

How-To Guide Template

Last Modified on 10/02/2025 9:30 am CDT

Overview

This guide explains how to {insert a brief description of the task}.

{Optional: Specify when and why your user might want to perform the task.}

Before you start

{This section is optional}

Before you {insert a brief description of the task}, ensure:

- Prerequisite 1
- Prerequisite 2
- Prerequisite 3

{Task name }

{Optional: Provide a concise description of the purpose of this task. Only include this if the purpose is not clear from the task title.}

{You can use this format to describe your steps:}

1. {Write the step here. Use a verb to start.}

{Optional: Explanatory text}

{Optional: Code sample or screenshot that helps your users complete this step.}

{Optional: The result of completing this step.}

2. {Write the step here. Use a verb to start.}

2.1. {Substep 1}

2.2. {Substep 2}

{Sub-task}

...

{This section is optional. Include a sub-task only if the task is big and complex.}

See also

{Include references and/or links to other related documentation such as other how-to guides, conceptual topics, troubleshooting information, and limitation details if any.

- Reference link
 - Concept link
 - Troubleshooting link}
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