Create a new manual

Follow this procedure to create a manual

Difficulty Medium

Duration 10 minute(s)

Contents

Step 1 - Create a manual

Step 2 - Add the main image and the banner

Step 3 - Fill in the useful information

Comments

Step 1 - Create a manual

On the home page, click on **Create a page**. In the window, click on *Manual*. Name the Manual in the field to be completed. Click on **Create**.

	Q, Exp	olorer - Answers	./ Create
	Create	a page	×
🖍 Create a page 🛛 🗮 🤚 🖾 💄	i Tuto	orial Page 🕒 Item 🖉 Manual	
	Provid	e step-by-step guidance for completing a task.	
	Tutorial	name	Create
	Languag	e of the page : en - English	
Q	•		
	nual		

Step 2 - Add the main image and the banner

Click on the blue inserts at the respective Logo and banner locations to open the media gallery.



You can add images from the platform or download them from your computer

A - Download an image from the platform

In the **Search** tab, select an image.

Click on Insert in page to publish the image.

B- Upload a picture from your computer.

Select the *Upload* tab in the pop-up window.

Click $\ensuremath{\textbf{Select Files}}$ to search for an image on your computer.

 In the My images tab, find all the images you have previously uploaded to Dokit.

computer

Finalize your download by clicking on Insert in page.

Step 3 - Fill in the useful information

Description: Describe your manual in a maximum of 140 characters. **Categories**: Specify to which category your manual belongs. **Visibility**: check the box **Display the manual** to the public to make your manual public.

Finalize the creation by clicking on Save.

Edit Organize content	Settings						
Logo	Banner						
dok it User Manual			Categories				
Here is an example of a manual. A manual brings together several tutorials on the same page. You can export your manuals in PDF format.		Marketing					
Visibility	al to the public						

dokit 📟	ch	Q	Categories	Manuals	Items	Answers	🖍 Create a page	*	_	*
Edit										
Organize content	Settings									
Logo	Banner									
User Manual Description					Categor	ies	•			
Here is an example o tutorials on the sam format.						Marketing				
Visibility Display the manu	al to the public									