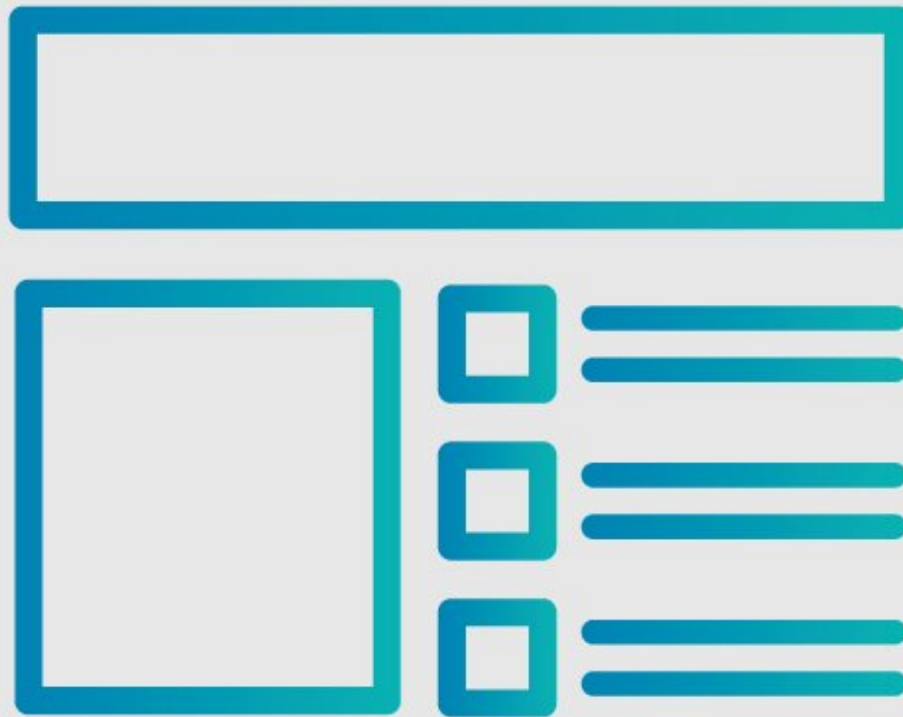




How to Use the Bulk Step Creator

Bulk Step Creator

Written By: Dozuki System



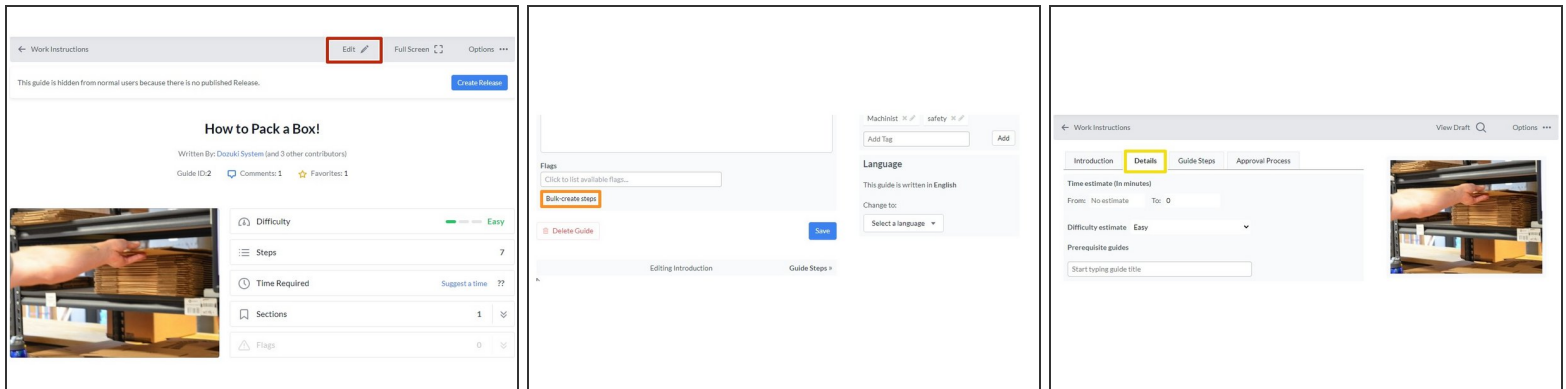
INTRODUCTION

This guide demonstrates the best practices for the Bulk Step Creator. Use the Bulk Step Creator to convert text from a webpage or a document. The Bulk Step Creator automatically converts the text to guide steps.

