


# Create a new manual

Follow this procedure to create a manual

 Difficulty **Medium**

 Duration **10 minute(s)**

## Contents

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Comments

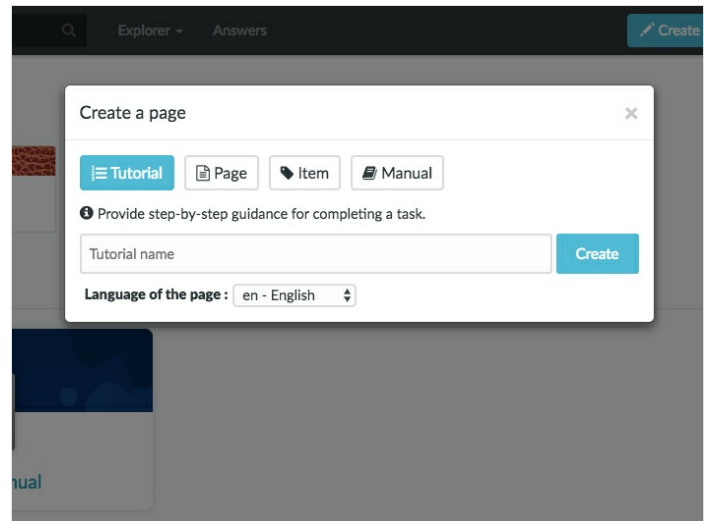
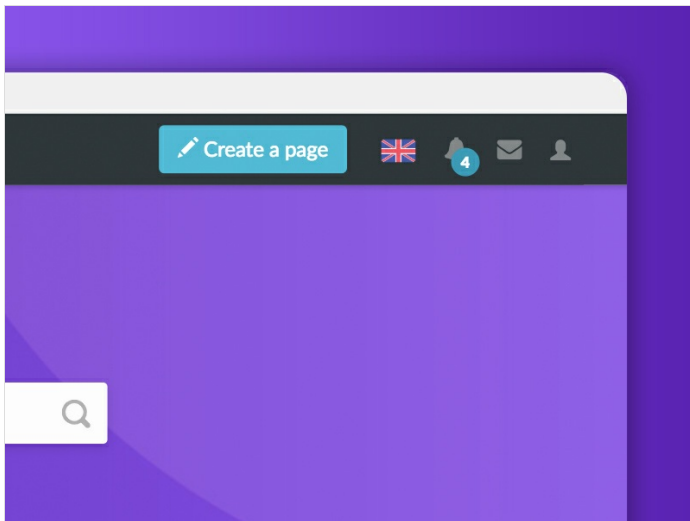
## Step 1 - Create a manual

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**.



## 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.

**i** 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.

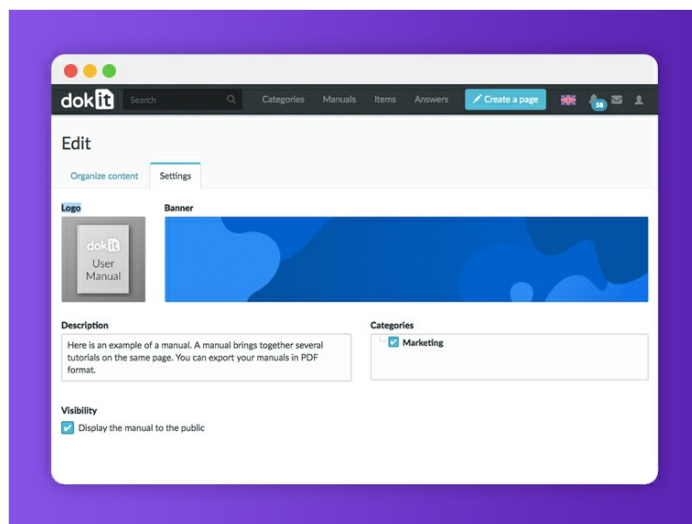
Select the *Upload* tab in the pop-up window.

Click **Select Files** to search for an image on your computer.

**i** 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**.

