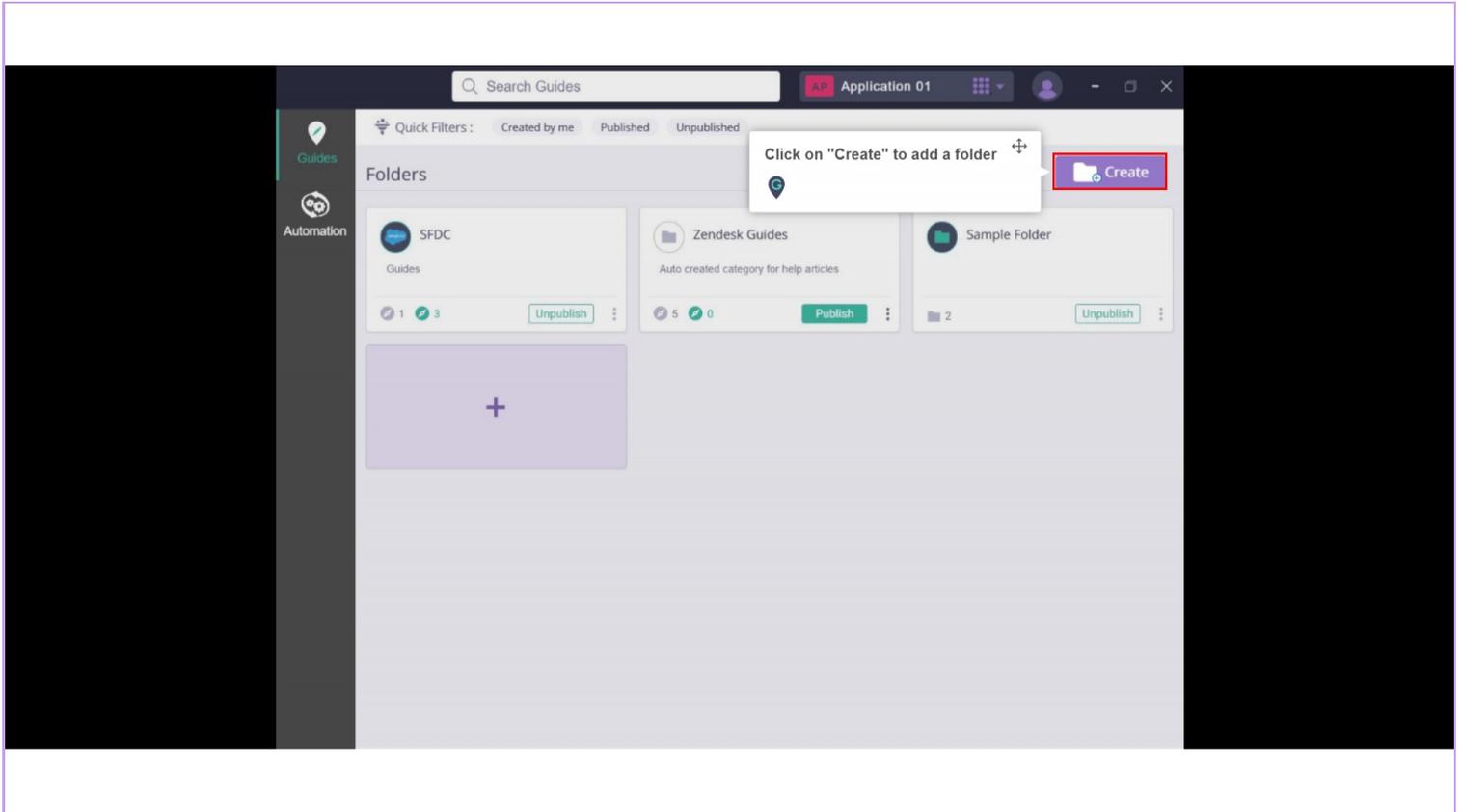




Learn to add a Folder, Subfolder and HowTo
Guide

Step: 01

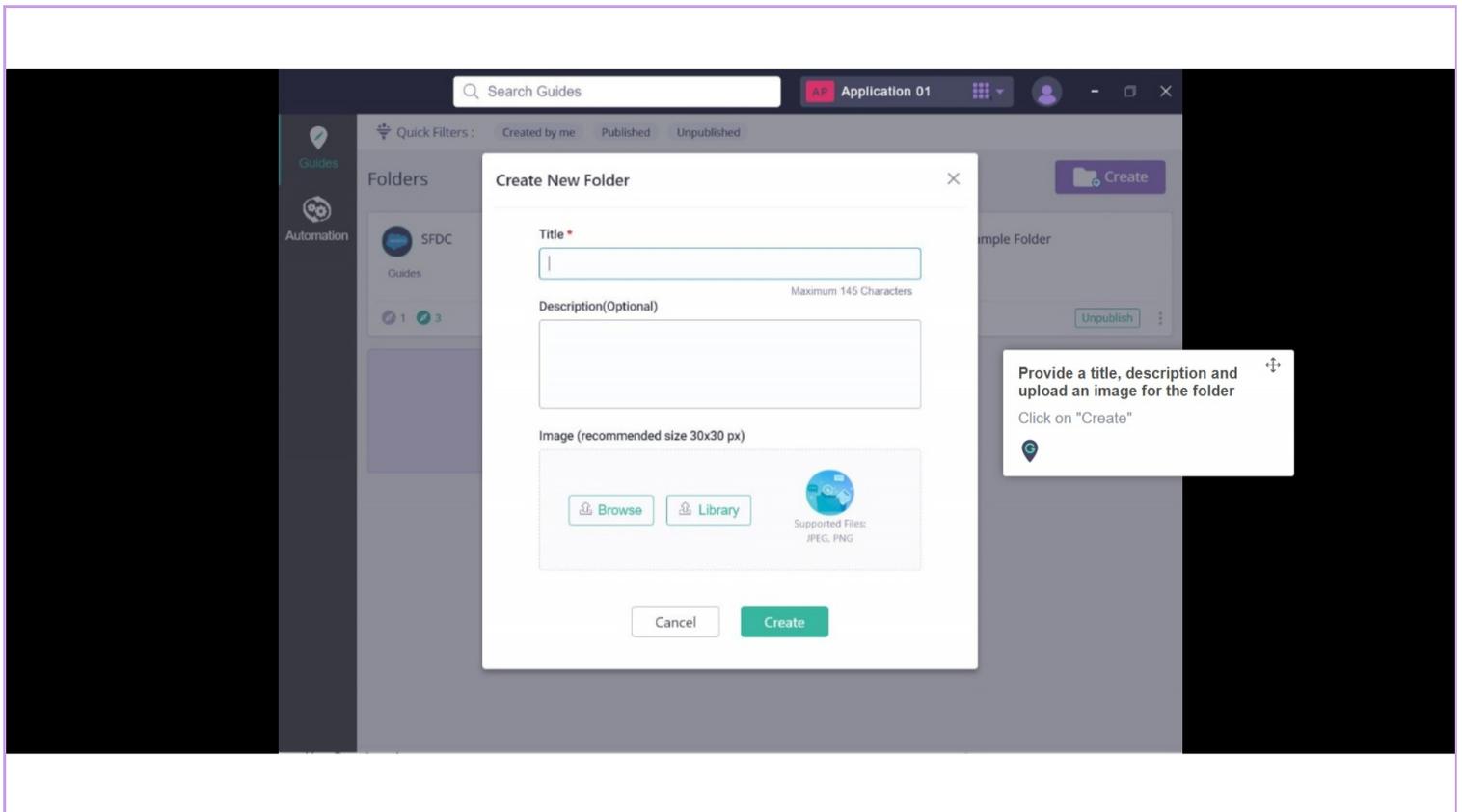
1) Click on "Create" to add a folder



Step: 02

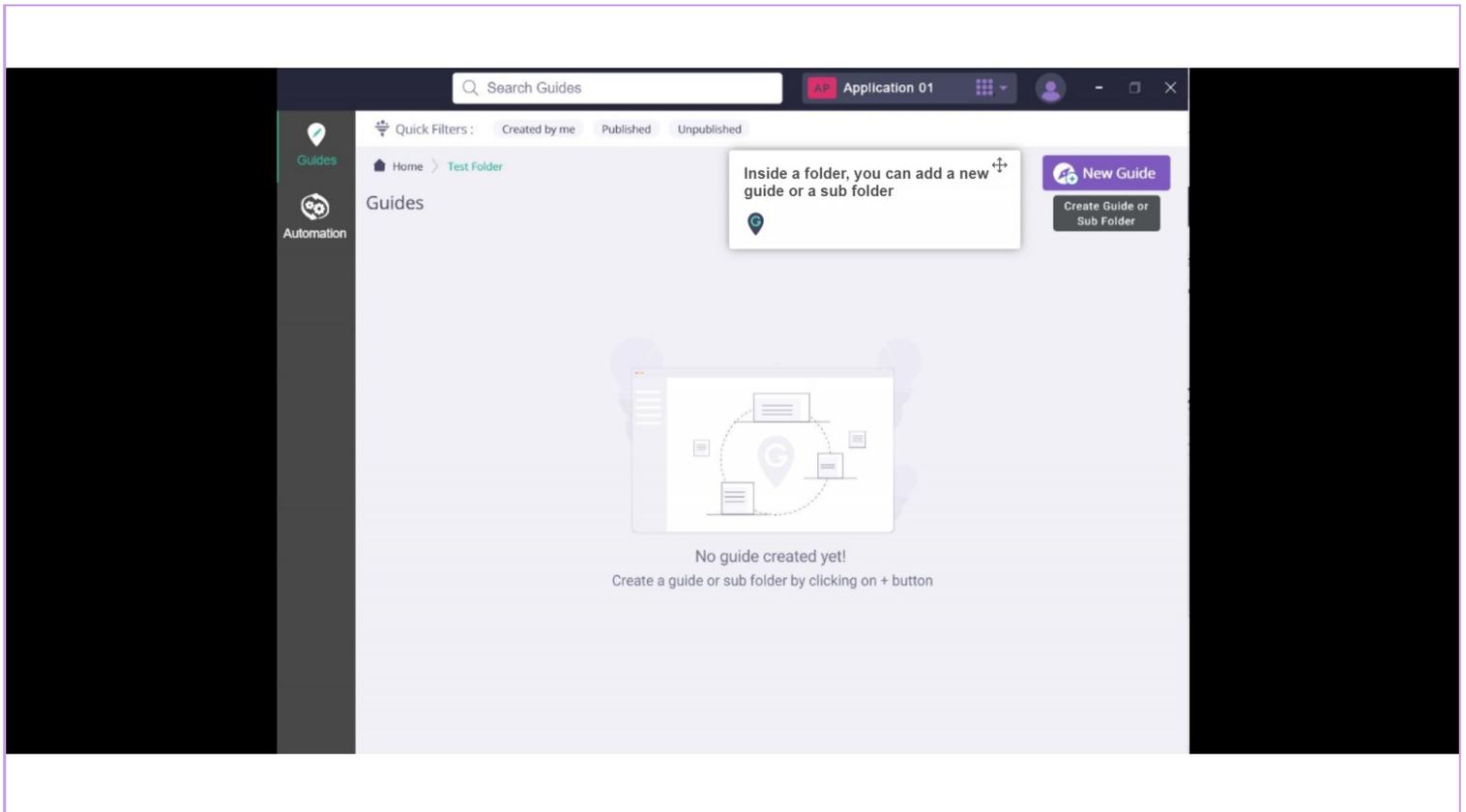
Provide a title, description and upload an image for the folder

