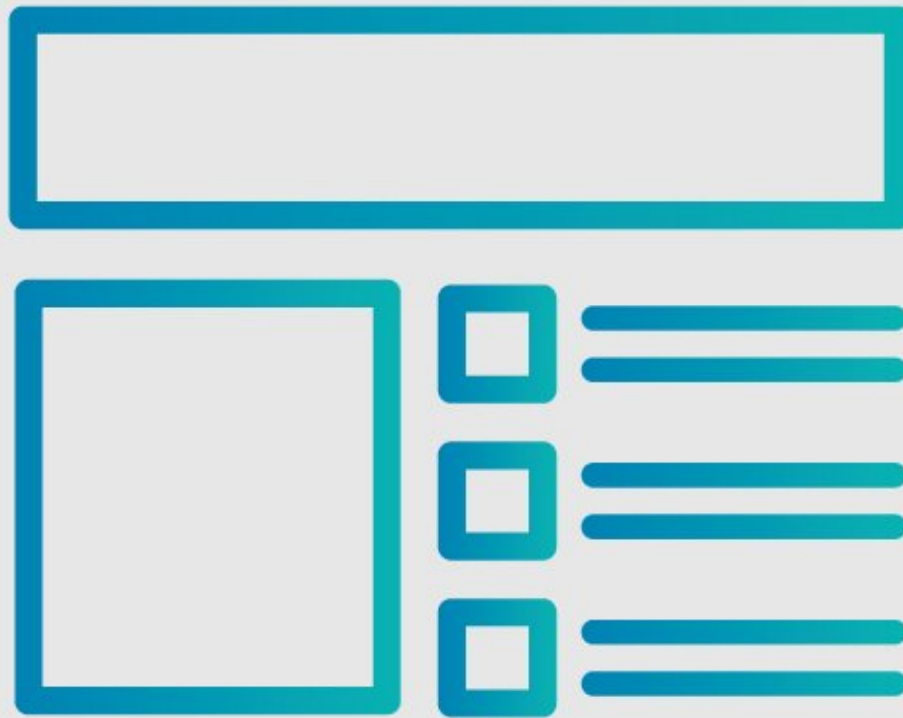


UltiBots

How to Create a Guide

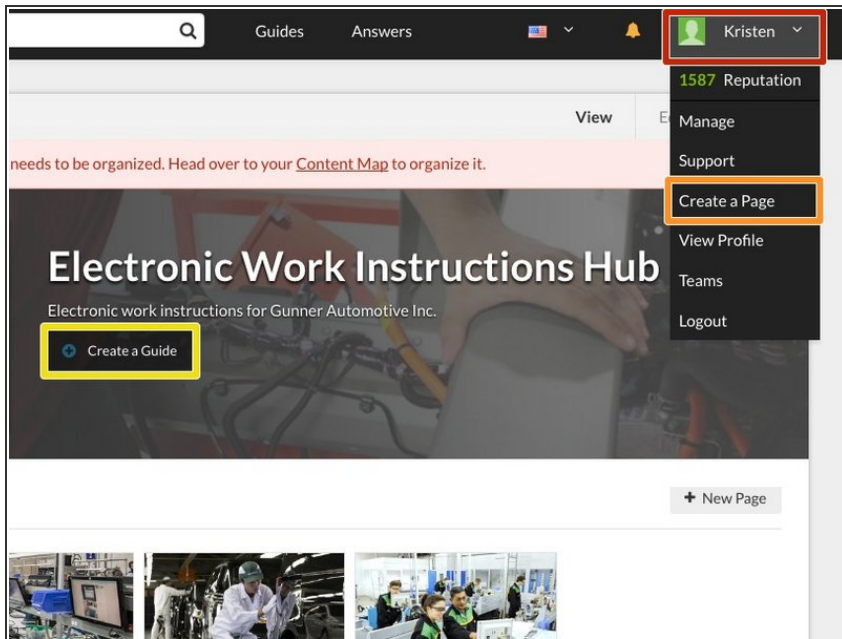
Written By: Michael Hackney



INTRODUCTION

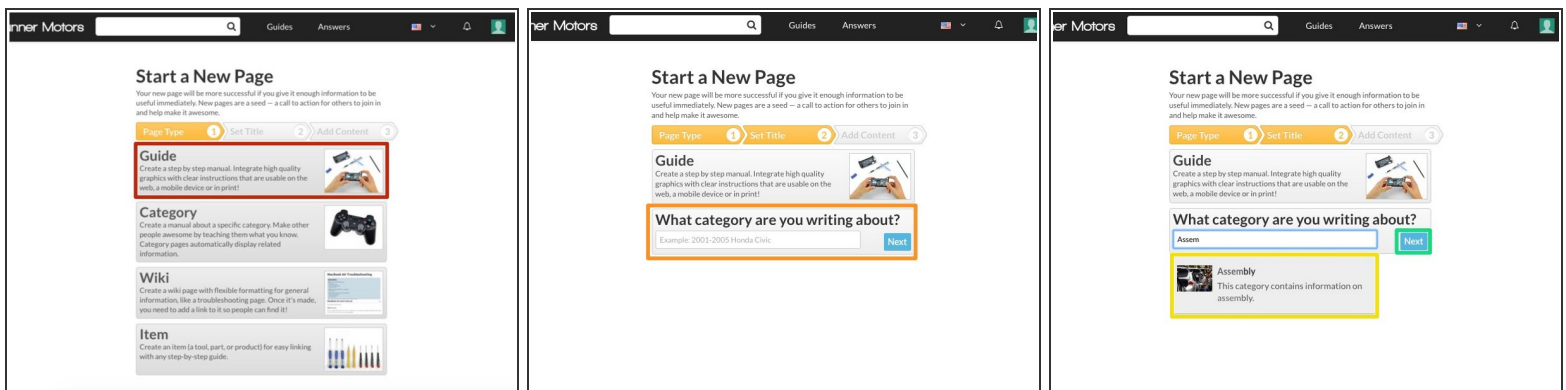
This guide demonstrates how to create a guide page.

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



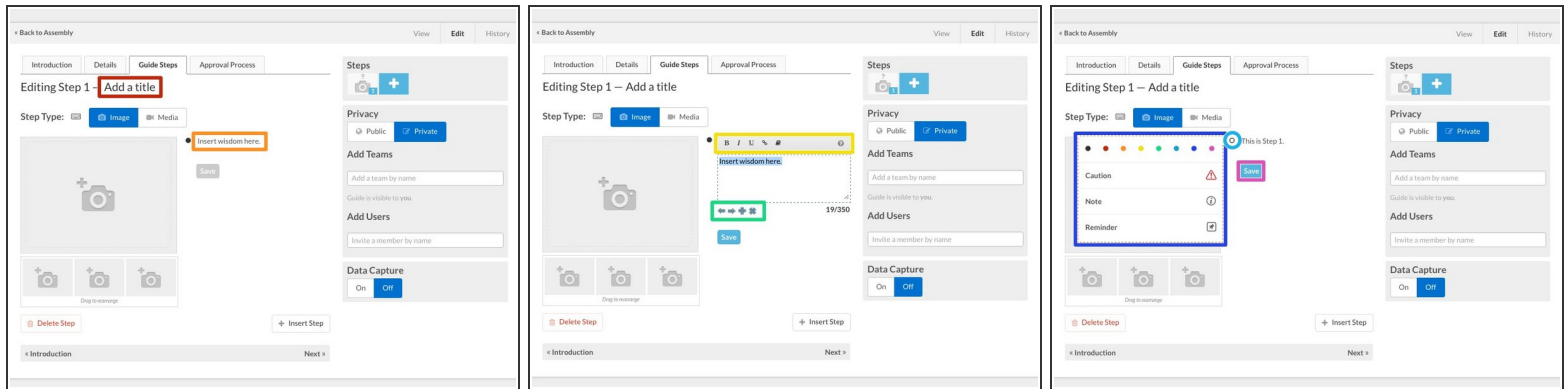
- Select **Guide** from the Page Options list.
- Enter the name of the **category** you'd like to organize your new guide within.
- If the category already exists, it will appear in a drop-down list below the text box. Select the your **category** from the list.
- ⓘ If the category does **not** already exist, a **new** category page will be created.
- Click **Next**.


