Template - How-to guide

Explain what this how-to article is for. For example, you might write an article to teach people at your company how to set up a corporate email account or file an expense report.

Instructions

Create a step-by-step guide:

1. Add steps that are simple and self-contained

2. Add illustrations to instructions by typing /image

3. Stick to 3-5 steps per task to avoid overloading readers

Highlight important information in a panel like this one. To edit this panel's color or style, select one of the options in the menu.

Related articles

The content by label feature automatically displays related articles based on labels you choose. To edit options for this feature, select the placeholder and tap the pencil icon.