# **How To Create a How-To Guide**

### STEP 1

Conduct research
to ensure your
guide is the most
comprehensive on
the topic.

# STEP 2

Understand your target audience's concerns and challenges.

## STEP 3

Structure your steps in the most logical order for your reader and use visuals whenever possible.

## STEP 4

Tell readers why it matters.



## **How To Write A Guide**

**Chao Zhang** 

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