# How to Export a Guide to Word in StepShot Guides

{Reference_No}
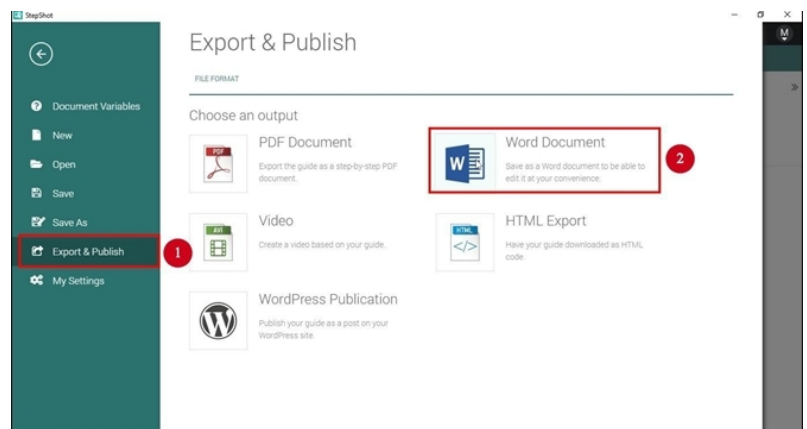
Presented by:

Carol Green
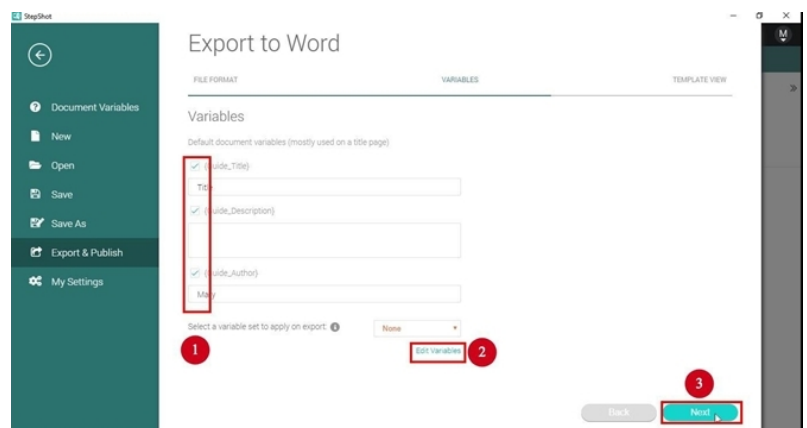
StepShot

StepShot Street

# Word Export

## Step 1

*To export your .ssg file created in StepShot Guides, go to 1) "Export & Publish" and choose 2) "Word Document" as an output format.*
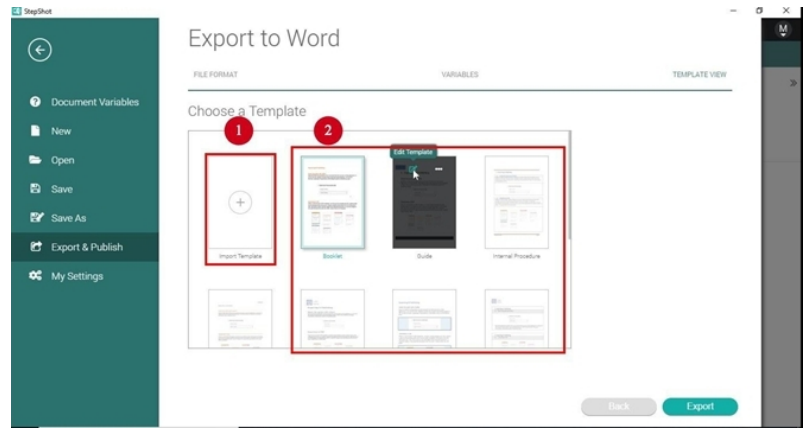


## Step 2

*Then:*
*1) check all the default document variables that will be present on the document title page. Find more info about* *Variables* *here.*
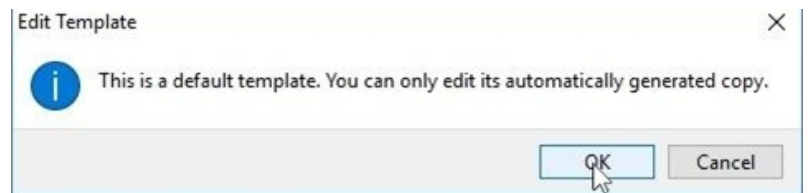*2) edit them if needed*
*3) press "Next"*