Click on "Create"



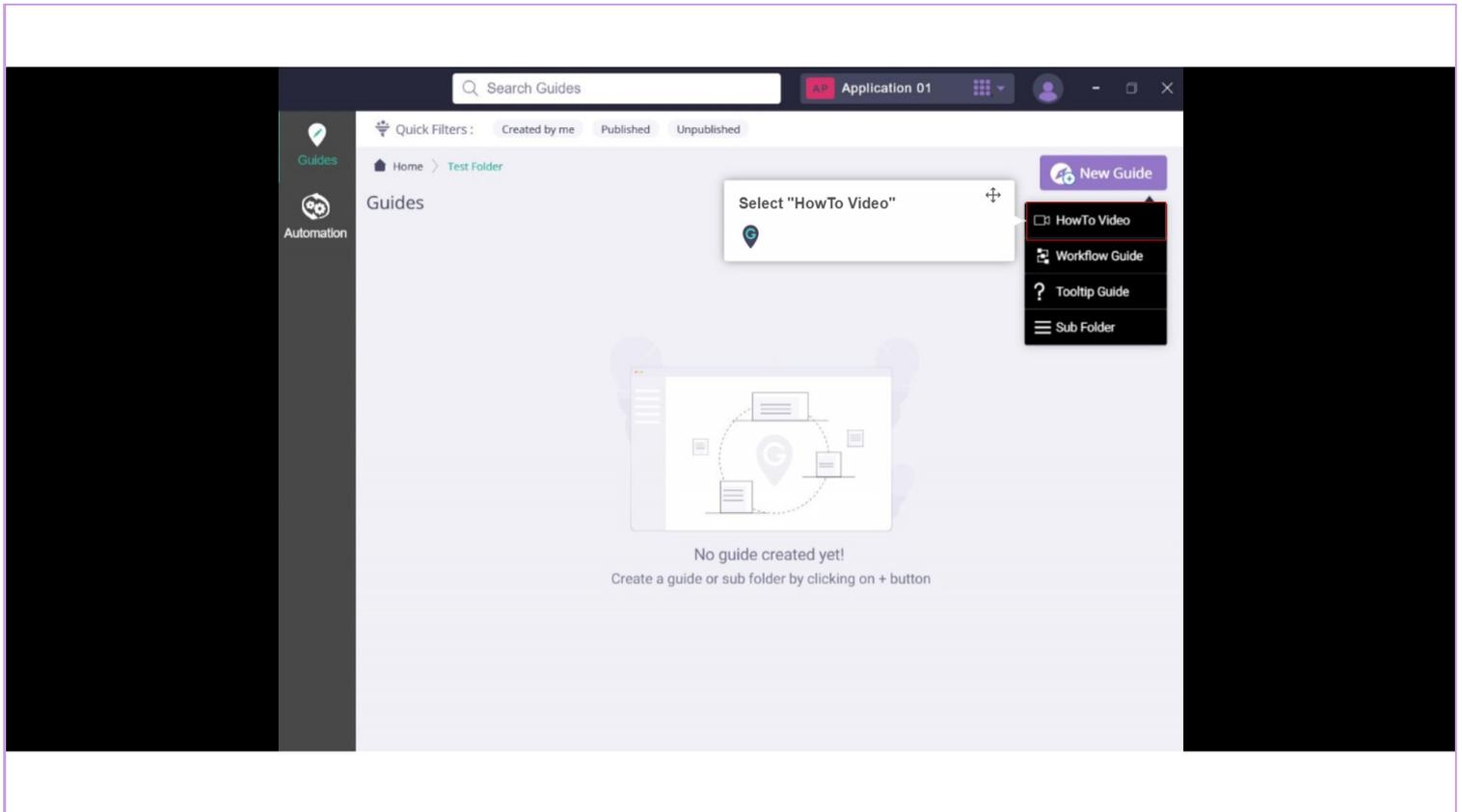
Step: 03

Inside a folder, you can add a new guide or a sub folder



Step: 04

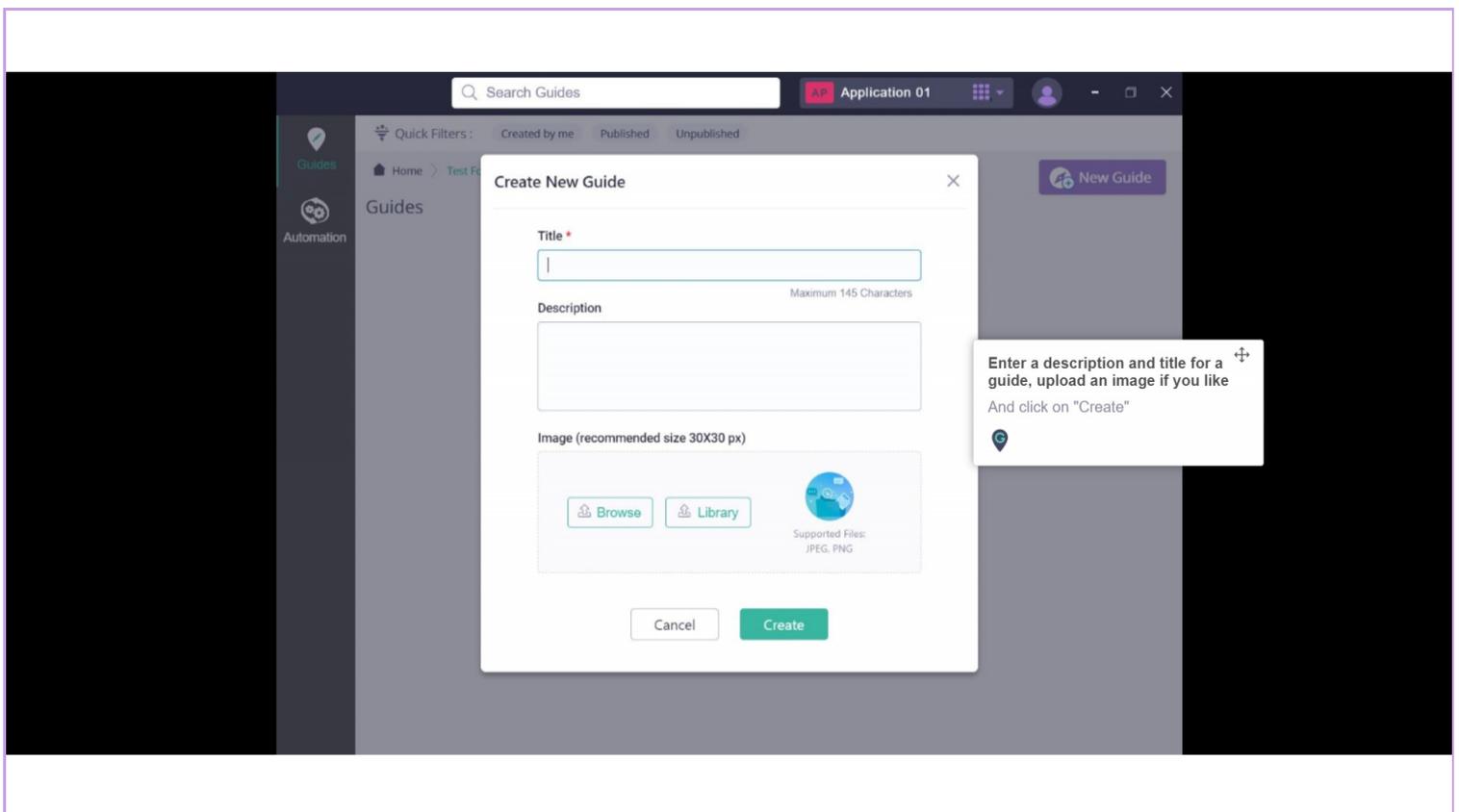
1) Select "HowTo Video"



