


Organizing a manual

Follow this procedure to add and organize pages and titles in your Dokit manuals.

 Difficulty **Very easy**

 Duration **1 minute(s)**

Contents

Step 1 - Go to the editing page of the manual

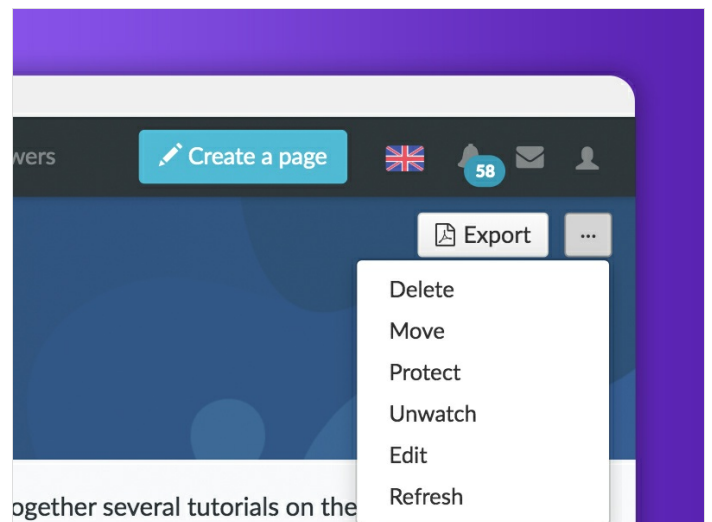
Step 2 - Edit the manual

Step 3 - See your changes

Comments

Step 1 - Go to the editing page of the manual

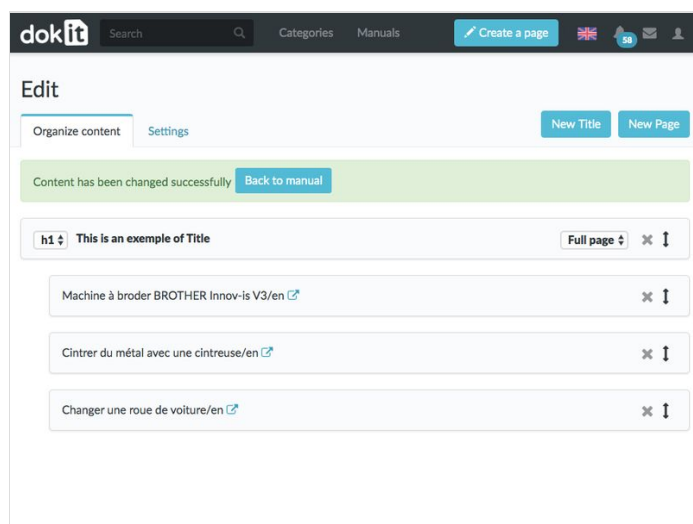
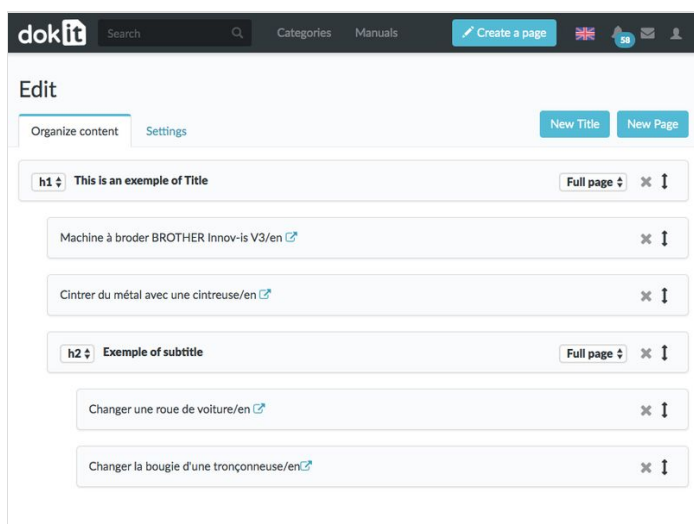
1. Go to the page of the manual to be modified.
2. Click on the ●●● icon in the upper right-hand corner of the manual.
3. Click on **Edit**, in the menu that appears



Step 2 - Edit the manual

1. Click **New title** to add a title
2. Click on **New page** to search for a page among the pages of the platform and to add it to your manual
3. Use the **arrow** (located to the right of each line) to rearrange the items in the manual between them.
4. Use the **cross** to delete an item from the manual.
5. **Save**
6. Return to the modified manual page by clicking **Back to manual**.

💡 For each title, choose **Top of page** or **Full page** depending on whether you want to create a title that will be displayed at the top of the PDF export page or as a full page (adding a page break before and after the title).



Step 3 - See your changes

When you return to the manual page, you will immediately see the changes made.

To learn how to export a manual to PDF, click [here](#).

