



# Creating manuals

## ^ Table of contents

- ▲ What is a manual?
- ▲ Why manuals?
- ▲ Creating Manuals
  - ▲ Creating private manuals
  - ▲ Creating manuals inside spaces

## What is a manual?

A manual is an organized repository of knowledge within a hub. You can think of a manual as a collection of related content. For example, you could have a "Development" space which contains manuals for design, coding standards, technical specifications, etc.

Learn allows you to create the following types of manuals:

**Private Manuals:** These manuals do not belong to any of your spaces. They can be shared individually with the members or other spaces in your hub.

**Space Manuals:** These manuals are created and maintained inside spaces.

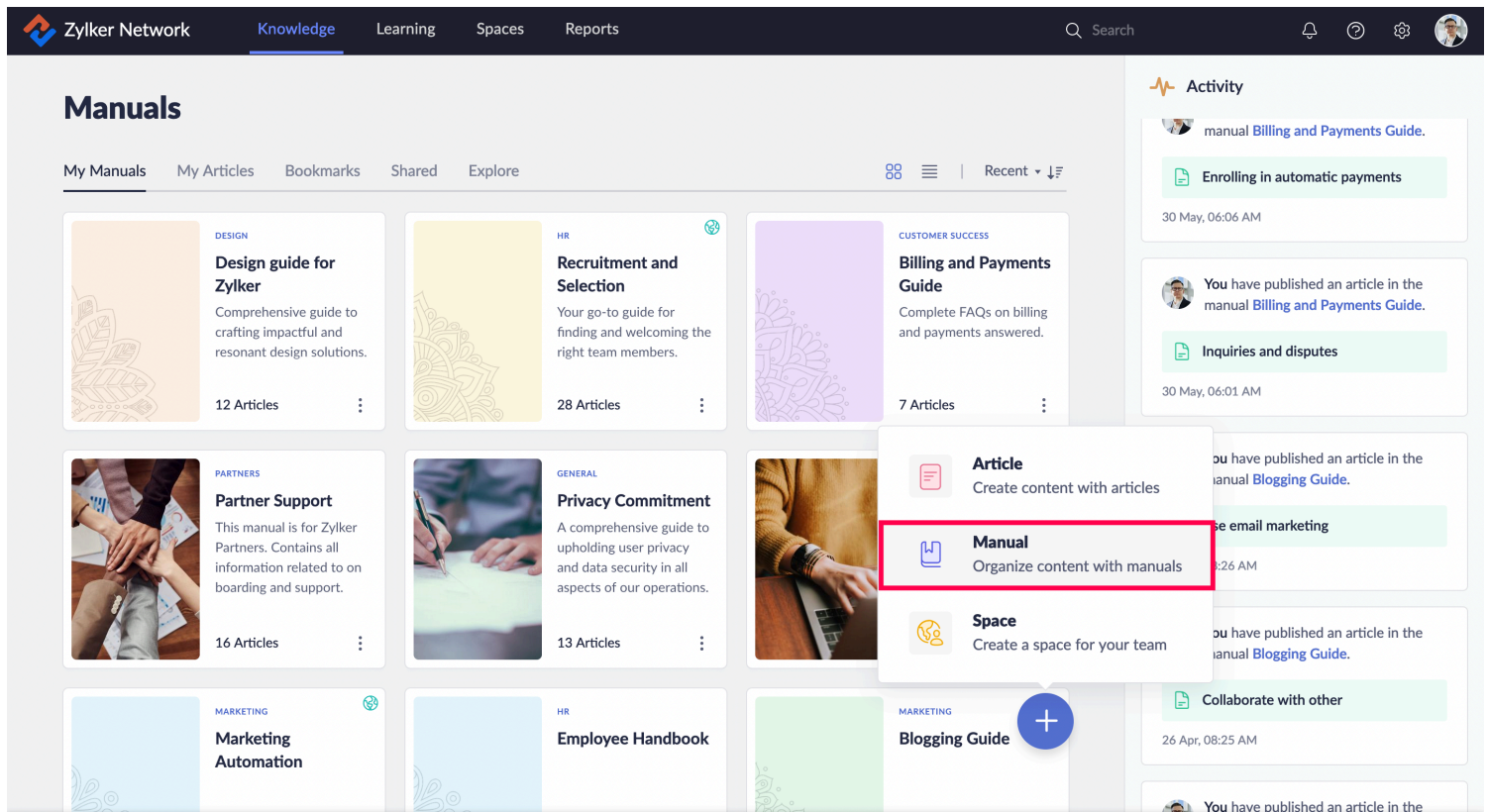
## Why manuals?

