

# Dozuki Style Guide

Create a Useful Dozuki Page

Internal Use

This document contains standards for the language and style you must use when creating a Dozuki guide for Facebook.

<Deleted Photographs, Lighting, Using Colored Bullets, Using Caution, Note, and Reminder Bullets, And Language sections for this sample. Also deleted most photographs.>

## Introduction

This guide contains the standards you should follow when creating a Dozuki guide. By using industry standard terms, you enable your readers to understand and act on the information you provide.

The guide contains the following sections:

- How to Create a Guide
- Name Your Guide
- Photographs
- **Error! Reference source not found.**
- Using Markers
- **Error! Reference source not found.**
- **Error! Reference source not found.**
- What is a step?
- Adding Tools and Parts
- **Error! Reference source not found.**

## How to Create a Guide

To create a guide, follow this procedure:

1. Access <https://facebook.dozuki.com>
2. Click the Create a New Guide icon at the top of the home page.
3. Fill in the fields/drop-down lists on the Introduction tab. The selection you make in the Category drop down list determines where your guide will appear. Please select the correct category.  
**NOTE:** Please follow the naming conventions in the Name Your Guide section below.
  - If a category for your guide does not exist in the Category Name drop-down list, create the category by returning to the home page, clicking the Customize your site icon and creating a category on the content tab. Please place the content in an existing group related to the category.
4. Click the Save button. You have just created your guide. In the next procedure you will fill in the Details section.

The screenshot shows the 'Introduction' tab of a guide creation form. It includes the following fields and options:

- What type of guide is this?**: A dropdown menu with 'Replacement' selected. A note states: 'We organize guides by the type of procedure they explain.'
- Category Name**: A dropdown menu with 'Cheetah' selected.
- What are you replacing?**: A text input field with the example 'Logic Board'.
- Title**: A text input field with 'Replacing Cheetah'.
- Summary**: A text area with the instruction 'Give a short summary.'
- Buttons**: 'Preview' and 'Save' buttons.
- Footer**: 'Creating Introduction' text.

### Add Additional Information

After creating the guide, please complete the Details tab of your guide. This information enables readers to understand how long it will take to complete the procedure you documented, as well as any required tools or parts.

To add detail, please follow this procedure:

1. Fill in the fields/drop-down lists on the tab.
  - Linking to prerequisite guides is easy. Just start typing in the title and then select from the autocompleted list.
  - Select the tools or parts needed for the job. You may have to create descriptions for certain tools or parts.
2. Add any documents that are relevant to the procedure (if any).
3. Click the Save button.

The screenshot shows the 'Details' tab of a guide creation form. It includes the following fields and options:

- Estimate the time required**: A text input field with the example '15 to 30 minutes'.
- Estimate the difficulty**: A dropdown menu with 'Moderate' selected.
- List any prerequisite guides**: A text input field with the placeholder 'Start typing guide title'.
- List any required tools**: A section with an 'Add a tool' link.
- List any required parts**: A section with an 'Add a part' link.
- Conclusion**: A text area.
- Attached documents**: A section with an 'Add' link and a text input field.
- Footer**: 'Bulk-import steps' link.

## Name Your Guide

Please follow the Dozuki Guide naming standard. Not following it may cause the link between SORT and Dozuki to break.

- OCP Hardware - Use codename
  - SeRF Model: WIMIT6\_V2F
  - Dozuki Guide: Windmill
- Non-OCP - Use base model and generation
  - SeRF Model: DL180SE\_G6\_V2F
  - Dozuki Guide: DL180SE\_G6

## Photographs

In order to take photographs that enable anyone to complete a procedure successfully, we ask that you follow these suggestions.

### Always Shoot Twice

Take three photos of the part that will be worked on. The first photo must show the part in its normal state (connected, wrapped, etc.). Make sure there is a marker of some sort (you can add it later in Dozuki) pointing to the part.

## Using Markers

You can add markers to the images you upload to Dozuki to identify touch points or features. Dozuki has both round and square markers.

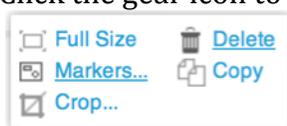
Use round markers to identify touch points. For example, mark the thumbscrews on field replaceable units (FRUs) within a server.

Use square markers to identify features on a part, server, or rack. For example the gap within a DIMM that enables you to line it up with the DIMM slot.

Dozuki also enables you to select from a variety of marker colors. To keep it simple, use blue or green circles to identify touch points. Use orange squares to identify connection points.

To add a marker to an uploaded photo follow these steps.

1. Click the Edit link for the step that contains the picture you want to edit. Dozuki enters Edit mode.
2. Mouse over the photo you want to edit. A gear icon will appear in the upper right corner of the picture. 
3. Click the gear icon to display Dozuki's image editing tools.



4. Click the Markers icon. The Media Markup window appears.

5. Select the circle icon.
6. Select the color appropriate to the image you are marking (green or blue for touch points, yellow for connection points).
7. Create the circle and position it. Make your circle large enough that you can see the entire part being highlighted. No larger.
  - a. Left click and drag your mouse to create the circle.
  - b. Use the square icons that appear to resize the circle.
  - c. Click on the colored line that forms the circle to move it.
8. Click the Save button in the Media Markup window. Dozuki adds the markers to the photo.

## What is a step?

A step should document a single action. It should not document two related actions or a series of actions that enable the user to complete a task.

## How can I tell if what I think is one step is actually two?

- It requires the technician to make two distinct movements.
- Your sentence contains the word AND or THEN. “Do this and do that.” Or “do this then do that.”

## Creating Steps

To create a step, use the following procedure.

1. Click the Edit button at the top of the page.
2. Click the Add Step button. The Editing Step page appears.
3. Click the Add wisdom here link and explain the step.
4. Add photographs by clicking the camera icon on the left side of the page. You can add up to three photos per step.

## Adding Tools and Parts

Please indicate the type of tools/parts a repair procedure will require. Is a Torx screwdriver needed? Is a scanner needed (for example, during a F-IO Card swap)? A DIMM? Please include all necessary tools in the required tool list or in the required part list.

To add a tool/part to an existing Dozuki guide, follow these steps. To add a tool/part to a new Dozuki guide, first create the guide, following the instructions in the How to Create a Guide section and then follow these steps.

1. Click the Edit link at the top right of the page.
2. Click the Details tab at the top left of the page.
3. Click the Add a tool link or the Add a part link on the Details tab. A text box appears.
4. Enter the tool/part name Please use its official name. (Torx 5, for example).

**NOTE:** If the tool/part is already in the tools database, please select it. DO NOT enter it again.

5. Click the Edit Details link to add type, quantity, and other information (notes). You can also tick a checkbox that will make the tool/part a featured item.
6. Click the Done button.
  - pull a plug from its receptacle.