Step: 05

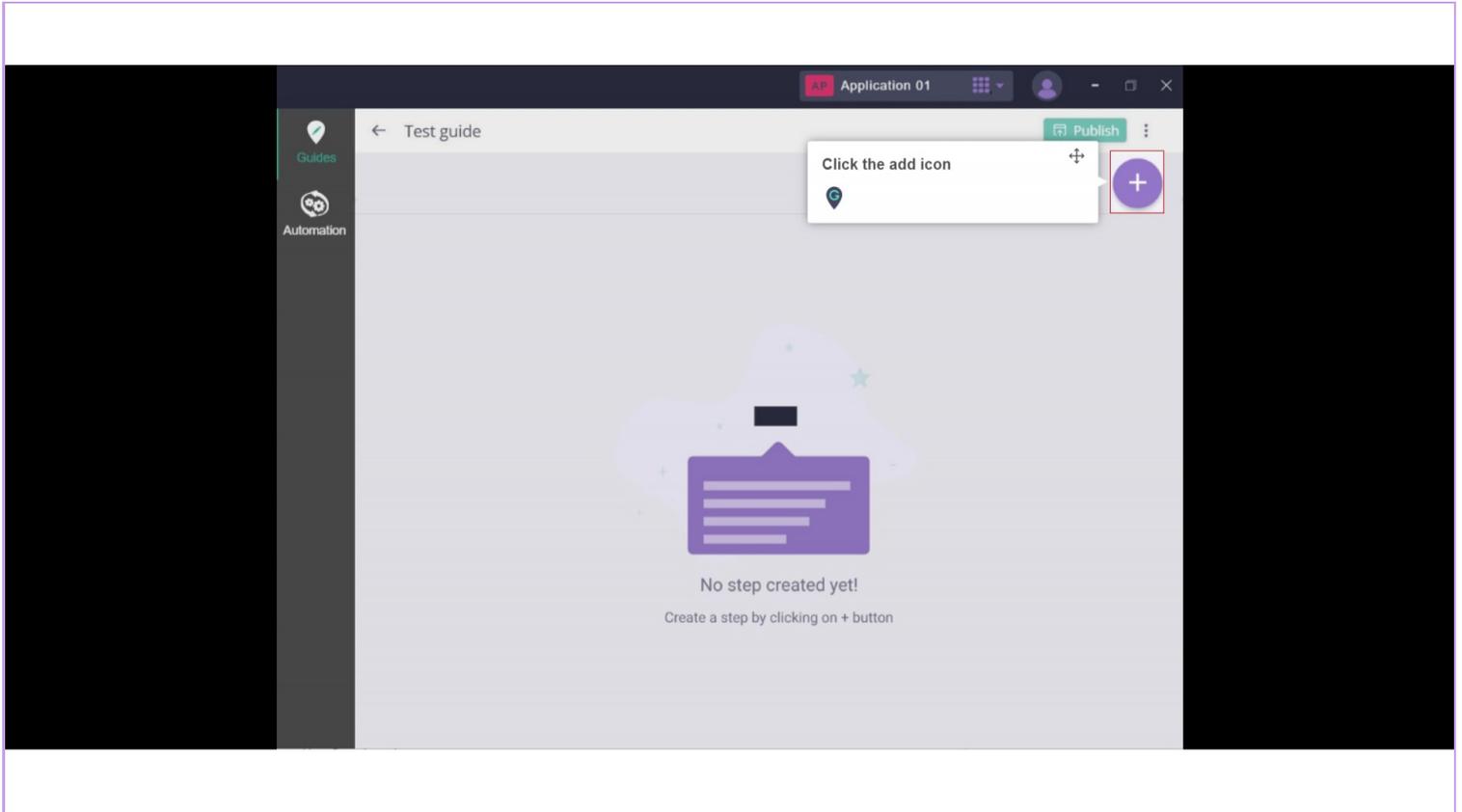
Enter a description and title for a guide, upload an image if you like

And click on "Create"



Step: 06

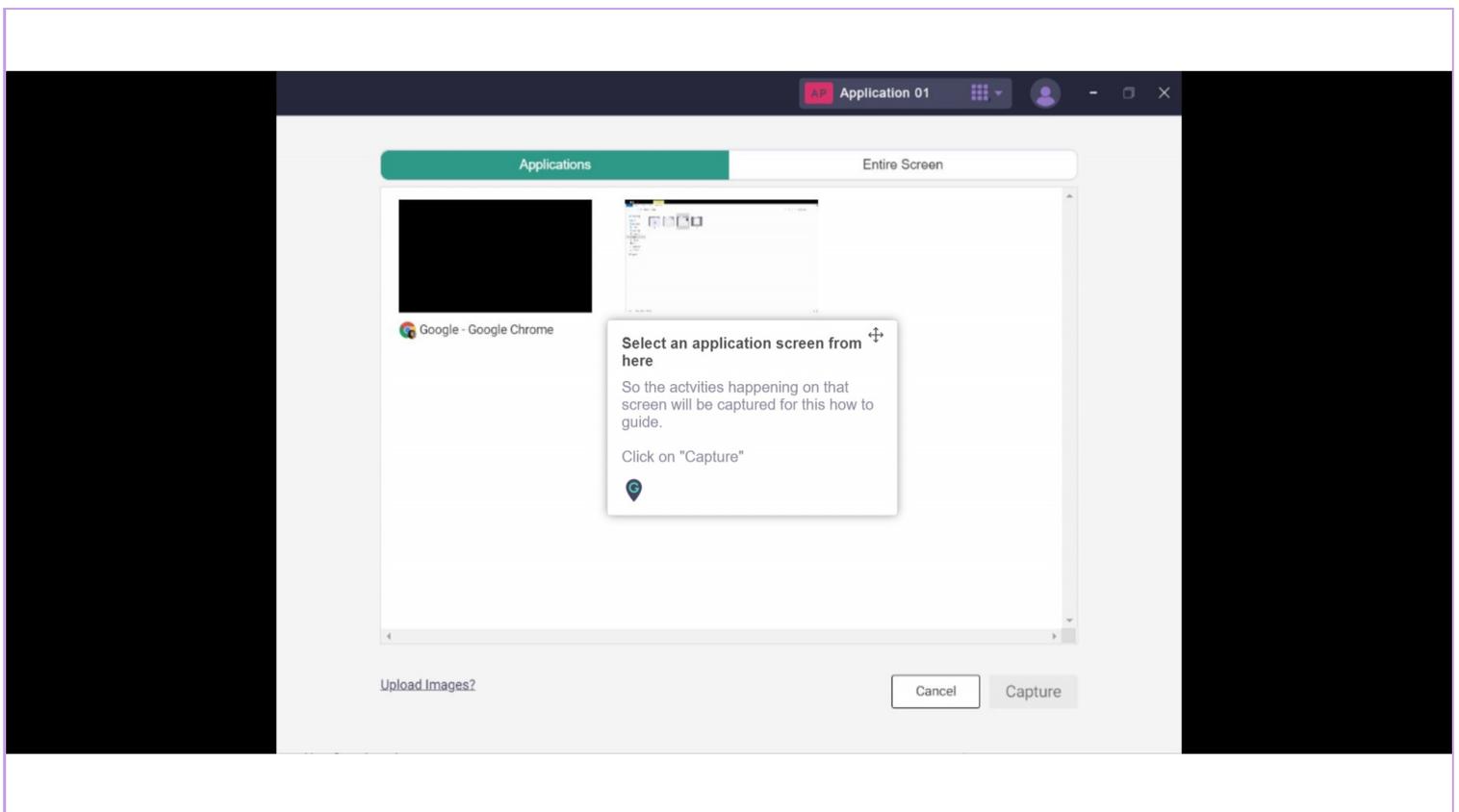
1) Click the add icon



Step: 07

Select an application screen from here

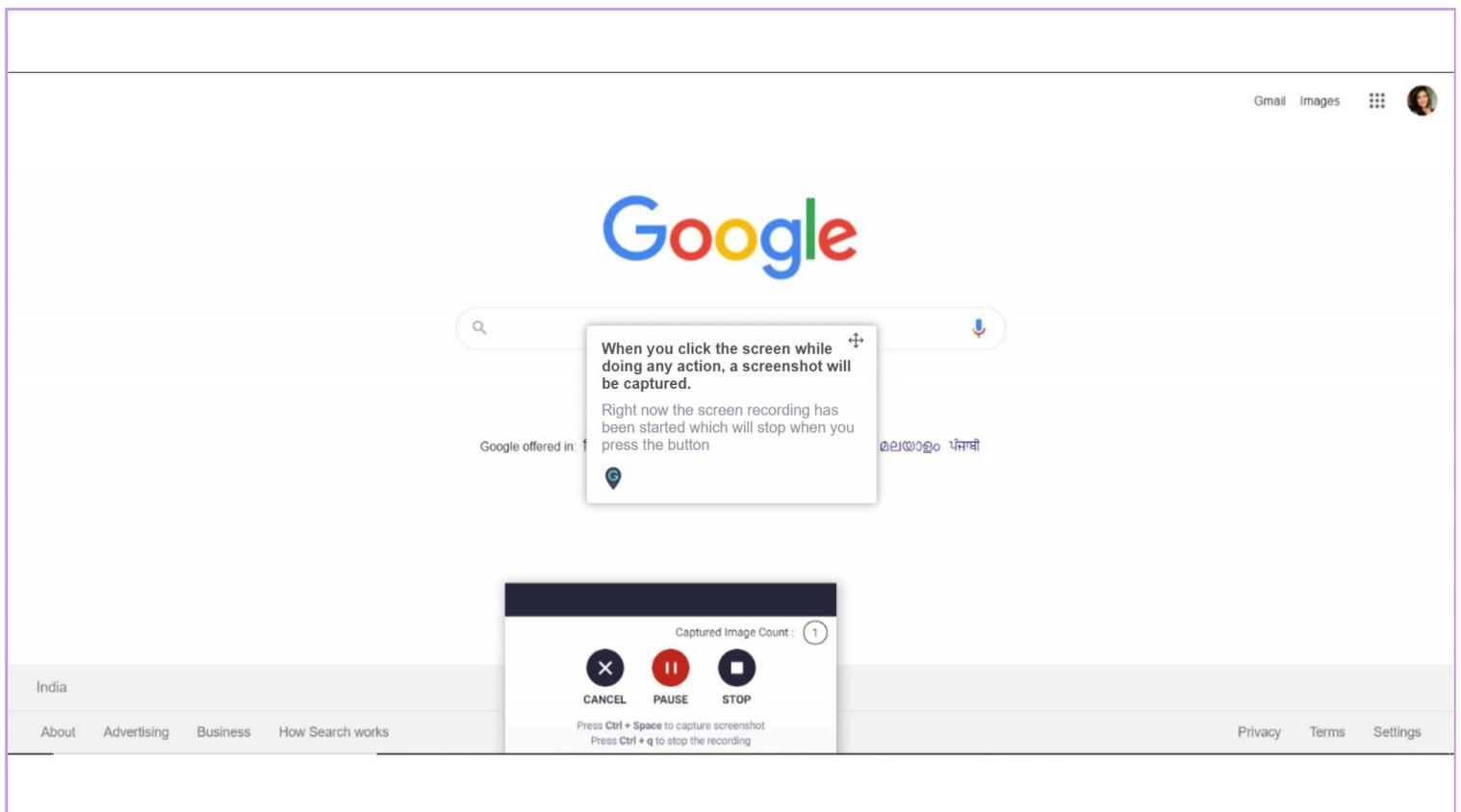
So the activities happening on that screen will be captured for this how to guide. Click on "Capture"



