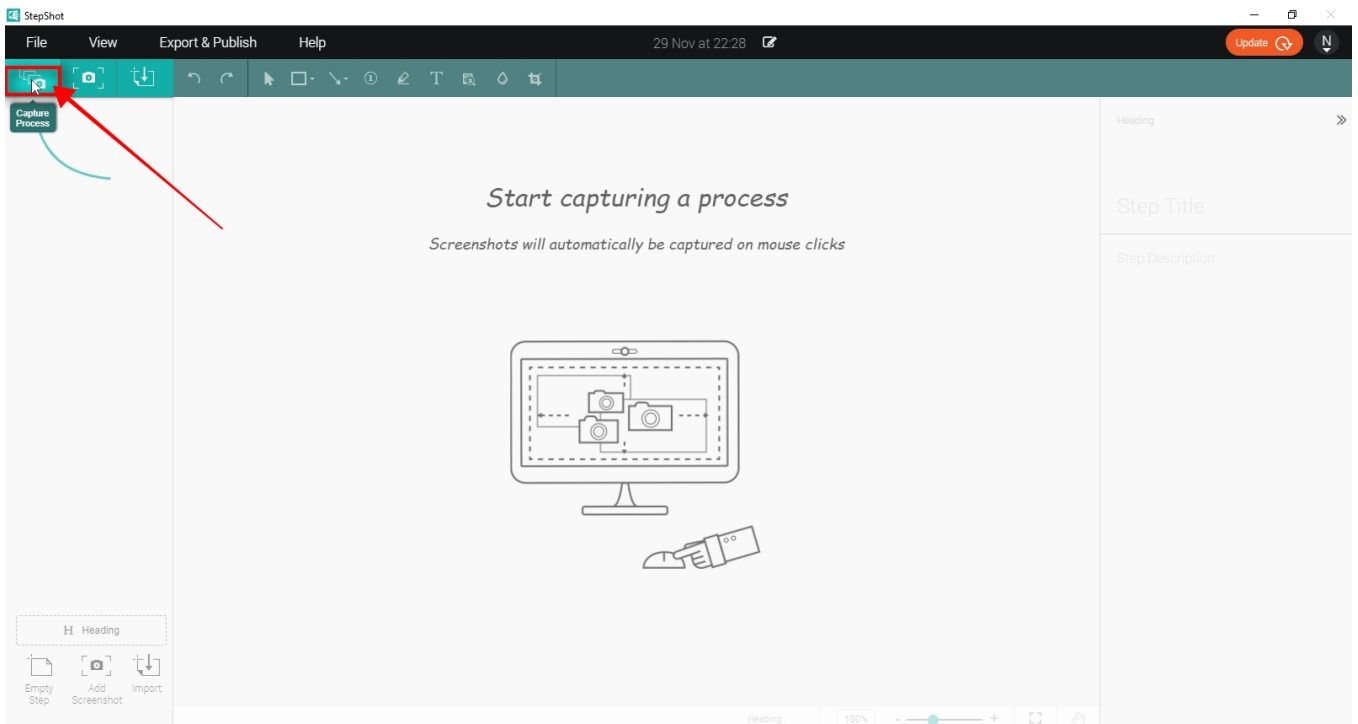


How to Create Process Documentation in StepShot Guides

Presented by: StepShot
{Guide_Website}
sophia@stepshot.net

Step 1

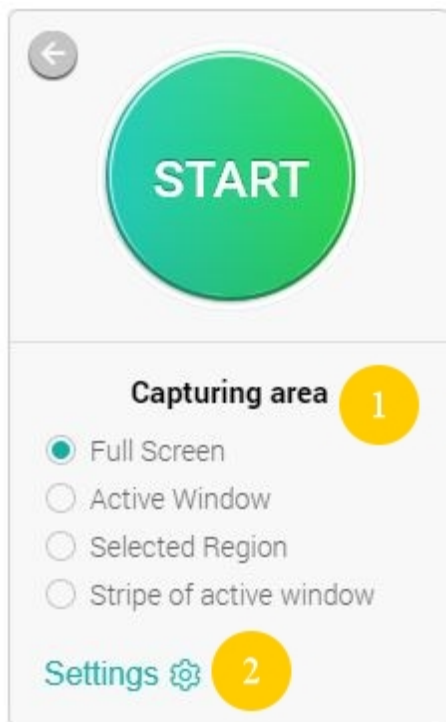
Click on the icon "**Capture Process**" to launch capturing tool.