Step 3 — Add Introduction Content

The screenshot shows the 'Create a New Guide' interface for Gunner Motors. The 'Introduction' tab is active. The 'Category Name' is set to 'Assembly'. The 'Title' field contains 'How to Assembly'. The 'Summary' field contains 'Give a short summary.' Below the summary field is a 'Show More' button. At the bottom right, there are 'Preview' and 'Save' buttons. The 'Save' button is highlighted with a green border. A status bar at the bottom indicates 'Creating Introduction'.

- 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 **See 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**.

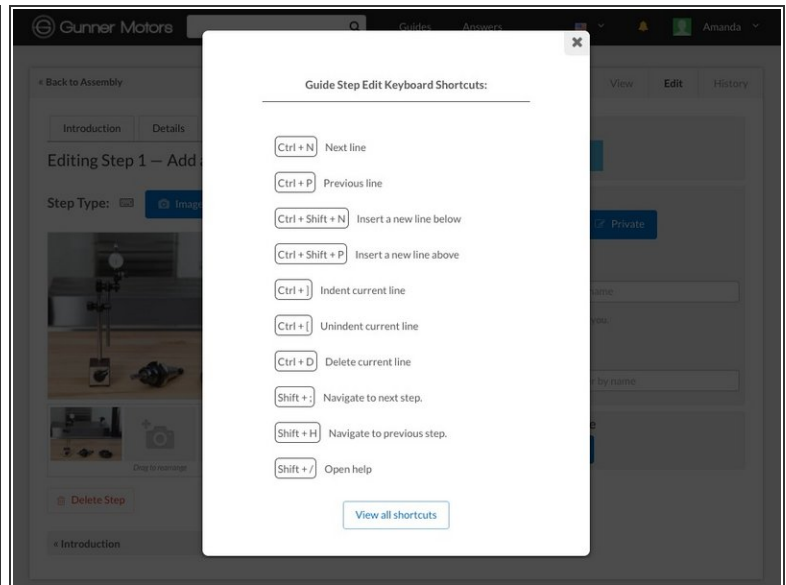
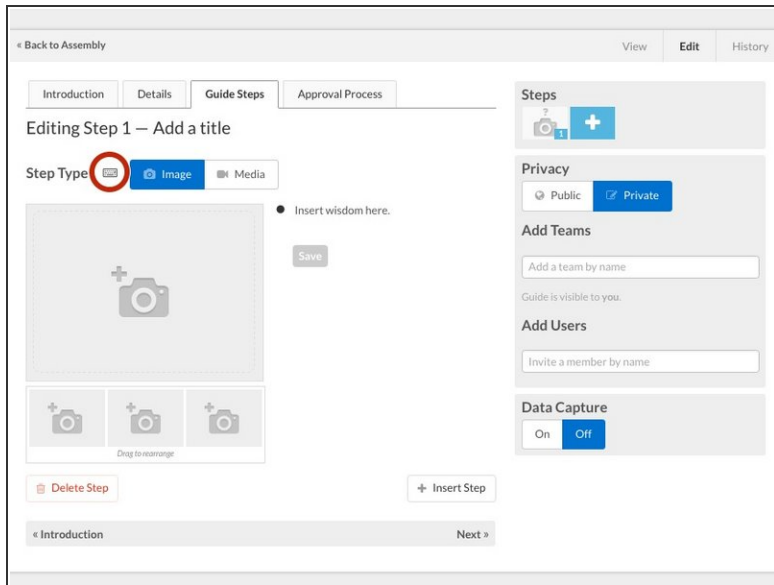
Step 4 — Create a Step



 Begin creating the body of your guide by creating your first guide step.