Step: 08

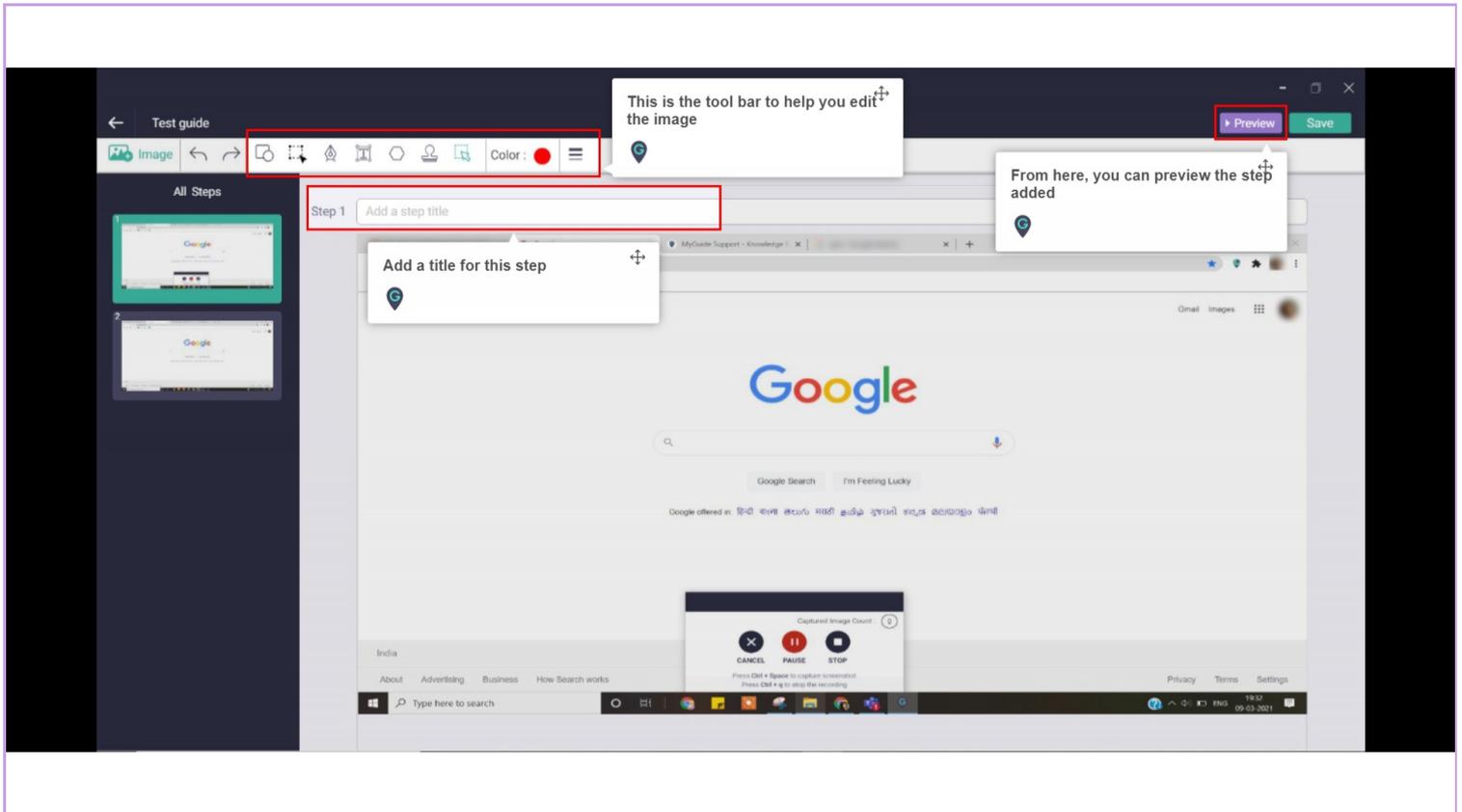
When you click the screen while doing any action, a screenshot will be captured.

Right now the screen recording has been started which will stop when you press the button



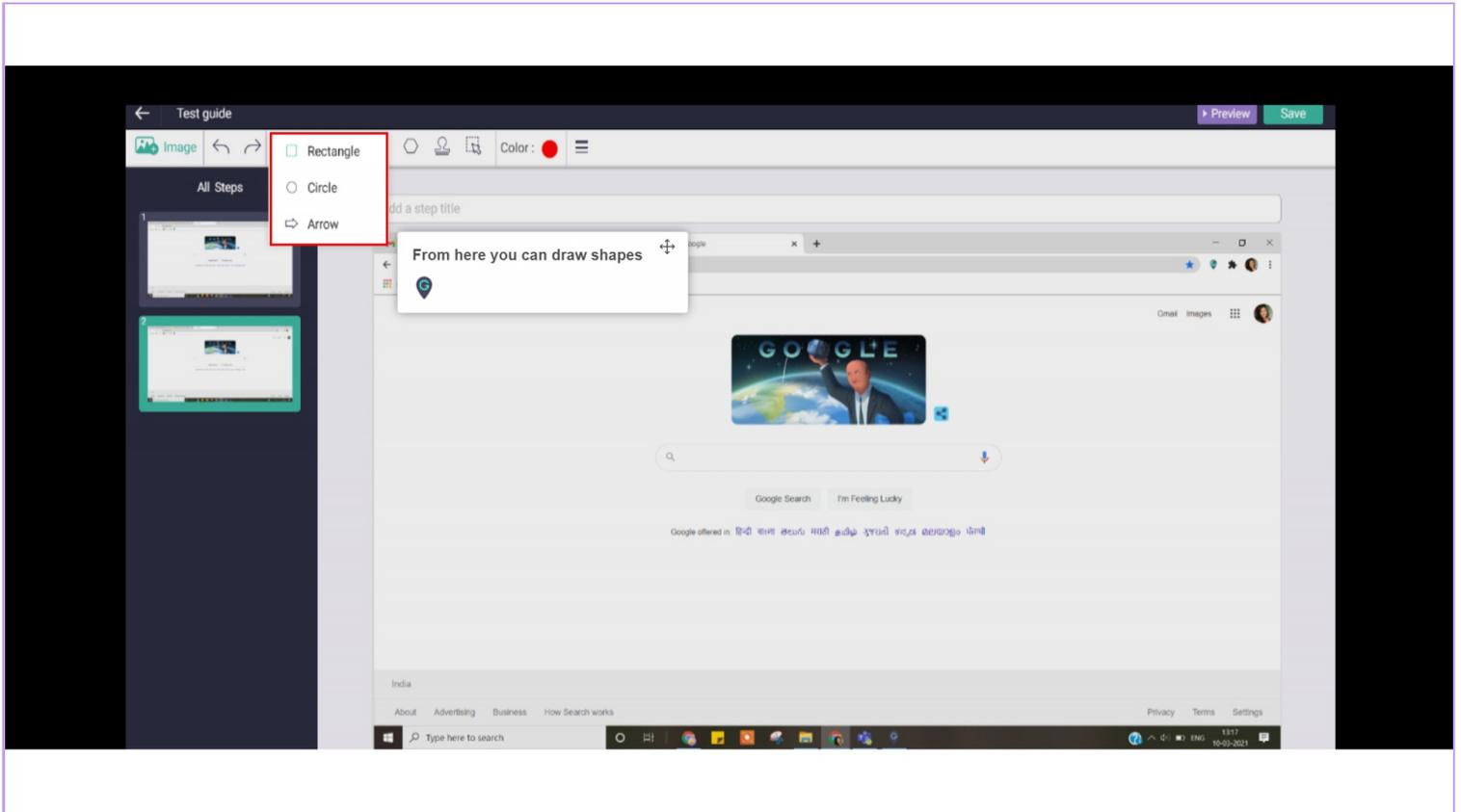
Step: 09

- 1) This is the tool bar to help you edit the image
- 2) From here, you can preview the step added
- 3) Add a title for this step



