DOZUKI

How to Create a Guide Using a Smartphone or Tablet

use smartphone or tablet to create a guide
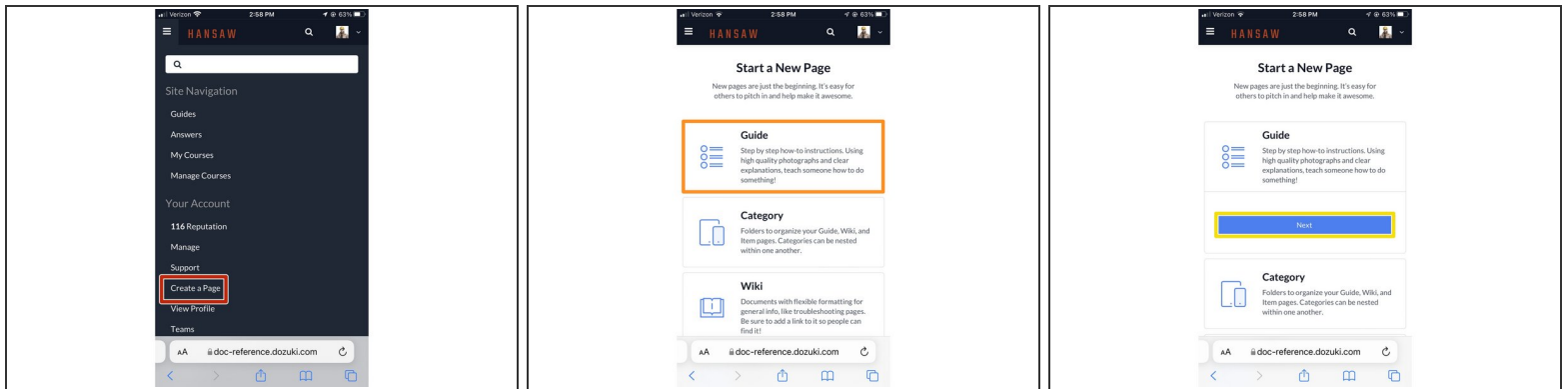
Written By: Dozuki System

INTRODUCTION

This guide demonstrates how to create a guide using Safari on an Apple device.

This guide was created using an Apple device running the Safari mobile web browser, but the workflow is exactly the same for Android devices using the Chrome mobile web browser.
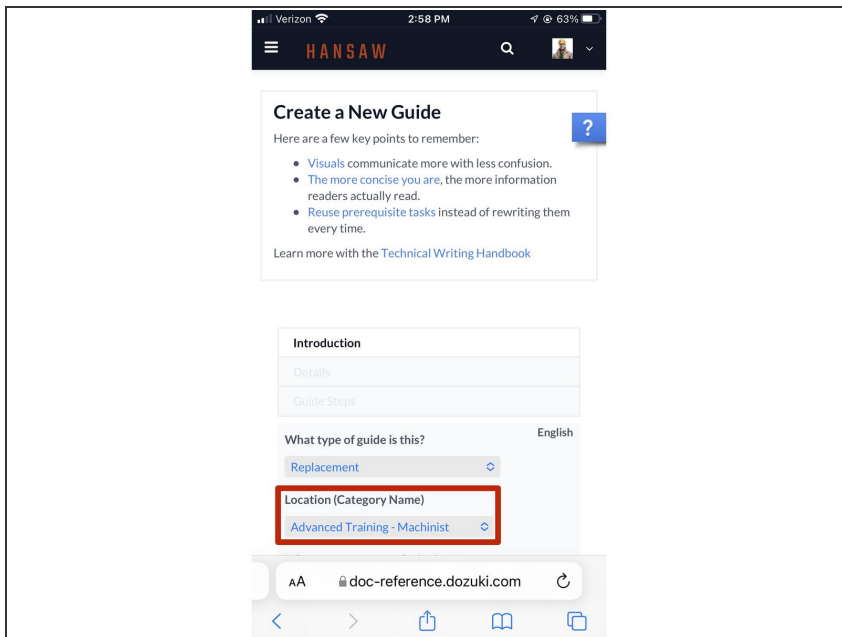
Reminder

Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.
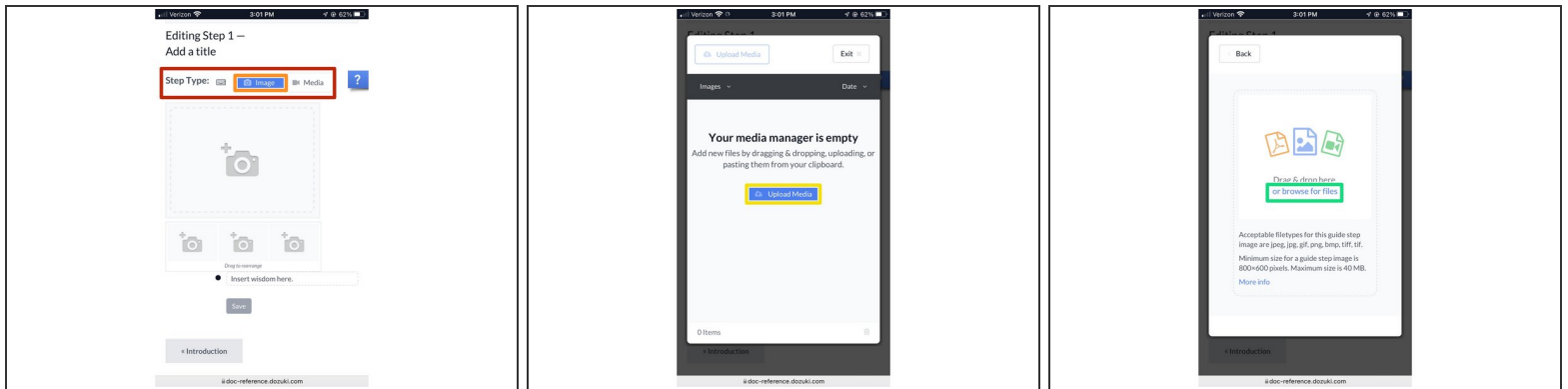
Step 1 — Login and Create a Page

- From the drop-down menu, select **Create a Page**.

- Choose the page type that you want to create.
  - ⓘ In this example, we are creating a Guide.

- Tap the **Next** button to proceed to the guide introduction.
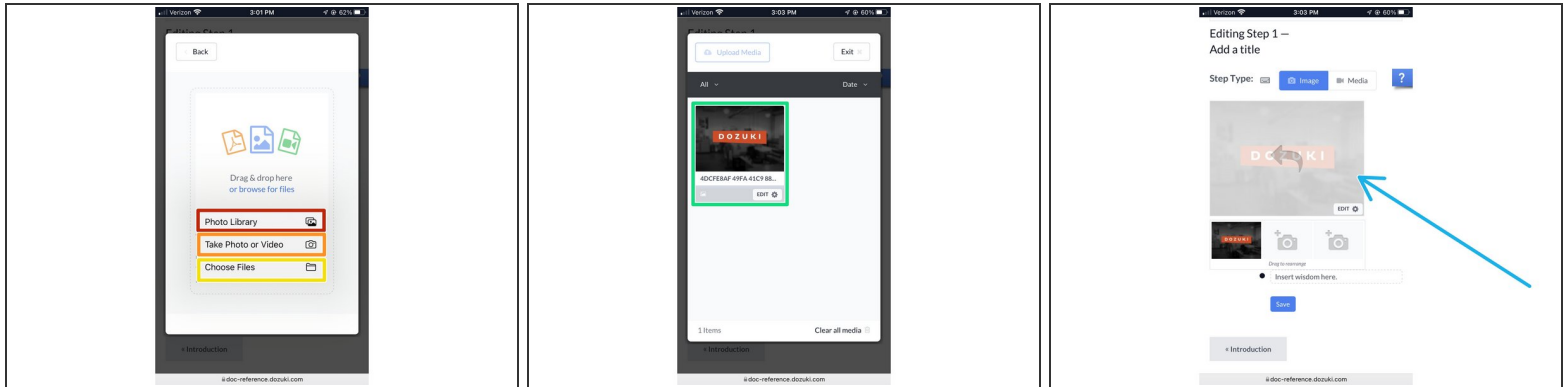
Step 2 — Create a Guide

- Complete the introduction tab as instructed on the page.
  - Tap the drop-down menu to select the category for the published guide.

This document was generated on 2024-04-23 06:40:35 PM (MST).

Step 3 — Add Media

- Choose the type of media you want to use.
  - ⓘ You can use images or video!

- Tap on the image placeholder to open the media manager.

- Tap the **Upload Media** button.

- Tap **or browse for files**.

Step 4 — Image or Video Capture with Device Camera

- Now you have the option to:
  - To upload an existing image or video, open up the **Photo Library** on your device.
    - ⓘ If you choose to capture an image or video, you may be able to preview the image prior to uploading it to the step.
  - Select **Take Photo or Video** to open up the camera on your device to capture and upload an image or video.
  - Tap **Choose Files** to upload a PDF document.
- Select the image or file icon to confirm that you want to upload that image, video, or PDF.
- The image or video uploads and attaches directly to the step.