

How do I Create a Manual?

This lesson will teach you how to create a manual on the server. This is only applicable if you plan on creating a manual and adding lessons to it that already exist on the ScreenSteps Live server. If you are creating the manual on your desktop then you can skip this lesson. Once you export the manual to ScreenSteps Live it will be automatically be created.

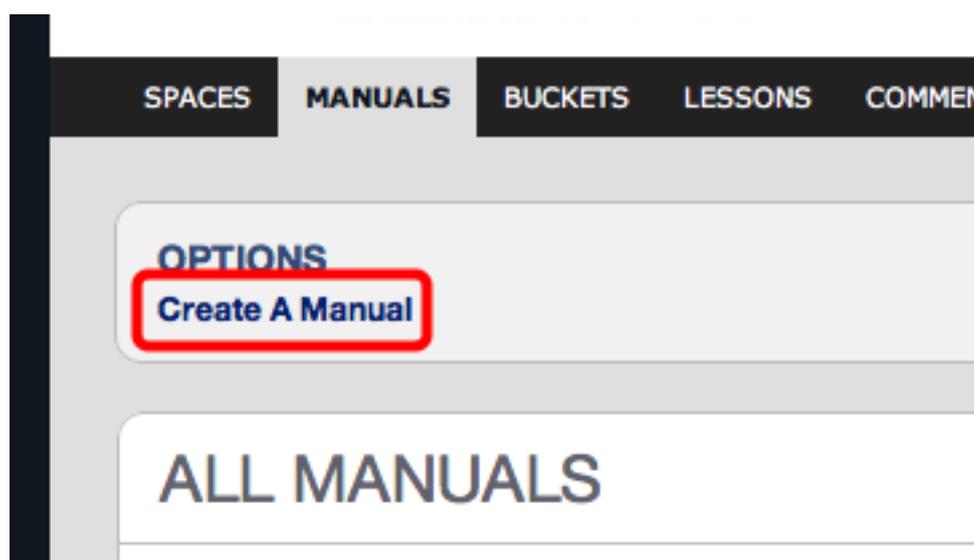
NOTE: You must be an admin or editor to create manuals.

Select Manuals Tab



Login to the admin area of your account and select the Manuals tab.

Select Create a Manual



Enter Information and Create the Manual

CREATE A NEW MANUAL

Title (required):

Permalink:

Permalinks allow you to have prettier urls for your manuals. If you enter a permalink of the form `http://bmls.screenstepslive.com/spaces/3/manuals/help_docs`

Draft:

Sidebar Message:

The message for a manual will show up in the sidebar when a user visits the manual. You can include links to forums, installer urls, contact information, etc.

