



How to Ask a Question

This guide demonstrates how to ask a question in the Answers feature.

Written By: Dozuki System



INTRODUCTION

This guide demonstrates how to ask a question in the Answers feature.

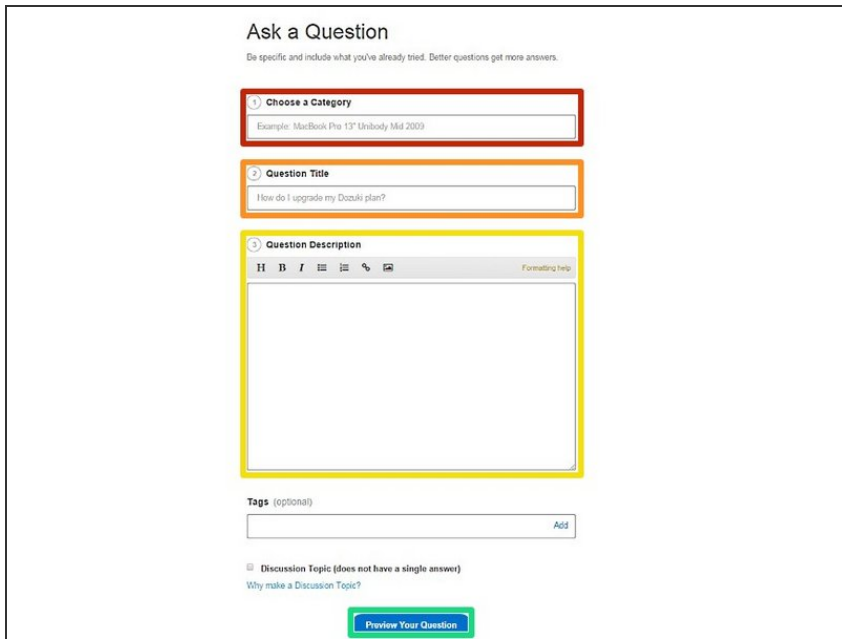
Step 1 — Access Answers

The left screenshot shows the 'Customization and Appearance' page. It features a header with a paint bucket icon and the title 'Customization and Appearance'. Below the header, there are two 'How-to Guides' cards: 'How to Add Custom CSS' and 'How to Customize PDFs'. A red box highlights the 'Support Questions' section, which contains a list of questions. One question is visible: 'Did Dozuki Update the Font Style?'. An orange box highlights the 'Ask a Question' button in the top right corner of the page.

The right screenshot shows the 'Answers Forum' page. It has a header with the title 'Answers Forum' and a search bar. A yellow box highlights the 'All Questions' tab. Below the search bar, there is a list of questions. The first question is 'Manage / List all Items'. Other questions include 'Is there an API call to find guides with no steps?', 'Can guides be viewed in multiple languages?', 'Can I hide some steps from end users?', 'How can I view all untranslated pages?', and 'How may I add multiple tags to a guidelist?'. Each question has a green 'ANSWER' button and a checkmark indicating it is 'ACCEPTED'. The right side of the page shows user avatars and names, such as 'Filip Goc', 'Eric Doster', 'Brian Sallee', 'Melissa Burpo', 'Forrest', and 'Forrest'.

- You can ask a question in 2 ways:
 - ① Navigate to the **category** page relating to your question topic.
 - Scroll down to the **Support Questions** section on the page. Browse the existing questions related to this category to determine if your question has already been asked and answered.
 - If not, click on the **Ask a Question** button on the right side of the page.
 - ① Add the following to the end of your site URL: **/answers**
 - This page defaults to the **All Questions** tab. Browse through all questions to determine if your question has already been asked and answered.
 - You can also search all questions for related topics.
 - If you don't see your question, click on the **Ask a Question** button in the upper-right of the page.

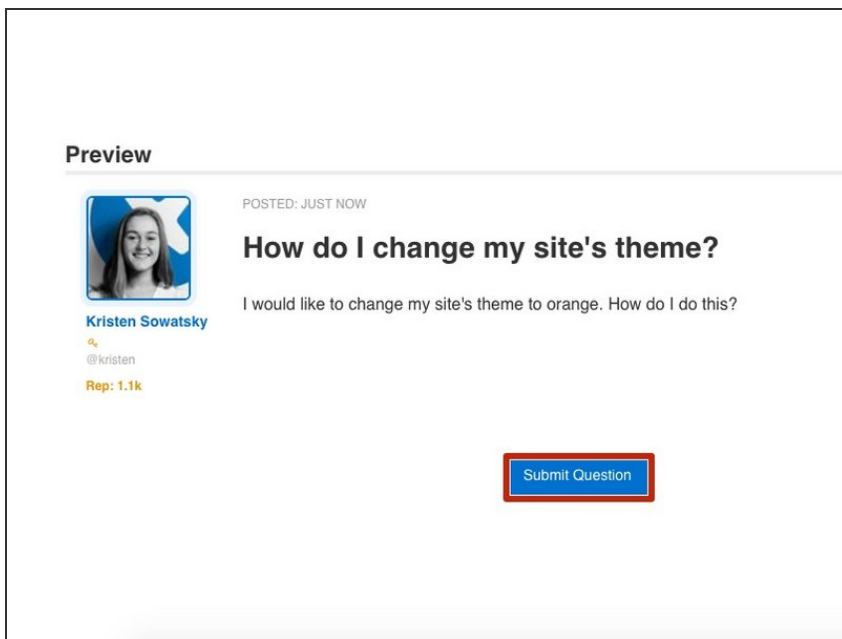
Step 2 — Create a Question



The screenshot shows the 'Ask a Question' form. It has a title 'Ask a Question' and a subtitle 'Be specific and include what you've already tried. Better questions get more answers.' There are three main fields: 'Choose a Category' (with an example 'MacBook Pro 13" Unibody Mid 2009'), 'Question Title' (with an example 'How do I upgrade my Dozuki plan?'), and 'Question Description' (a large text area with a formatting toolbar). Below these is a 'Tags (optional)' field with an 'Add' button. At the bottom, there is a checkbox for 'Discussion Topic (does not have a single answer)' with a link 'Why make a Discussion Topic?'. A green 'Preview Your Question' button is at the bottom right.

- In the **Choose a Category** field, select the category most relevant to your question.
- In the **Question Title** field, type a clear, concise title for your question.
- In the **Question Description** field, add any relevant additional information.
- When you complete the **Ask a Question** fields, click on the **Preview Your Question** button.

Step 3 — Preview and Post Question



The screenshot shows the 'Preview' page for a question. It features a profile picture of Kristen Sowatsky, her name, and her username '@kristen'. The question title is 'How do I change my site's theme?' and the description is 'I would like to change my site's theme to orange. How do I do this?'. The question is marked as 'POSTED: JUST NOW' and has a reputation of 'Rep: 1.1k'. A blue 'Submit Question' button is at the bottom right.

- **Preview** your question to check for typos, errors, or missing information.
- If you are satisfied, click on the **Submit Question** button.
- Your question will post to the Answers page to await an answer.
 - You will be notified when answers or comments are submitted for your question.

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