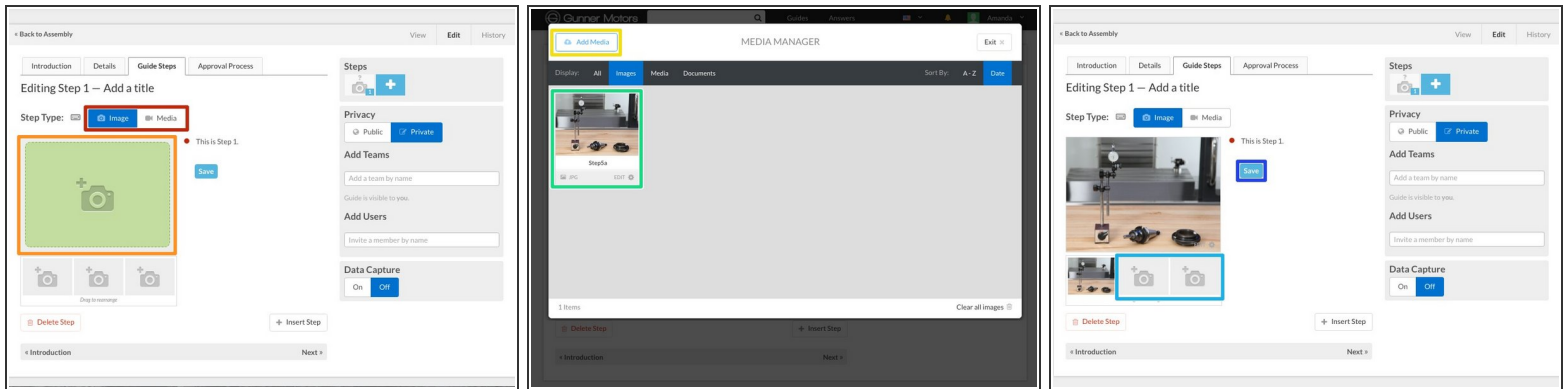
- Click on the **Add a Title** text to enter a title for your first step.
- Click on the **Insert wisdom here** text to enter your first bullet point text instructions.
- Use the **formatting toolbar** at the top of the text editing box to format your text or [add links](#).
- Use the **arrows** below 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



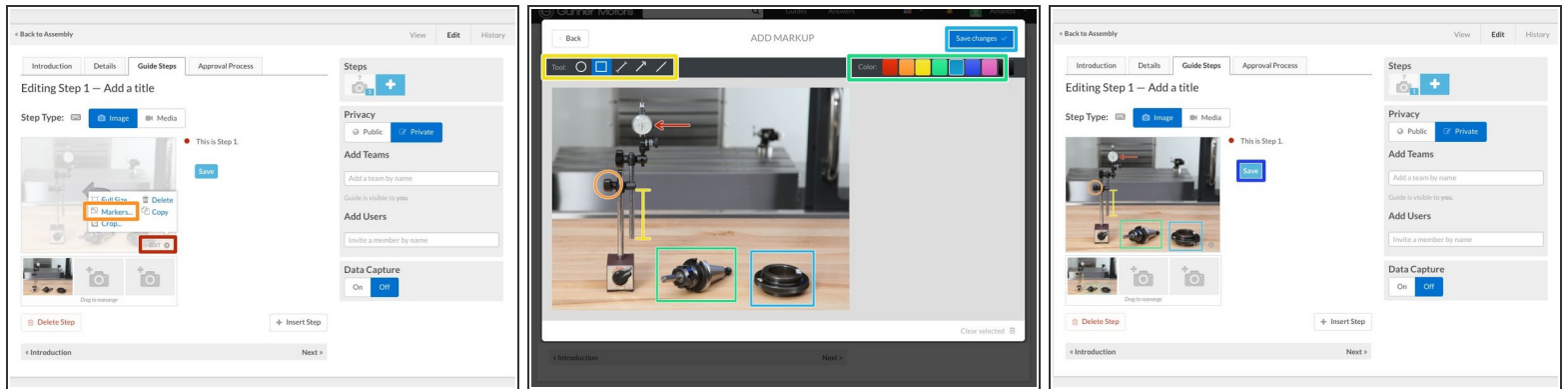
- Click the **keyboard icon** at the top of the guide to open a Keyboard Shortcuts pop-up window.
- ❗ Use these (and others listed in the KeyBoard Shortcuts window) to quickly navigate while creating guide steps:
 - **Return:** Next bullet or insert new bullet.
 - **Shift + Return:** Previous Bullet or Insert Bullet Above
 - **Ctrl +]:** Indent bullet.
 - **Ctrl + [:** Unindent bullet.
 - **Ctrl + D:** Delete bullet.