Step 2

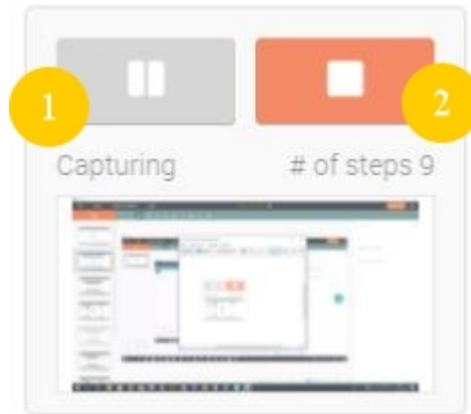
Press "Start."

*In the case, you need another **capturing area** (1) than a default one, configure the area here or click on "**Settings**" (2) for more advanced options.*



Step 3

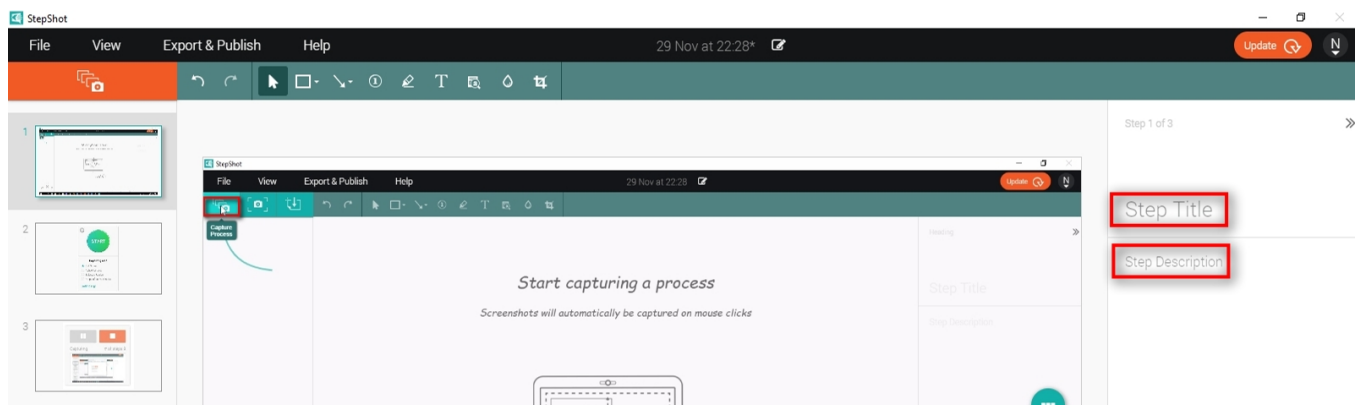
Click on the "**Pause/Play**" (1) to interrupt/resume capturing. Push the "**Stop**" button (2) to finish capturing.



Step 4

StepShot Guides window appears, it includes all your screenshots as separate steps of the document.

Click on "**Step Title**" to input a title or "**Step description**" to insert a description of the step. Also, you can configure the tool in advance so that it automatically records all your actions as either step titles or step descriptions. In this case, you will just edit and improve them if needed.



Step 5

Edit and annotate your screenshots with the image editing toolset available. These include the following:

1 - Select

2 - Shapes (rectangle, rounded rectangle, ellipse)

3 - Arrow & line

4 - Sequence (numbers)