- Manuals give your content a structured hierarchy which makes it easy to find information quickly.
- Manuals keep your articles neatly organized within your space.

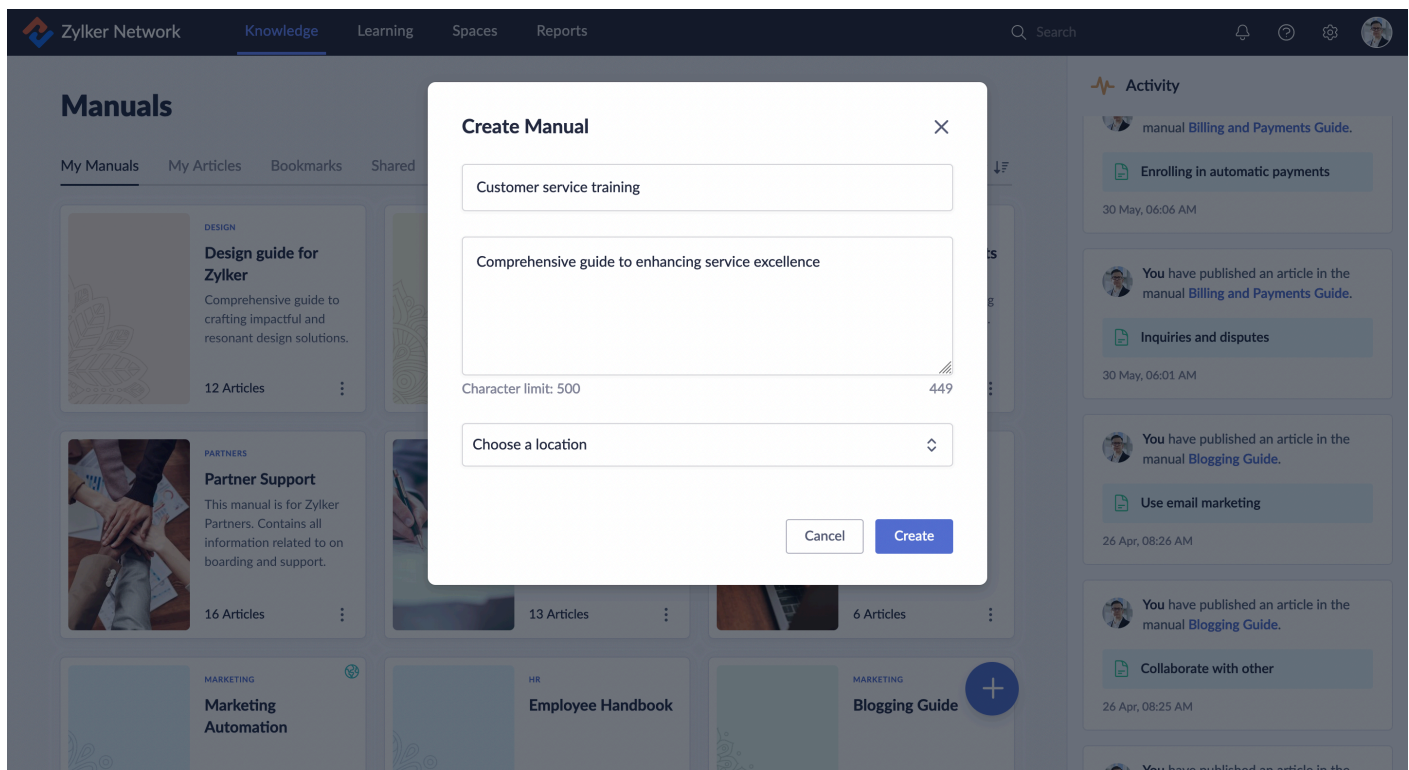
## Creating Manuals

### Creating private manuals

1. Click the **Add** icon (+), then select **Manuals**.



2. Enter the name and description.
3. Select **Keep it private** from the **Choose a location** dropdown.
4. Click **Create**.



## Creating manuals inside spaces

1. Click the **Add icon (+)** in the bottom-right corner.

2. Enter the name and description.
3. Select a space from the **Choose a location** dropdown.
4. Select an access privilege for space members for the space you've selected in **Space member access** dropdown section.
5. If you want to decide the access privilege later, you can select the **Disabled** option from the dropdown.
6. Click **Create**.