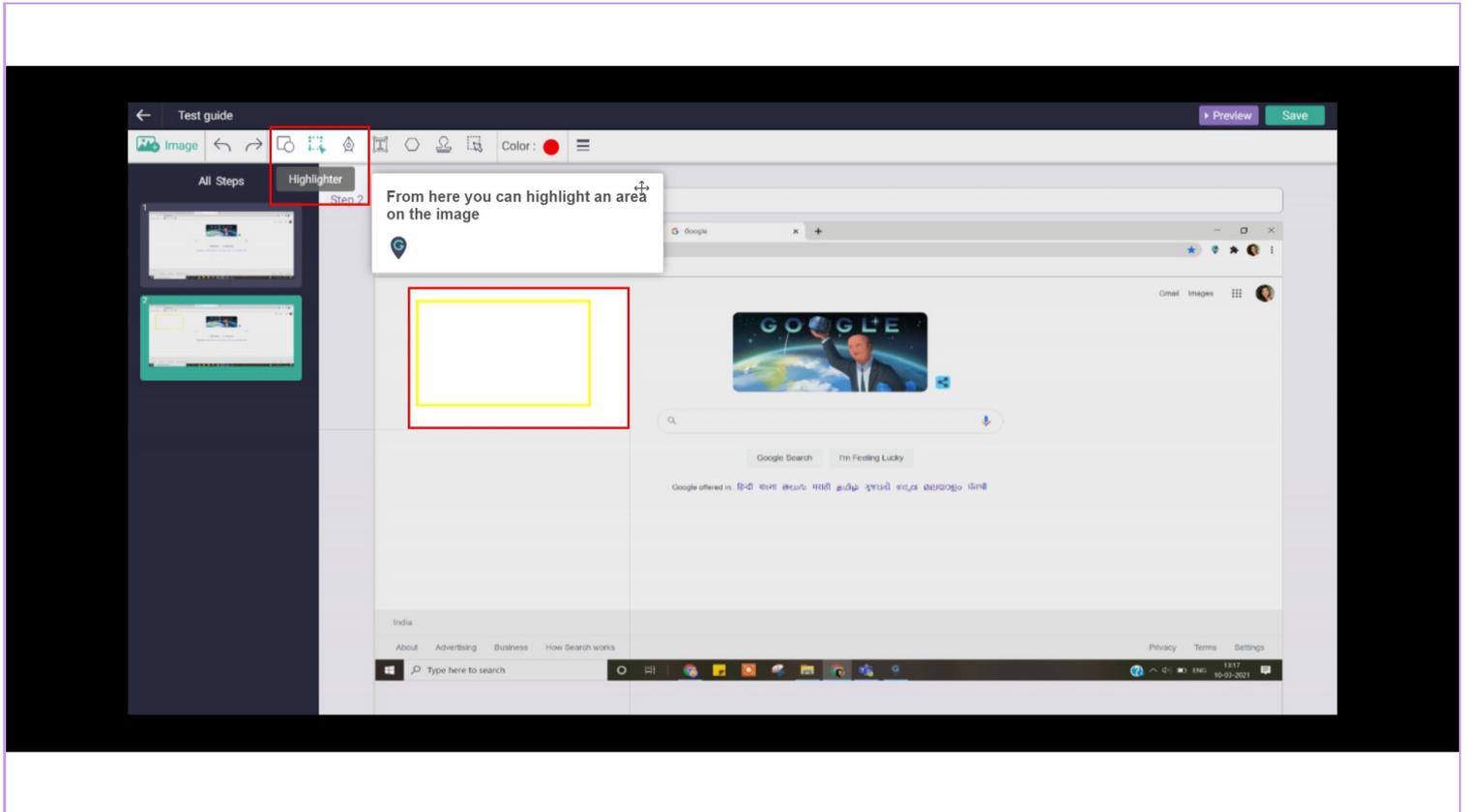
Step: 10

From here you can draw shapes



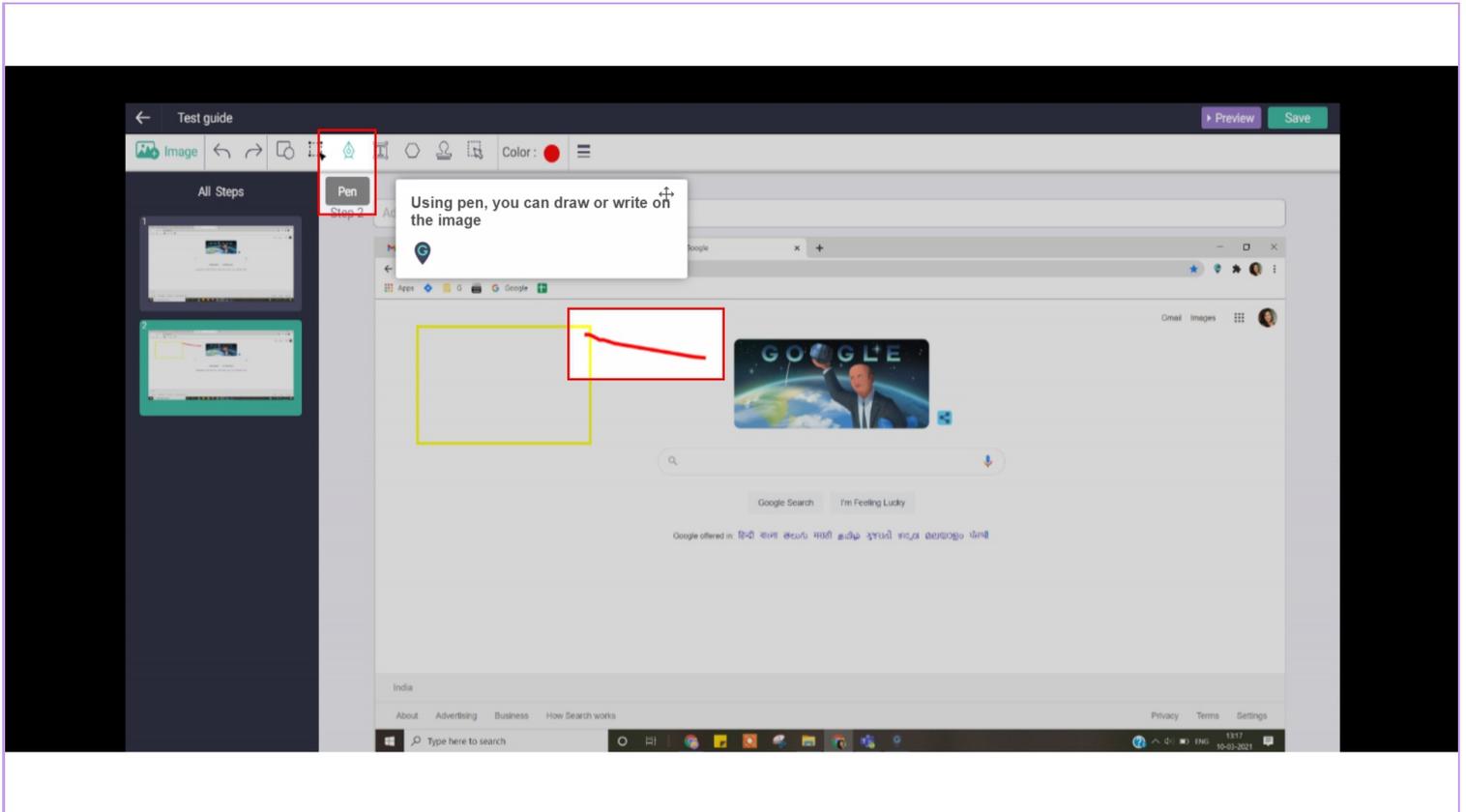
Step: 11

From here you can highlight an area on the image



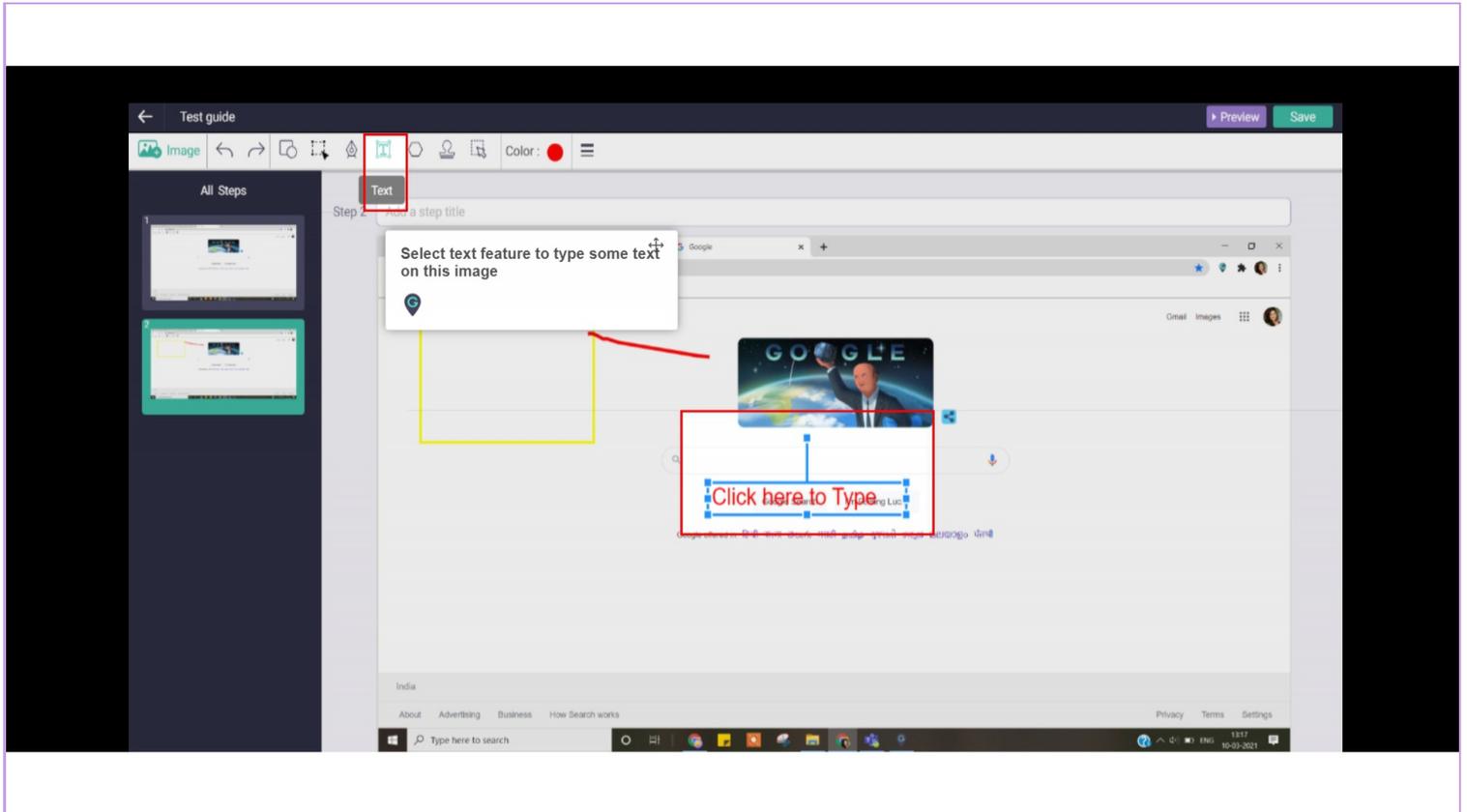
Step: 12

Using pen, you can draw or write on the image



Step: 13

