

# How to Make a How-to Guide

- Understand your target audience.
- Research your topic thoroughly.
- Create a step-by-step outline.
- Add useful images and videos.
- Save screenshots as you go.
- Approach it from the reader's point of view.
- Link to other resources.



## How to Write a How-to Guide

- Use verbs when writing out steps.
- Make your how-to guide easy to skim.
- Offer examples to show your readers what you mean.
- Write with empathy.

## Publishing a How-to Guide

- Test every step of your instructions.
- Ask someone to proofread your guide.
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# How To Make A Guide

**Tony White**



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