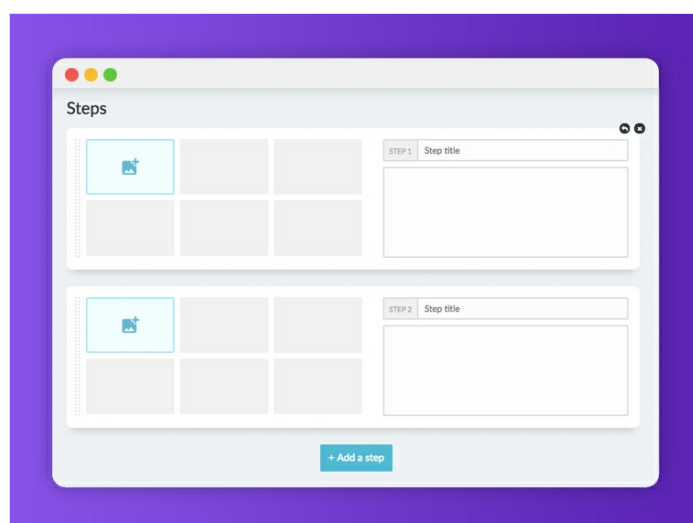
**i** For files, you can also add a link to the site where your file is hosted by clicking on "'Add a link'".



## Step 6 - Create steps

1. Click on the blue insert to open the media gallery and import images
2. Assign a title to your step in the step bar
3. Add a brief description for your stage in the space below the stage bar
4. Click on **Add a step** to complete the tutorial with more steps.

**i** You can also add notes and references in the space below the **Add Step** button.



## Step 7 - Publish your tutorial

- Select the status of the tutorial:
- **Draft** if you have not finished writing it.
- **Submit for Proofreading** when you wish to submit your tutorial to the proofreaders before its publication on the platform.
- Finalize the creation by clicking **Save**.