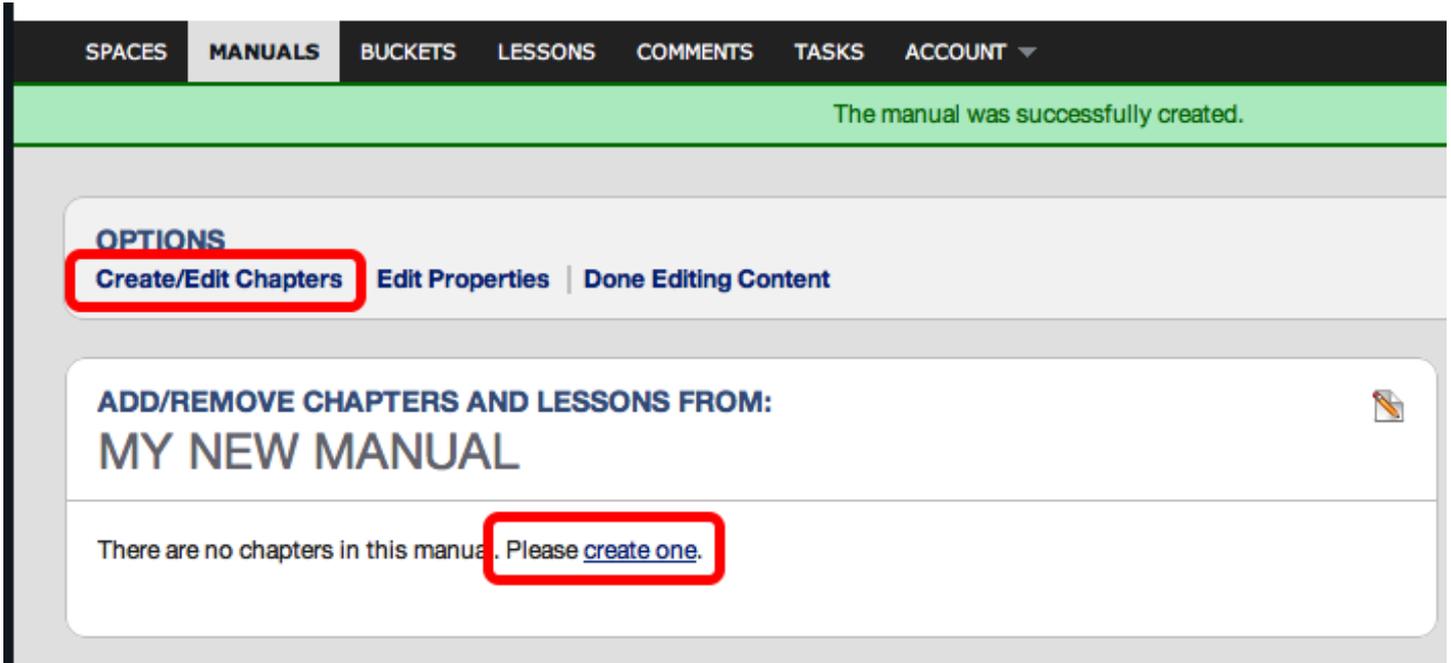
Enter the information for the manual. The only field that is required is the Title.

Permalinks: Permalinks are used in urls instead of id numbers. See below.

Draft: Drafts are not visible to non-authorized users.

Sidebar Message: Messages appear alongside the manual contents on the table of contents page. See below.

What to Do After you Create a Manual



The screenshot shows the 'MANUALS' tab selected in the top navigation bar. A green banner at the top of the content area displays the message 'The manual was successfully created.' Below this, under the 'OPTIONS' section, the 'Create/Edit Chapters' button is highlighted with a red box. To its right are 'Edit Properties' and 'Done Editing Content'. The main content area is titled 'ADD/REMOVE CHAPTERS AND LESSONS FROM: MY NEW MANUAL' and contains the text 'There are no chapters in this manual. Please create one.' with 'create one' highlighted by a red box.

After you create a manual you will be taken to the Add/Remove Chapters and Lessons screen. Here you will be able to add content to your manual from the lessons that already exist on your ScreenSteps Live account. Before you can add lessons you need to create a chapter though.

Permalinks

Here is an example of how permalinks work. Compare these two urls for a ScreenSteps Live manual that has a permalink:

- <http://bmls.screenstepslive.com/spaces/screensteps/manuals/mypermalink>
- <http://bmls.screenstepslive.com/spaces/screensteps/manuals/38>

