



How to Create a Guide List

This guide demonstrates how to use the dynamic list feature that allows guides to be displayed in multiple categories.

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INTRODUCTION

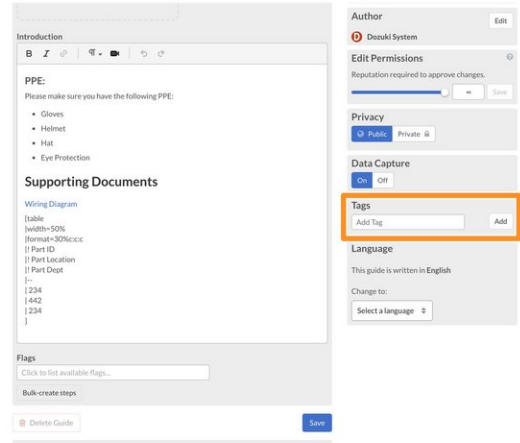
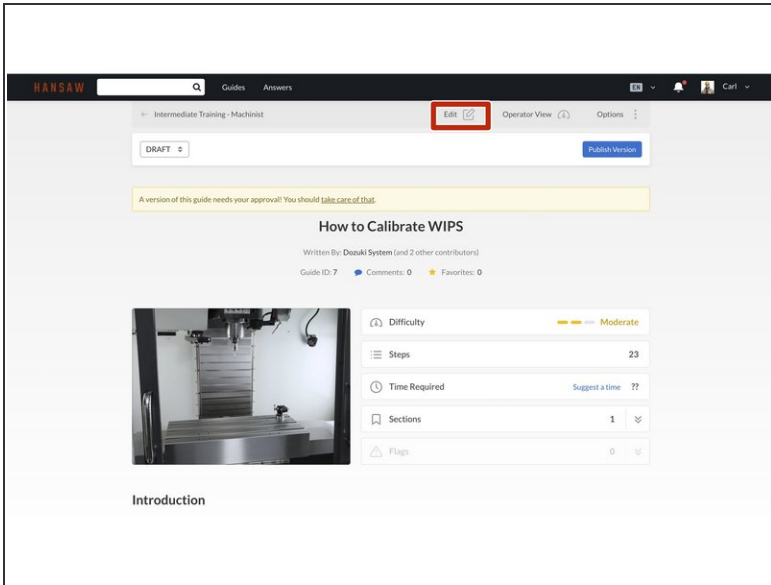
This guide demonstrates how to use the dynamic list feature that allows guides to be displayed in multiple categories.

Reminders

Private guides are only viewable by users that have access to those guides. Public guides are visible to all users.

Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.

Step 1 — Add Tags



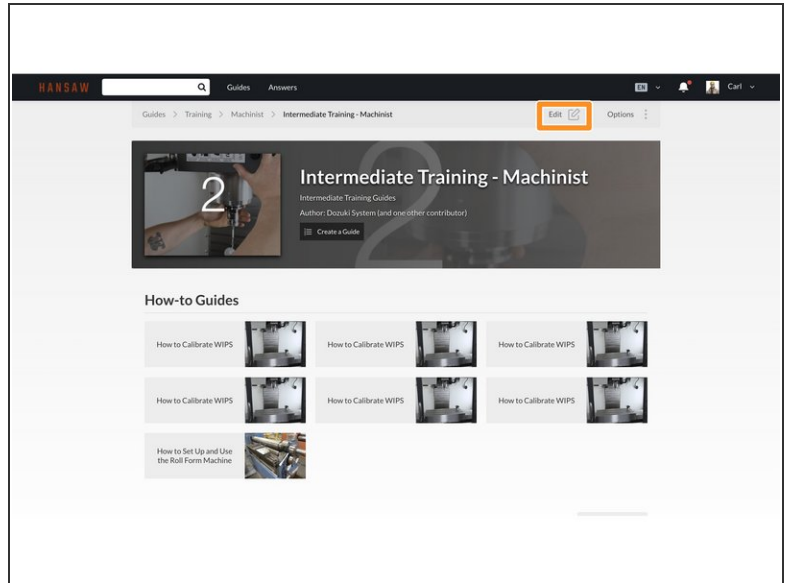
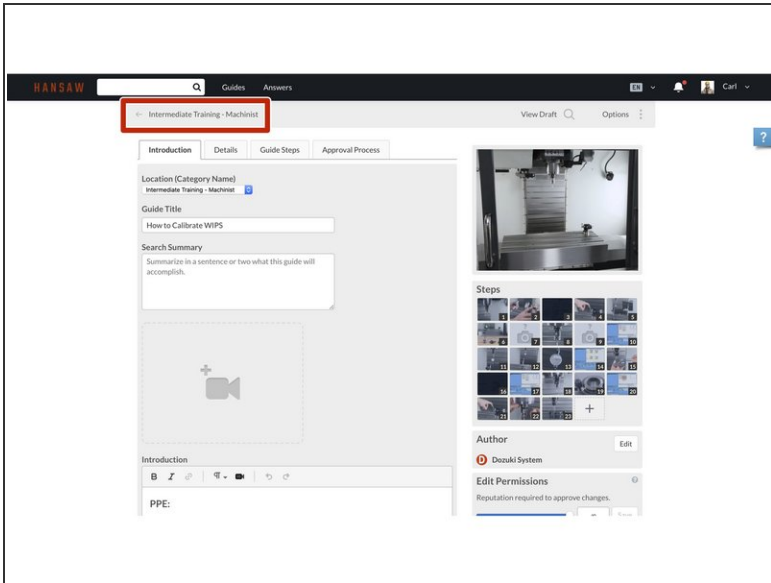
- Click on the **Edit** button in upper-right of the page, beneath the site header.
- Scroll down to the **Tags** section, in the lower-right of the page.