## Step 3

*At this step, you're able to:*
*1) Import your own template.*
*Choose one of our basic*
*templates and edit it if*
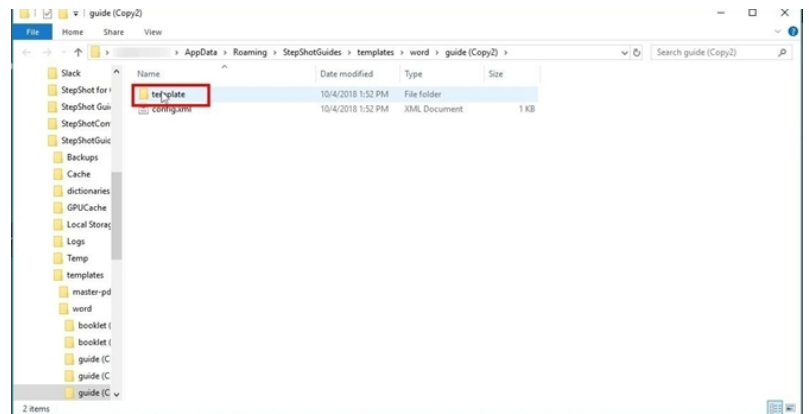*needed (see how to do that on*
*our next screenshots).*



## Step 4



*After choosing a template*
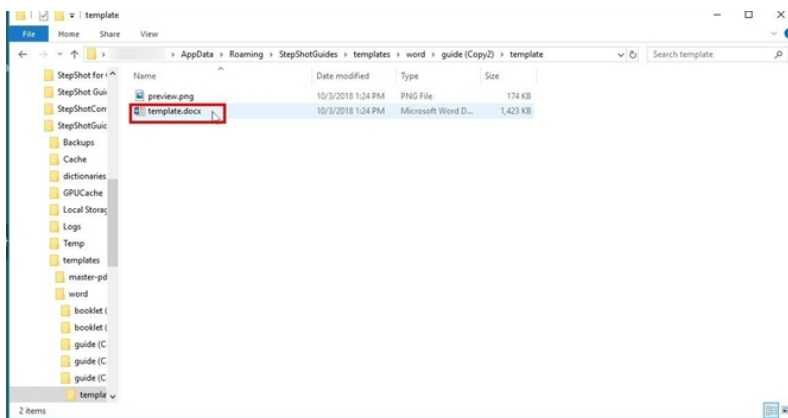*and pressing "Edit Template", click on "OK" on the pop-up window.*
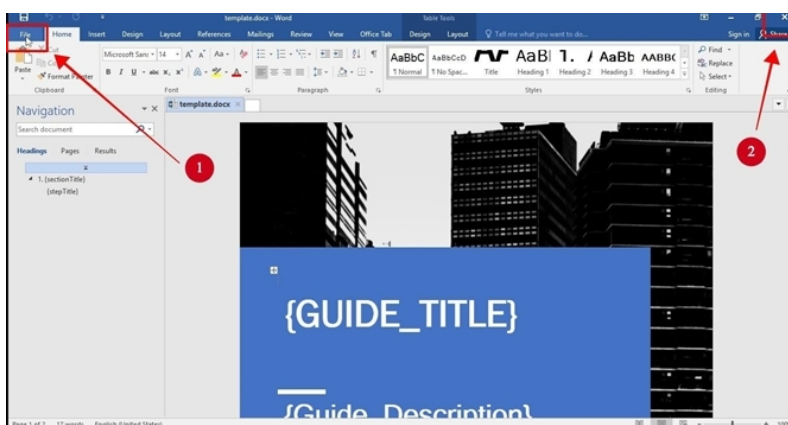
## Step 5



*Click on "template."*

## Step 6



*Choose the template to edit it.*

## Step 7



*After making all the necessary changes, press 1)"File" -> "Save" and 2) "Close" it.*
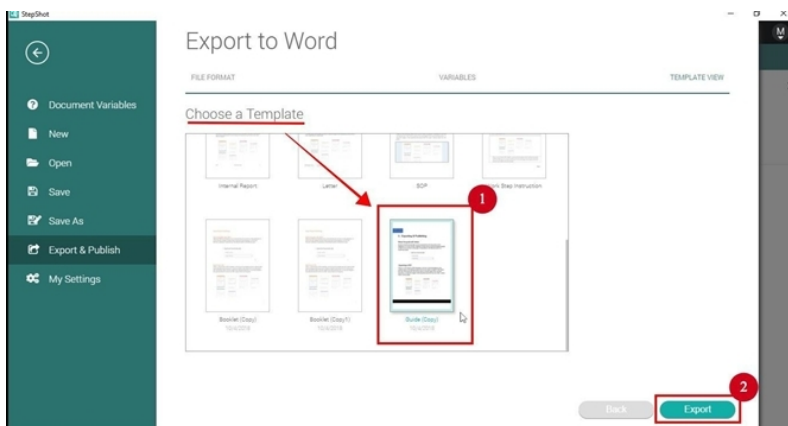
## Step 8



*Your template will appear at the bottom of "Choose a Template" menu.*
*1) Click on it in order to apply it to the guide.*
*2) Press "Export" and enjoy the result!*

*Please, see other information concerning StepShot Guides at http://help.stepshot.net/*