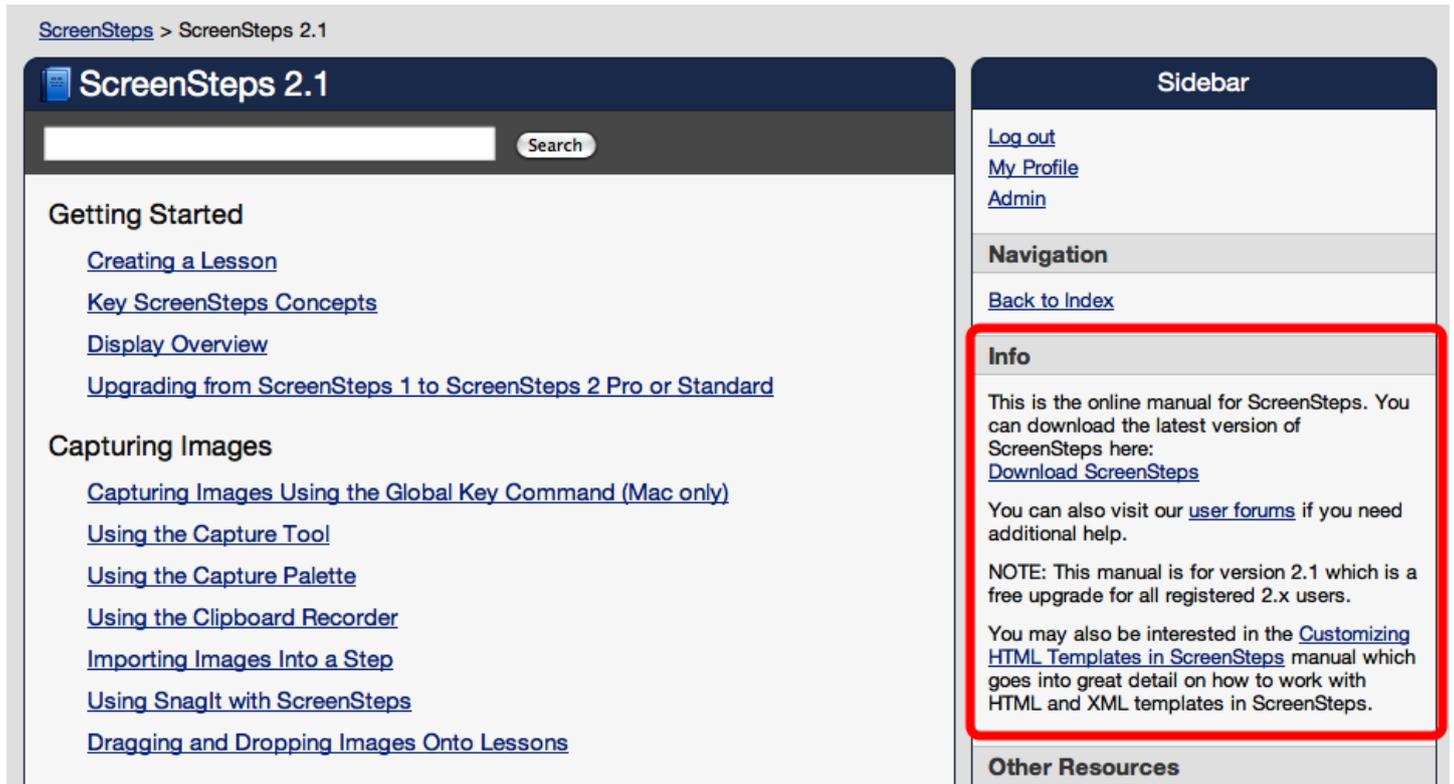
If I have a manual with an id of 38 and a permalink of "mypermalink" then both urls would display the same manual.

So why use a permalink?

It will make your urls more readable, AND it will make it possible for your to change the manual for a

url at any time. You can't change the id of a manual. But you can change the permalink. So, if at a later time you want to have a new manual show up here, just give it a permalink of "mypermalink" and it will show up when users access the url

"http://bmls.screenstepslive.com/spaces/screensteps/manuals/mypermalink"



ScreenSteps > ScreenSteps 2.1

ScreenSteps 2.1

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Info

This is the online manual for ScreenSteps. You can download the latest version of ScreenSteps here:
[Download ScreenSteps](#)

You can also visit our [user forums](#) if you need additional help.

NOTE: This manual is for version 2.1 which is a free upgrade for all registered 2.x users.

You may also be interested in the [Customizing HTML Templates in ScreenSteps](#) manual which goes into great detail on how to work with HTML and XML templates in ScreenSteps.

Other Resources

The Manual message will appear on the sidebar when viewing the manual. In this example we have added a link to our user forums.