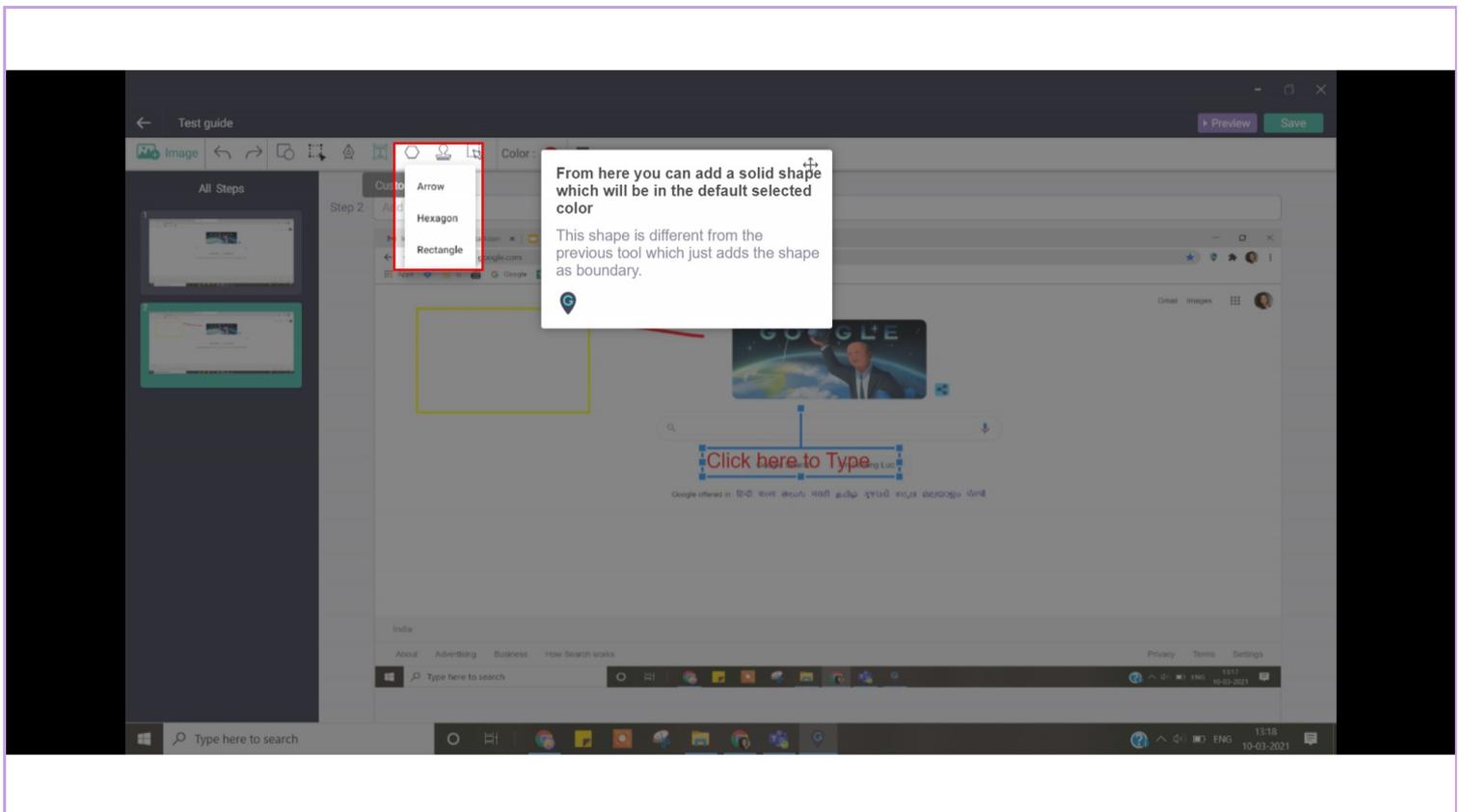
Select text feature to type some text on this image



Step: 14

From here you can add a solid shape which will be in the default selected color

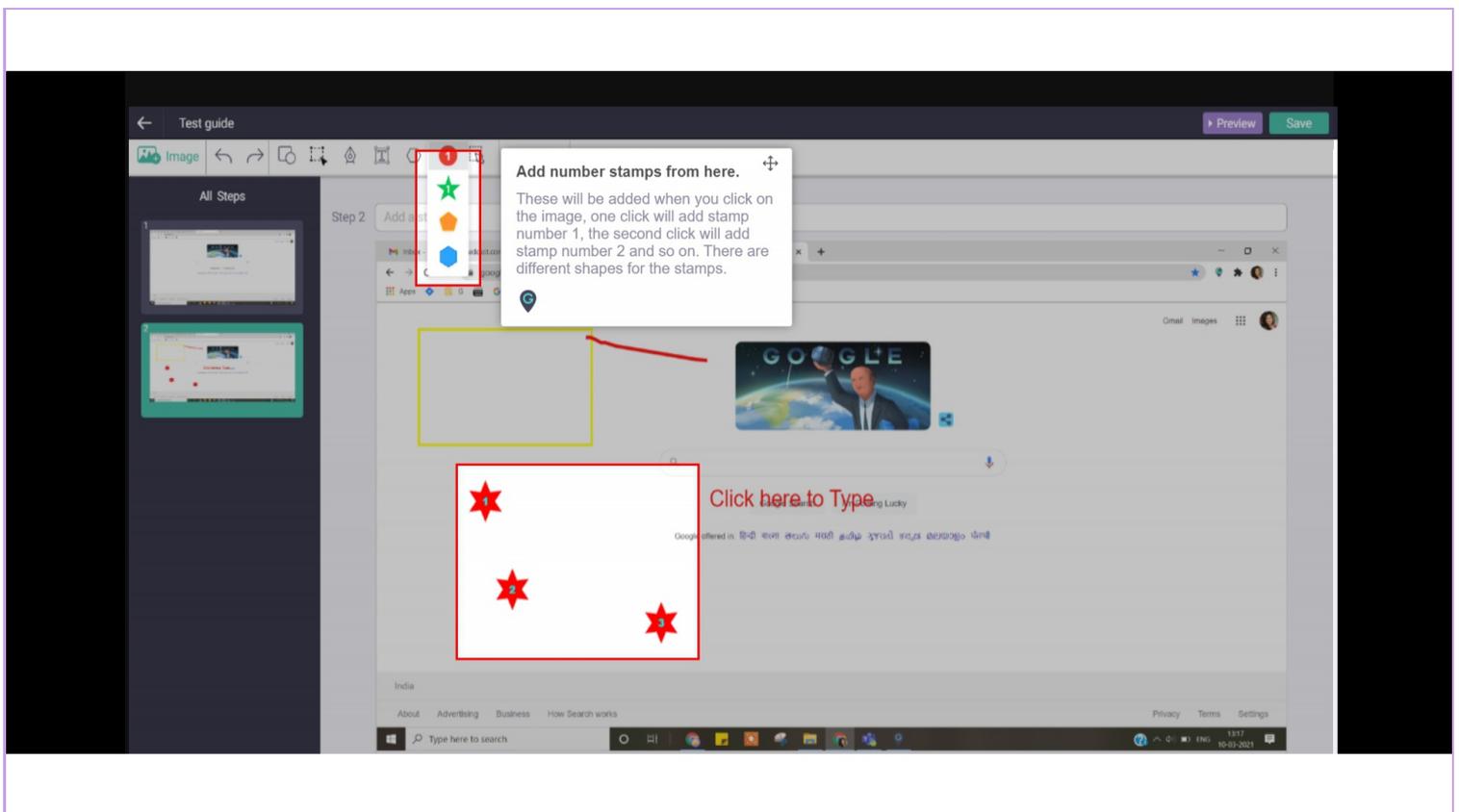
This shape is different from the previous tool which just adds the shape as boundary.