Step 6 — Add Step Visuals



- 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.

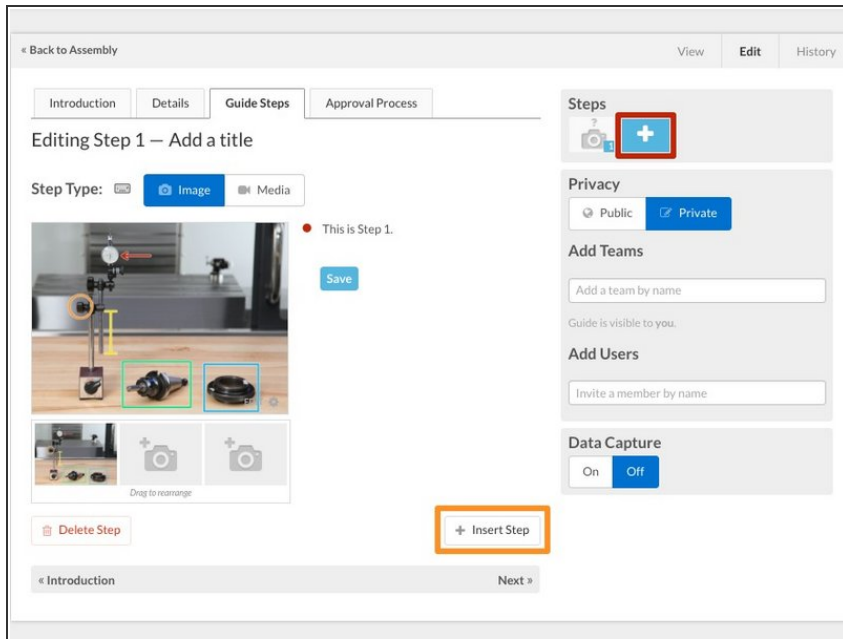
Step 7 — Add Image Markup



 **Note:** Markup cannot be added to videos or other media.

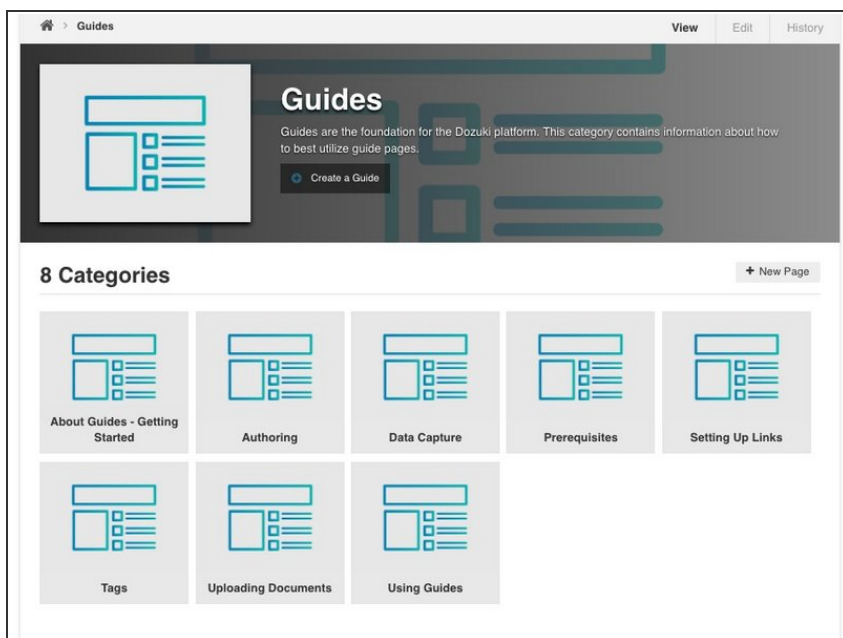
- Move your cursor over your new guide step image, then click the **Edit button** in the bottom right corner.
- Select the **Markers** option from the menu that appears to open the Markup Window.
- Use the **Tool menu** at the top left to select a shape, line or arrow marker, then simply click the image 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 [Help Guides](#) to review specific topics, including:
 - [Prerequisite Guides](#)
 - [Data Capture](#)
 - [Guide Privacy Settings & User Access Controls](#)
 - [Publishing](#)

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