This document will serve as a template for how guides should be written. The purpose of this is to keep guides focused and consistently formatted.

Each guide includes Introduction, Prerequisites, Steps to complete, What-if (optional) and Conclusion.

*If it is necessary to include additional context or information (think of a side note in a textbook), mark it blue. This will allow us to format it as a callout in the guide.*

*For example, you do not necessarily need to understand PCI compliance in order to complete the credit card guide, but it is still important for the user to understand that credit card data will not be stored in OrderCloud.io. To include this information:*

*Per [PCI compliance](https://www.pcisecuritystandards.org/), sensitive credit card data is not stored in OrderCloud.io.*

**Images** - If your guide will include any images, mark the spot in the guide with red text and then place your image in the images folder within the hackathon folder. Please make sure to properly title the image as well. [Link to folder.](https://drive.google.com/drive/folders/0B9eFq4Wl332GUXJhOEVRa2tSbmc)

For example:

[MYIMAGE.PNG SHOULD BE HERE]

## ## Introduction

The first sentence of each guide should start with: “This guide will teach you x”

**Brief** context about x:

This should be enough information for a user to understand what this resource is and why they would want to use it. 1-3 sentences. Link any other information to existing guides for additional context if necessary.

## ## Prerequisites

This will include a bulleted list of the prerequisites linked to other base use cases. Simply link to the title of the use case. For example:

* [Create a User in a Buyer Organization](https://documentation.ordercloud.io/guides/base-use-cases/create-a-user-in-a-buyer-organization)

If the link to the guide does not yet exist, mark it in red and indicate which one it will ultimately need to be linked to. For example:

* [Create a Shipment](LINK TO CREATE SHIPMENT USE CASE)

If your guide has an assignment add the following under prerequisites:

* [Make an Assignment](https://documentation.ordercloud.io/guides/base-use-cases/make-an-assignment)

## ## Steps to complete

Avoid redundant verbiage such as:

“In this section we will assign a Credit Card”

In each step that has a request to the API, include a link to the endpoint in the API reference right before the request. For example:

API Reference: [Create a CreditCard](https://documentation.ordercloud.io/api-reference#MeCreditCards)

## ## What Ifs (Optional)

There will be one What If section with a bulleted list of possible use case scenarios. Limit What If’s bullets to a short paragraph. If it takes more than that to explain it, it should be a link to a business use case. If the business use case doesn’t exist, talk to Crhistian so we can get it added on our roadmap.

## ## Conclusion (Optional)

Include a short guide-specific conclusion here.

The following general conclusion will be **automatically** appended at the end of all guides **You do not need to include this:**

If you have any questions, please ask our Developer Community on [Slack](http://community.ordercloud.io/), or post your question on [Stack Overflow](http://stackoverflow.com/questions/tagged/ordercloud) - just use the tag “ordercloud”.