Step: 15

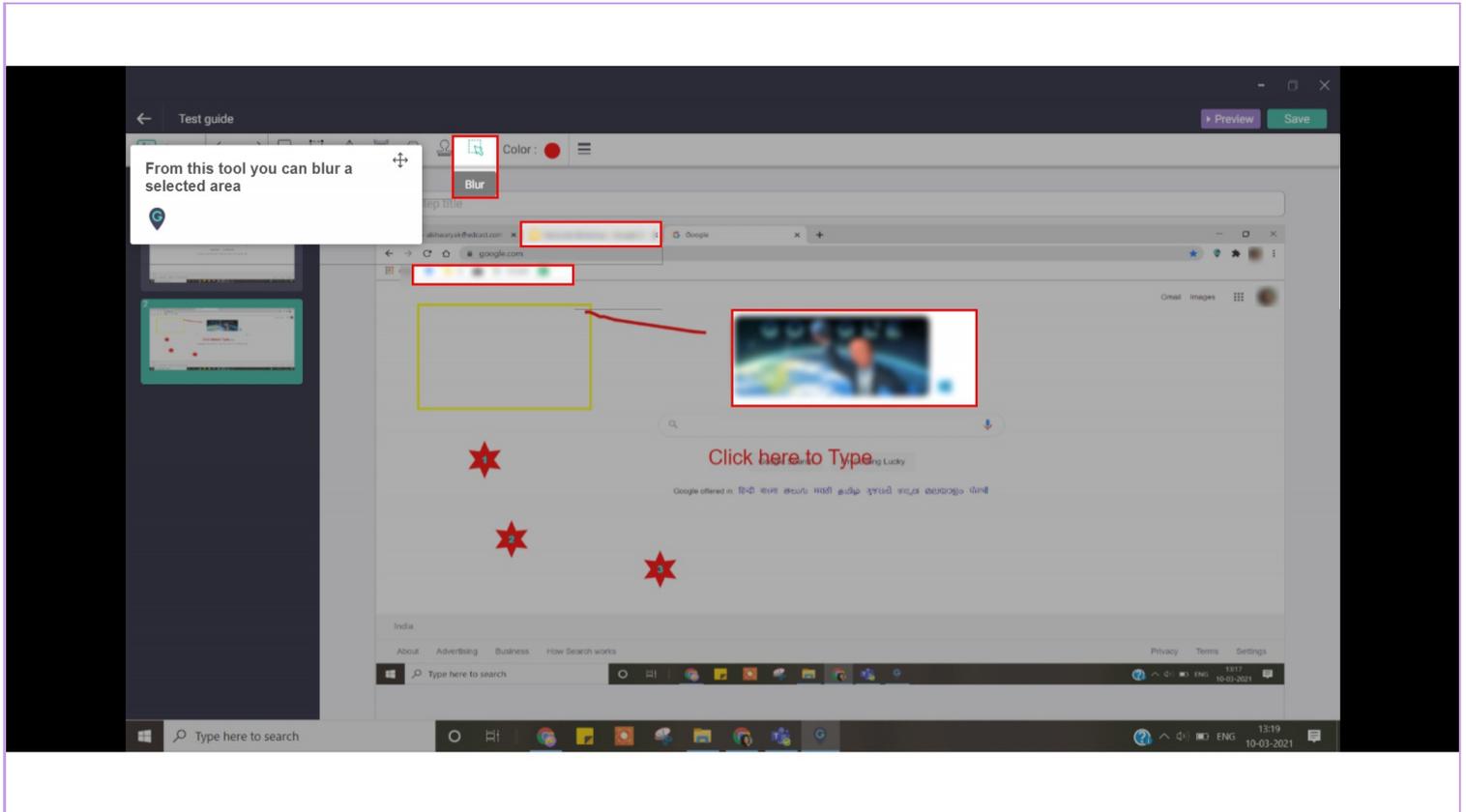
Add number stamps from here.

These will be added when you click on the image, one click will add stamp number 1, the second click will add stamp number 2 and so on. There are different shapes for the stamps.



