

CHEAT SHEET | HOW-TO GUIDE

How-to guide: A step-by-step user guide that completes a real-world task with your app. A How-to guide is limited to a single task and doesn't detail concepts, but they often link to an explanation guide.

<u>Structure</u>	<u>Content</u>	<u>Test; as an app user</u>
<ul style="list-style-type: none"> ➤ Title answers the statements: <i>As a user, I want to...</i> ➤ Most headings are steps with actions ➤ Sequential order completes the real-world task 	<ul style="list-style-type: none"> ➤ Be concise; focus on what the reader needs to know to complete the task ➤ Be concrete; each step should only complete a single action ➤ Be clear; the content should be helpful, yet to the point 	<ul style="list-style-type: none"> ➤ Is the content accurate? ➤ Is the content complete? Is anything missing? ➤ Is the content specific to the task? Move any detailed concepts or explanations to an explanation guide.

Reader's goal: "I completed the task successfully."

General structure and headings

- ```
h1 <task>
 • h2 At a glance1
 • h2 Before you begin
 • h2 Get set up
 • h3 Configure
 • h2 Step 1: <action>
 • h2 Step 2: <action>
 • h2 Step 3: <action>
 • h2 Verify
 • h2 Learn more
```

| Header                      | Guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (title) <u>&lt;task&gt;</u> | <p>Include a brief subtitle with the title. Provide additional context of the how-to task as related to the app.</p> <p><b>h1 Integrate CatFactz with other apps</b></p> <p>Use this step-by-step guide to enhance the apps on your laptop with fun feline facts.</p> <p><i>max 1 sentence</i></p>                                                                                                                                                                                                                                                                                                                 |
| At a glance                 | <p>Provide a brief overview of the steps in the how-to guide and the benefit of the task to the reader. Also highlight anything that would stop the reader from using the guide because it doesn't fit their needs.</p> <p>In this guide, you'll explore the CatFactz API, make calls to the API from a local app, then use the response to display a cat fact in the local app. By the end of the guide, you'll be able to enjoy cat facts from another app without running CatFactz from its directory.</p> <p>The CatFactz API cannot be used with apps on different laptops.</p> <p><i>max 5 sentences</i></p> |
| Before you begin            | <p>List any <b>prior</b> skill, experience, access, hardware, 3rd-party software etc. a reader should have <i>before</i> they start following the guide. Don't list anything specific to the app, like installing the app itself.</p> <p>To complete this guide, you'll need:</p> <ul style="list-style-type: none"> <li>• To determine which local app you want to integrate with CatFactz.</li> <li>• Basic experience with the programming language used in the local app.</li> </ul>                                                                                                                           |

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | <i>max 1 sentence, followed by a bullet list of items (no more than 5)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Get set up                     | <p>List any setup that's specific to the app in order to complete the guide. For example, installing the app or optimizing displays to view the app.</p> <ul style="list-style-type: none"> <li>• Ensure CatFactz is installed on your laptop; see the <a href="#">Get started</a> guide if necessary.</li> <li>• Open the <a href="#">CatFactz API</a> reference guide.</li> </ul> <p><i>max 5 items in a bullet list</i></p>                                                                                                                                                                                                                                                                                                           |
| Configure                      | <p>Explain any specific settings, options, or configurations that need to be done before starting the steps in the guide.</p> <p>In your local app, verify read/write access. This is necessary to use the CatFactz API and display responses in the app.</p> <p><i>max 3 sentences, followed by an ordered list of actions (no more than 5)</i></p>                                                                                                                                                                                                                                                                                                                                                                                     |
| <u>Step ##: &lt;action&gt;</u> | <p>Break down the tutorial into easy-to-follow steps. Each step should:</p> <ul style="list-style-type: none"> <li>• Complete a single action</li> <li>• Provide images, code snippets, or videos, if needed</li> <li>• Provide the expected result, if needed</li> </ul> <p><b>h2 Step 1: Explore the CatFactz API</b></p> <p>Notice how each CatFactz endpoint defines a specific function and action. Also notice the endpoint URLs, specifically <a href="#">/facts</a> and <a href="#">/breeds</a>. These two endpoints will be used in the next steps.</p> <p><b>h2 Step 2: Try the API</b></p> <p>Use cURL to make a GET request to the <a href="#">/facts/random</a> endpoint. Review the response with a random cat fact.</p>   |
| Verify                         | <p>Explain how the reader can verify their success by following the guide. Do they need to make a request? Check the status in another app? Also link to a troubleshooting guide if the verification fails for any reason.</p> <p>Run your local app and trigger a cat fact. Try it more than once to verify that the integration works as expected.</p> <p>If you don't see a cat fact, or if a new one is not generated debug the following:</p> <ul style="list-style-type: none"> <li>• Your local app; does it have read/write access?</li> <li>• The API requests; are the endpoints and parameters correct?</li> <li>• Your laptop; is it working as expected?</li> </ul> <p><i>max 5 sentences or items in a bullet list</i></p> |
| Learn more                     | <p>Provide links to other guides, also link to external sources if relevant. Each linked guide should:</p> <ul style="list-style-type: none"> <li>• Feel like a natural progression</li> <li>• Help the reader gain more confidence</li> <li>• Provide a brief sentence for context</li> </ul> <p>Explore these guides as you become a CatFactz expert:</p> <ul style="list-style-type: none"> <li>• <a href="#">Data sources in CatFactz</a></li> <li>• <a href="#">Filter mechanisms in CatFactz</a></li> </ul> <p><i>max 1 sentence, followed by a bullet list of items (no more than 3)</i></p>                                                                                                                                      |

<sup>1</sup> Many how-to guides present key information related to the task first. This is known as the Inverted Pyramid content structure. For details, see [Inverted Pyramid: Writing for Comprehension](#) from Nielsen Norman Group.