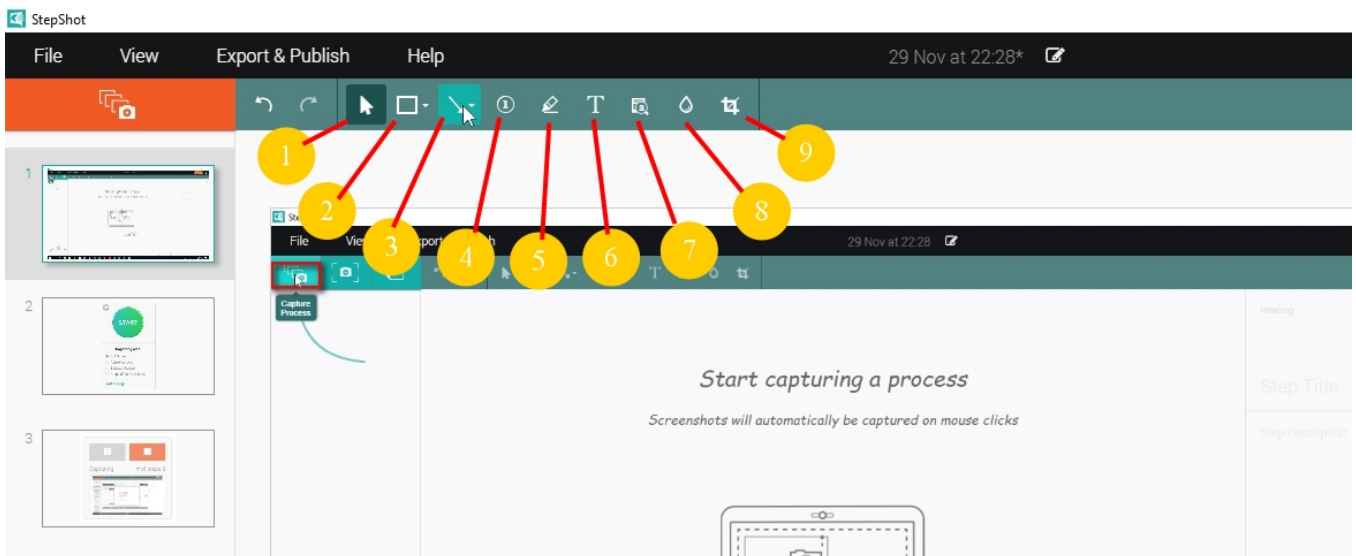
5 - Highlight

6 - Text field

7 - Grab text (recognize text on the screenshot and copy it to your clipboard)

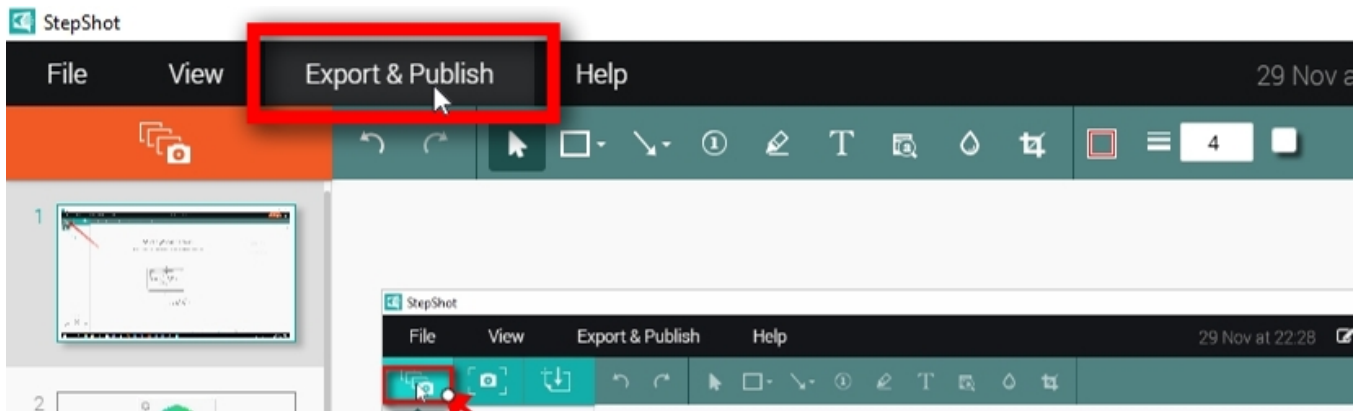
8 - Blur

9 - Crop



Step 6

Once you've finished editing your steps, click on **"Export & Publish."**



Step 7

Choose one of the available formats for exporting and sharing your document. As for your further actions, learn how to export your document to various formats here <http://help.stepshot.net/category/export-a-guide>.

*Do not forget to **save a file in a format of StepShot Guides** just in case you need to edit it in the future.*

StepShot

Export & Publish

FILE FORMAT

Choose an output

- PDF Document**
Export the guide as a step-by-step PDF document.
- Word Document**
Export the guide as a step-by-step Word document. Edit later at your convenience.
- Video**
Create MP4 or AVI video file. Narrate steps with your voice or using our built-in text-to-speech technology.
- HTML Export**
Export the guide as a step-by-step HTML document. Embed later into your knowledge base.
- WordPress**
Publish guide as a post on your WordPress site.
- Images to a folder**
Export images of the guide into a local folder.

Save your file in a format of StepShot Guides