



STONETOWN KARATE OPERATIONS MANUAL

A COMPREHENSIVE COLLECTION OF PROCEDURES FOR THE SUCCESSFUL OPERATION OF
A STONETOWN KARATE CENTRE DOJO

CREATED BY
STONETOWN KARATE CENTRE INC.

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Chapter 1

Page Editor

1.1 How to get started with the Stonetown Karate Manual Editor

The Stonetown Karate Manual Editor is a proprietary software created to to for the rapid development and updating of an operations manual for Stonetown Karate Centre Inc.. With use of this software you will be able to create documents with simple paragraphs, list, tables and figures.

1.2 Getting Started - Paragraph

When opening the program you will be brought to the page shown below. From here you will first need to create one or more elements to be added to your manual. To add a paragraph simply select the paragraph element for the selection on the right panel of the screen. This will open the window seen below. From here you must at a minimum add a title to the paragraph then you can click "Add Element" to save.

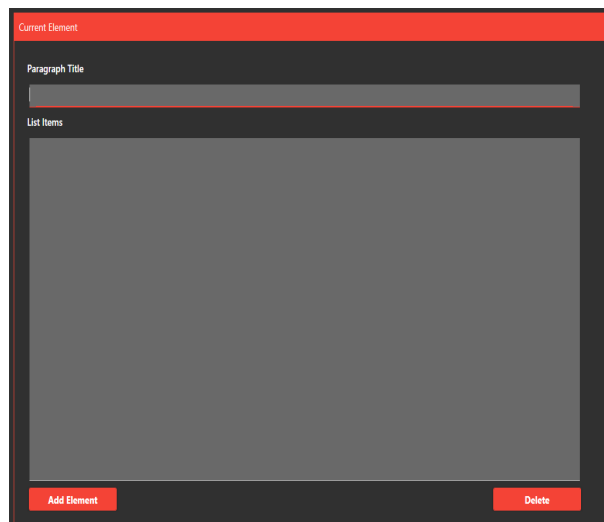
A screenshot of a software window titled "Current Element". Inside the window, there is a section labeled "Paragraph Title" with a text input field below it. Below the title field is a section labeled "List Items" with a large, empty text area. At the bottom of the window, there are two red buttons: "Add Element" on the left and "Delete" on the right.

Figure 1.1: An example of the paragraph functionality.

1.3 Getting Started - List

To use the list element first click the "List" button on the right panel of the screen. Once done you will see a menu like the one shown in the figure below. To add to this list simply type anything in the empty line and a new empty line and a new line will appear. When you are happy with you list click the "Add Element" button to save. An Example of a List can be seen below.

1.4 List Example

1. Heian Shodan

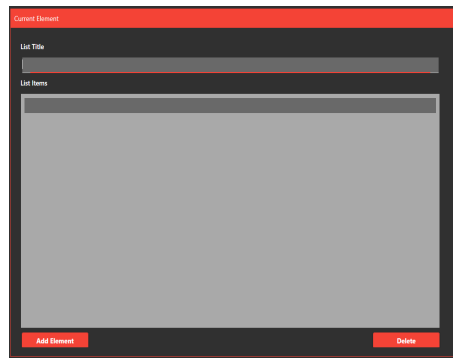


Figure 1.2: An Example of the List element.

2. Heian Nidan
3. Heian Sandan
4. Heian Yondan
5. Heian Godan
6. Kanku Dai

1.5 Getting Started - Figure

To use the figure element first click the "Figure" button on the right panel of the screen. Once done you will see a menu like the one shown in the figure below. To save a figure first add a title, pick a size with the radio buttons and then upload an image via the "Upload" button. When done click the "Add Element" button.

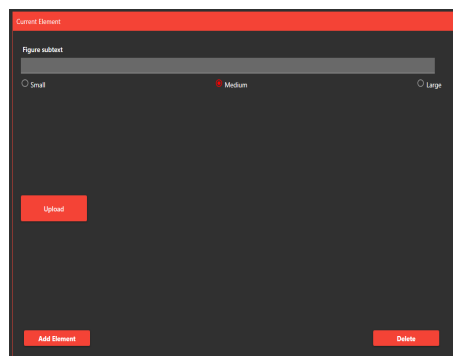


Figure 1.3: An example of a figure element.

1.6 Updating Elements

To update an element select the element you would like to edit from the elements list on the right panel. This will open the element like when they are first added from there you can simply make your edits, To save the updates click the "Update Elements" button.