

Learn to add a Folder, Subfolder and HowTo Guide

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### 1) Click on "Create" to add a folder

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Quick Filters Guides Folders	: Created by me Published Unpublished	Click on "Create" to add a folder 🍄	Create
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## Provide a title, description and upload an image for the folder

Click on "Create"

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







#### 1) Select "HowTo Video"





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

And click on "Create"

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#### 1) Click the add icon

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Image: Solution Automation <ul> <li>Test guide</li> <li>Test</li></ul>	Click the add icon
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## Select an application screen from here

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

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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

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### 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





## From here you can draw shapes





## From here you can highlight an area on the image

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Using pen, you can draw or write on the image

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Select text feature to type some text on this image





## 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.





## 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





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





### 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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