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 — How to Use the Bulk Step Creator



- Click on the **Edit** button in the upper-right of the page, below the site header.
- Scroll down to the bottom of the page and click on the **Bulk-create steps** button.
- The **Bulk-create steps** button is also accessible from the **Details** tab on the Edit page.

Step 2 — Create Your Steps

Bulk Step Creator
How to Pack a Box!

Add steps at the end of this guide by entering one line of text for each bullet and an empty line to start a new step. The first line of each step can specify the step's title by using the following syntax: "Title: Step title".

There can be up to 8 bullets per step.

Example:

```
Step 1 Bullet 1 text
Step 1 Bullet 2 text
Step 1 Bullet 3 text

title: Step 2 Title
Step 2 Bullet 1 text
Step 2 Bullet 2 text
Step 2 Bullet 3 text
```

[Create steps](#)

- To create your steps, enter or paste lines of text into the field.
 - To add a new step, put a space after the last line of a step and type the text of the new step on the next line.
- ☒ There cannot be an empty line between bullets within the same step.

Step 3 — Step Titles

Title: Obtain a box

Grab the appropriate box for the item.

Note: The box should fit the item you are shipping while leaving room for packaging material.

Title:

Press the creased edges along the longer sides of the box.

Locate the two open ends of the box.

At each end there are two small flaps attached to the narrow sides of the box.

Press these flaps towards the inside of the box until they are perpendicular.

On the side where you folded in the two smaller flaps, locate the long and narrow flap that is flat along the outer edge.

Locate the part of the flap with a crease and fold the top portion with the crease inwards until it is perpendicular.

Create steps

- To add a title to your step, type in "Title:" followed by the step title.
- ✦ Always leave a space after the colon in the "Title: " syntax. Without the space, the title populates as bullet text.
- ❗ If your step does not have a title, you do not need the "title: " syntax.
- ✦ Lines of text after a blank space automatically populate as bullet text.
- Click on the **Create steps** button.
- ❗ The Bulk Step Creator automatically converts the text into steps!

Step 4 — Limitations

Maximum number of lines exceeded

Step line length exceeded

Minimum step line length not met

- ✦ A step has a maximum of eight bullets.
 - Too many lines without a break in between them triggers the "Maximum number of lines exceeded" error message.
- ✦ A bullet in a step has a character limit of 350.
 - Exceeding the character limit triggers the "Step line length exceeded" error message.
- ✦ You cannot create bullets without text.
 - Entering a line of only blank spaces triggers the "Minimum step line length not met" error message.

Step 5

The screenshot displays the 'Bulk Step Creator' interface. At the top, there are tabs: 'Introduction', 'Details', 'Guide Steps' (highlighted with a red box), and 'Approval Process'. Below the tabs, the title 'Editing Step 1 – Obtain a Box' is shown. A yellow notice box states: 'Notice: You are editing a prerequisite guide. Any changes you make will affect the guide that includes this step.' Below the notice, the 'Step Type' is set to 'Image'. A large image of a hand placing a box on a shelf is shown. To the right of the image, a red dot indicates a note: 'Grab the appropriate box for the item.' Below the image, there is a 'Save' button. To the right of the image, there is a 'Note: The box should fit the item you are shipping while leaving room for packaging material.' Below the note, there is a 'Delete Step' button. To the right of the image, there is a 'Drag to rearrange' label. To the right of the image, there is a '+ Insert Step' button. On the right side of the interface, there is a 'Steps' section with a 'Rearrange' button and a grid of steps. Below the 'Steps' section, there is a 'Privacy' section with 'Public' and 'Private' buttons. Below the 'Privacy' section, there is a 'Data Capture' section with 'On' and 'Off' buttons.

- ✦ The Bulk Step Creator always places steps after the last step in a guide.
- ✦ You cannot indent or apply special bullets with the Bulk Step Creator.
 - To apply indents and special bullets, click on the **Guide Steps** tab in **Edit** mode.
- ✦ You cannot add bulk-created steps into the middle of a guide.
- ✦ Remember to edit your text for artifacts that cause the text to populate incorrectly.