Writing a How-to Article

(Borrowed from TheGoodDocsProject:
https://docs.google.com/document/d/1oLWstvvDTHLfZ5QZrDwON1aco0RHdjIv66NblVd7a
tE/edit#heading=h.9fk5xsqudvf)

How-to articles take the reader through a series of steps required to solve a specific, real-world problem.

- Address only one task at a time.
- Avoid resolving multiple tasks in a single how-to article.

How-to articles can often be confused with tutorials. Remember how-tos are *problem*-oriented, tutorials are *learning*-oriented.

How-to Article Template

"Overview" section

Summarise what the reader will get from reading the how-to article.

Tip: It is recommended to write this section at the very end, once you have had a chance to document the steps to complete a task.

"Before you Start" section

Describe what the audience needs to know, or needs to have, before attempting the how-to. By stating the requirements up-front, you prepare the audience with correct and required information for completing the task with your how-to.

Tip: If a section describes multiple points, list them using a bulleted list (if the order is not important), or numbered list (if the order of these requirements is important).

"Steps to complete the task" section

When explaining steps in a procedure, we encourage inserting a screenshot for each part of the process to help users understand the context.

To improve documentation usability and reading flow, it is recommended to insert images to the left or right of the text (instead of above or below) when using images in your steps.

If your procedural steps do not require screenshots, use a numbered list.

Conclusion/Summary section

Conclude the How-to article with a summary of what you have achieved/completed using the steps, and with information on where to proceed next.

See an example How-to article below. I've reorganised the Starting the Catalog article from the GeoNetwork docs as a how-to article, as an example.

Starting the catalog

This topic describes how to start the catalog after you have installed GeoNetwork on your machine. A catalog refers to <what>

Before you start

Ensure you have successfully installed GeoNetwork using the steps described in Installing the application.

To start the catalog

1. From your GeoNetwork folder location, open the bin folder and double-click start.bat (on windows) or startup.sh (on linux). This initiates a web service for GeoNetwork, which you can use to view the catalog.

   Tip: If you are using the command line, you can view the log messages for starting the web service.

2. To access GeoNetwork, in a web browser, open the GeoNetwork homepage.

   a. If you installed GeoNetwork on your computer using the default installation method, use http://localhost:8080/geonetwork.

   b. For Docker, you can find the IP and Port to connect to, from the Kitematic application. Alternatively, run docker ps in a terminal (on Linux or OSX), to find out the port Docker is running on.
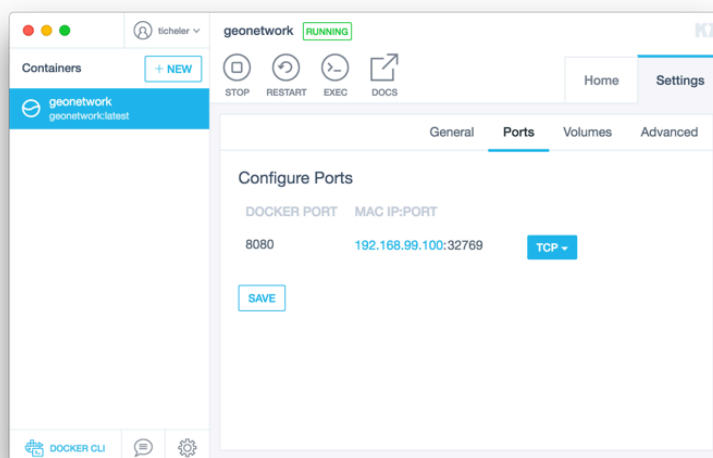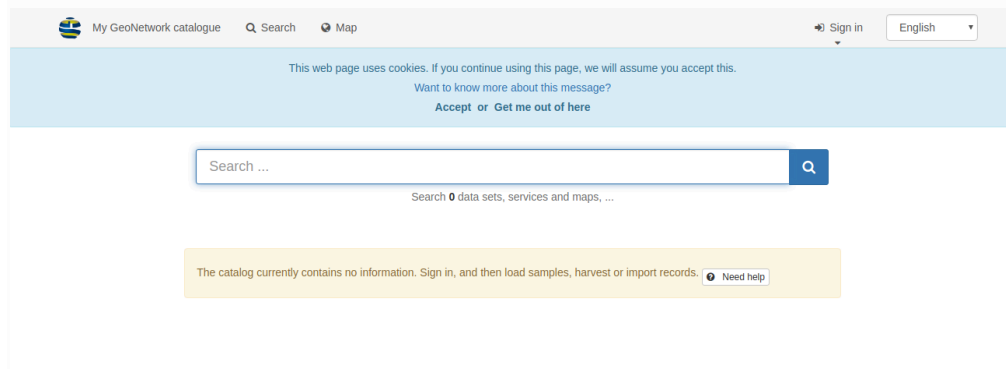

   Image: Configure ports in Docker

O.

Sign in   English

This web page uses cookies. If you continue using this page, we will assume you accept this.
Want to know more about this message?
Accept or Get me out of here

Search ...

Search **0** data sets, services and maps, ...

The catalog currently contains no information. Sign in, and then load samples, harvest or import records.   Need help

Using the GeoNetwork catalog page, you can:

a. Do Task 1

b. Perform Task 2

c. Complete Task 3