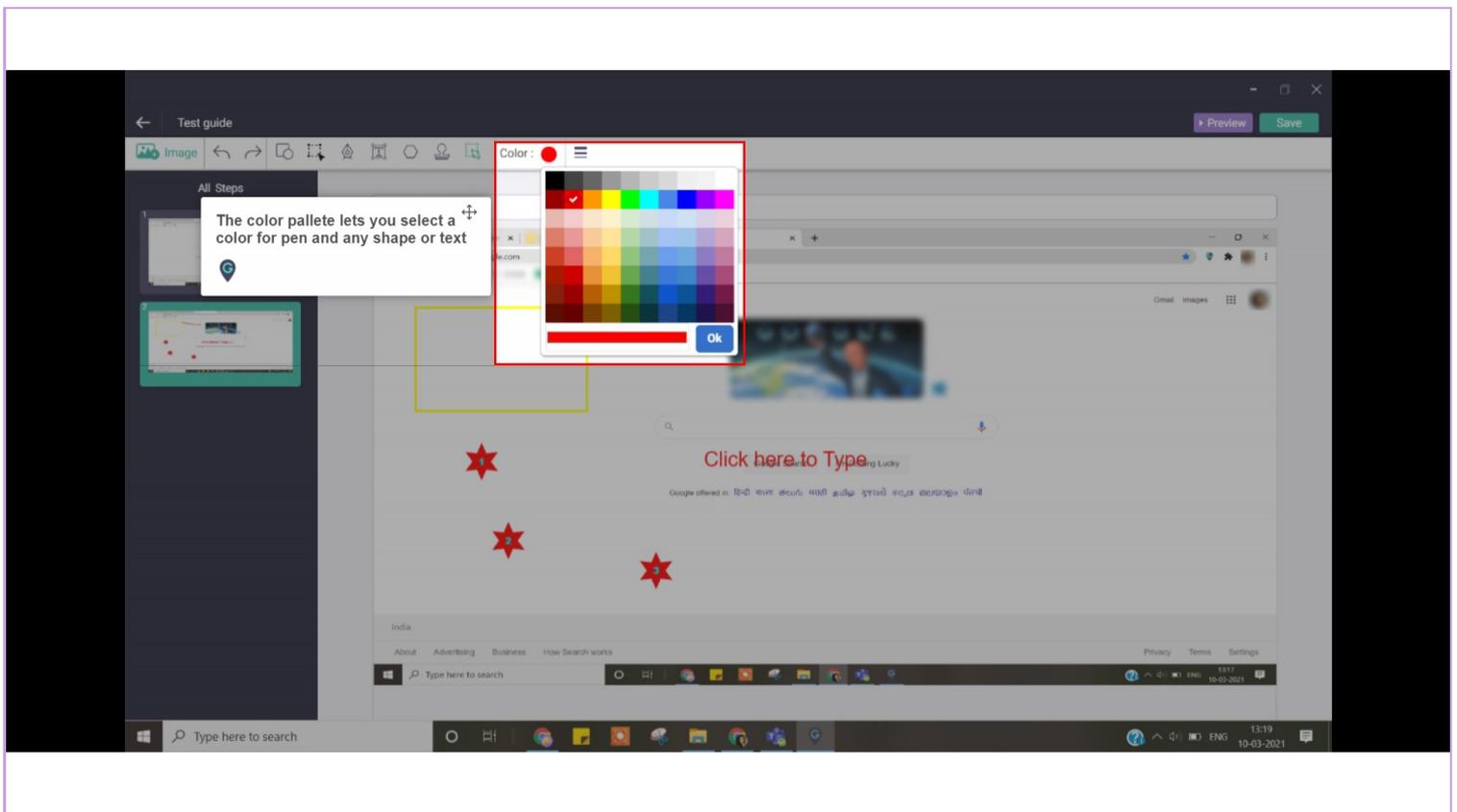
Step: 16

From this tool you can blur a selected area



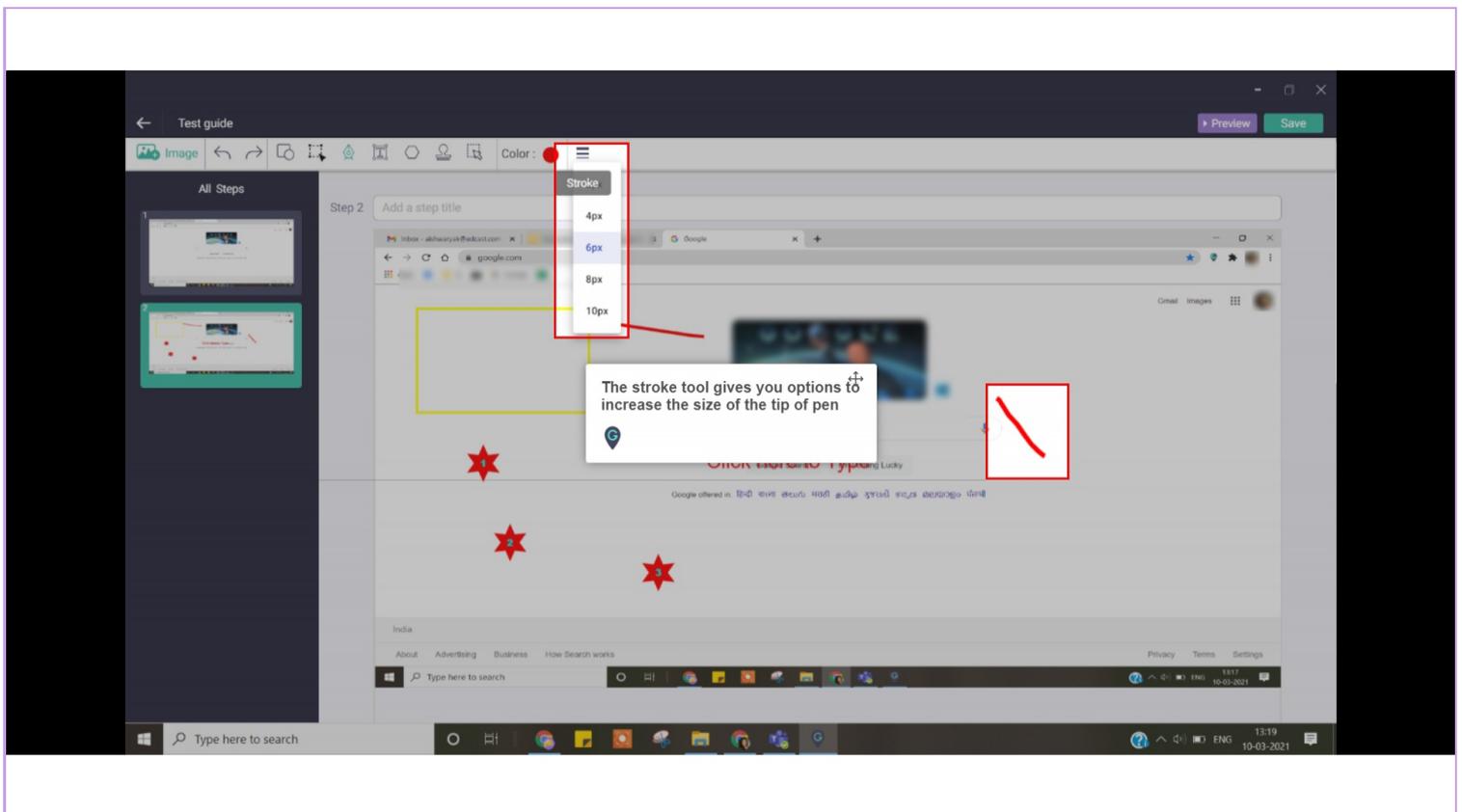
Step: 17

The color pallete lets you select a color for pen and any shape or text



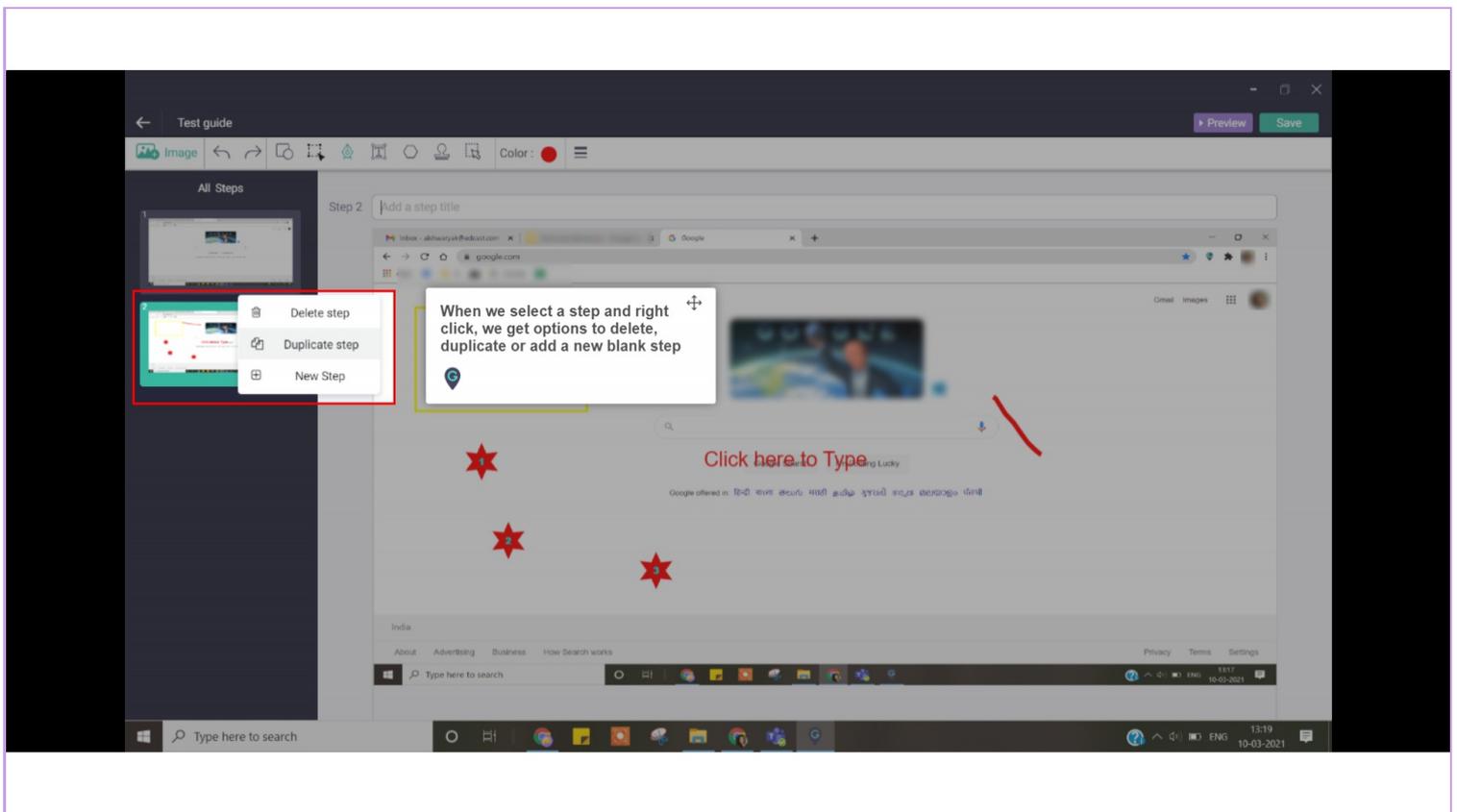
Step: 18

The stroke tool gives you options to increase the size of the tip of pen



Step: 19

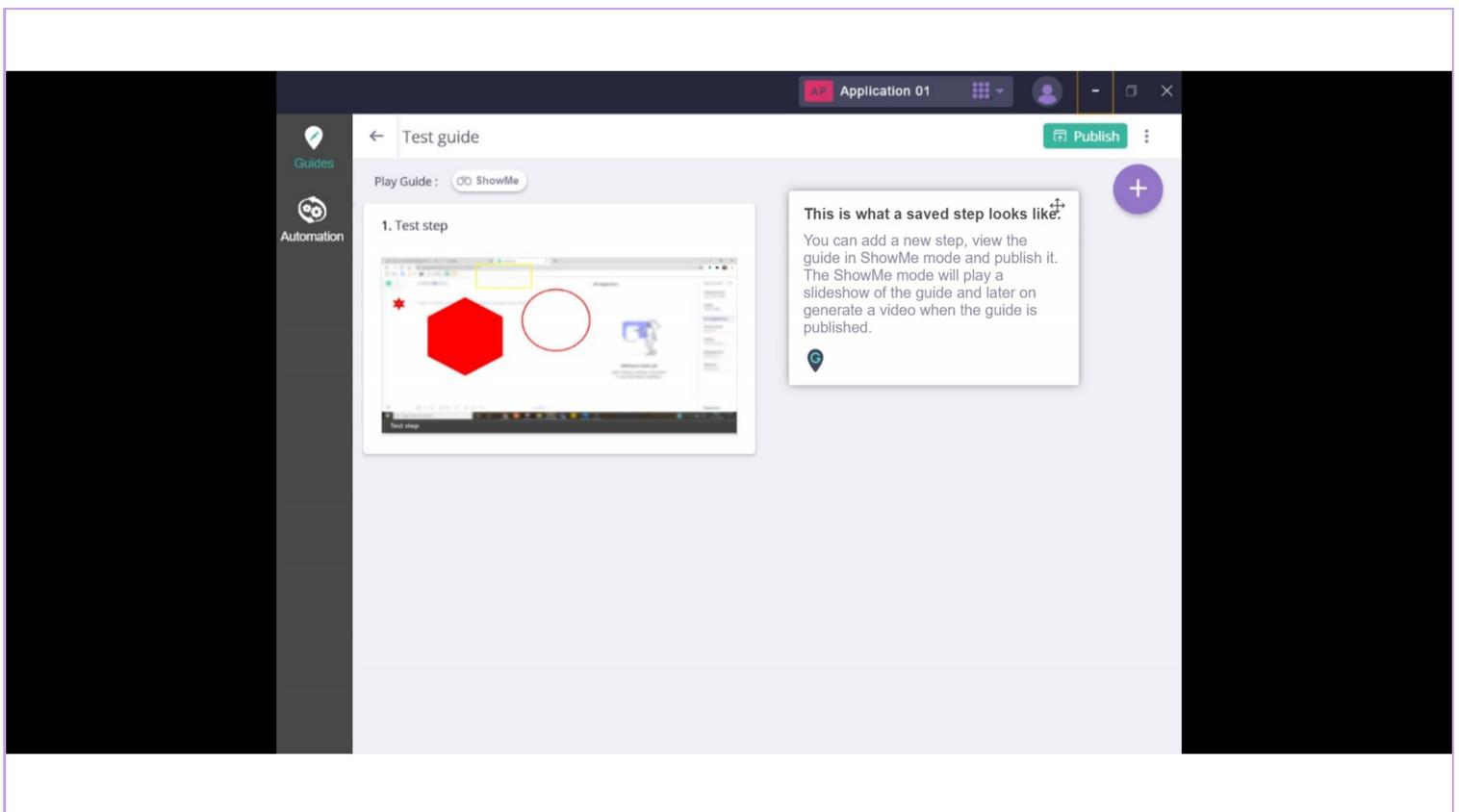
When we select a step and right click, we get options to delete, duplicate or add a new blank step



Step: 20

This is what a saved step looks like.

You can add a new step, view the guide in ShowMe mode and publish it. The ShowMe mode will play a slideshow of the guide and later on generate a video when the guide is published.



Thank you

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