Step 2

The image displays two side-by-side screenshots of a web interface for editing guide permissions. Both screenshots show a sidebar with sections: 'Edit Permissions' (with a reputation slider and 'Save' button), 'Privacy' (with 'Public' and 'Private' radio buttons), 'Data Capture' (with 'On' and 'Off' buttons), and 'Language' (with a dropdown menu). The main content area is titled 'Editing Introduction' and 'Guide Steps »'. In the left screenshot, the 'Tags' section has an 'Add Tag' input field and an 'Add' button, both highlighted with a red rectangle. In the right screenshot, the 'Tags' section shows the tag 'brakes' with a blue icon, and the 'Save tags' button is highlighted with an orange rectangle. The 'Add' button is still visible.

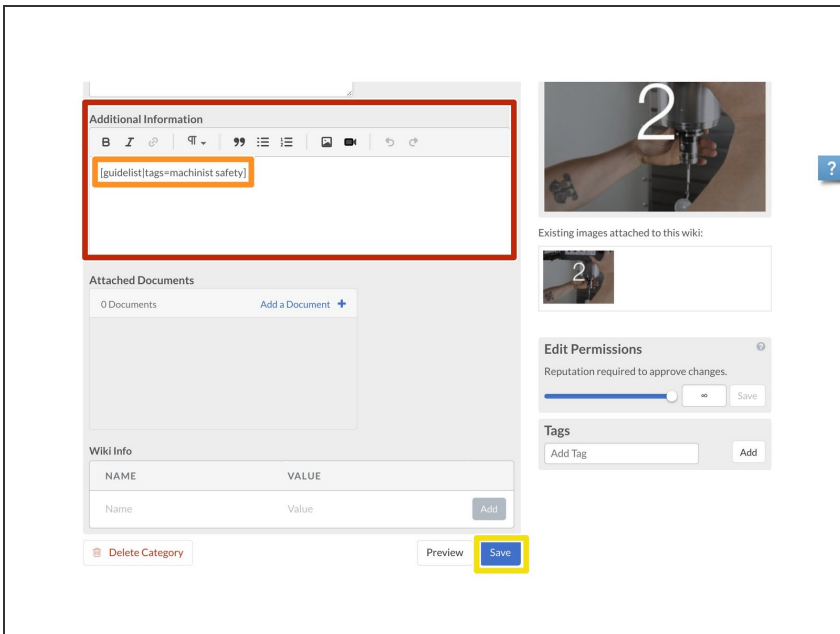
- Type the tag(s) you want to add to the guides that you want shown in the list, and hit the **Add** button after each tag.
 - For help with adding tags, use this guide: [How to Add Tags to a Guide](#)
- Click on the **Save Tags** button.
- ❗ All guides with the same tag will be part of the list.
- ★ Private guides in the list will only be visible to users that have access to those guides. [Public](#) guides will be visible to all users.

Step 3



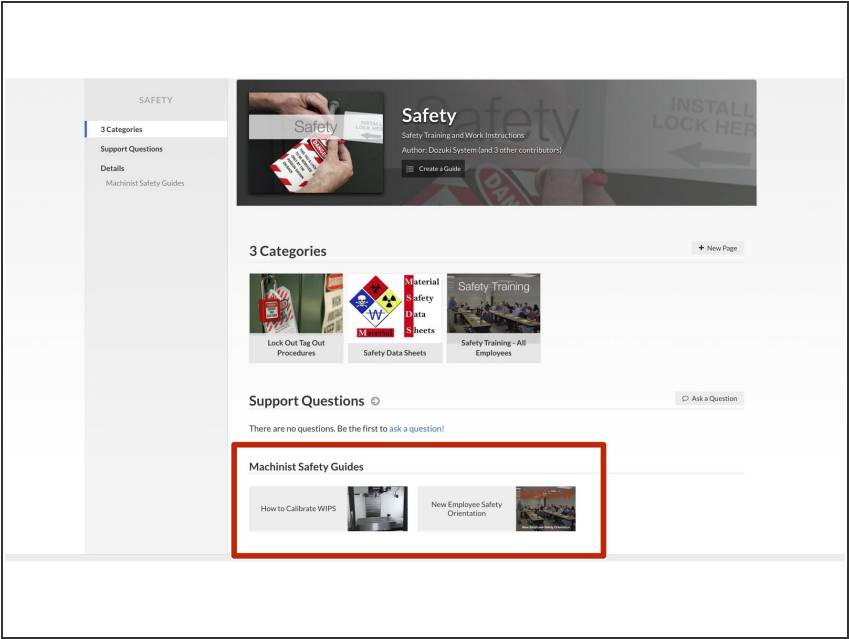
- Click on the guide's category in the upper-left of the page, beneath the site header.
 - ① This takes you to the guide's category page to continue the process of listing your guides.
- Click on the **Edit** button in the upper-right, beneath the site header.

Step 4



- In the **Additional Information** section, add the following syntax:
 - `[guidelist|tags=(tag)]`
 - ① For this example, we used:
`[guidelist|tags=machinist safety]`
- Click on the **Save** button at the bottom of the page.

Step 5



- You've successfully pulled all guides with your specified tag into this category!
- ⓘ These guides will still be located in their original category and anywhere else on the site that you use this **Guide List**.