



User Manual

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Proton 27

Table of Contents

Getting Started	2
Creating a manual.....	2
Adding your first topic	3
Headers, Bold & Bullets	5
Adding images	7
Adding your own colors and logo	8
Linking to your online manual.....	10
Managing topics	12
Adding topics & sub-topics	12
Re-arranging topics.....	13
Removing topics	14
Topic visibility	14
Setting Topic Slugs for URLs	15
Setting topic keywords	15
Working with Drafts	16
Topic Revisions.....	17
Sharing & Copying topics	19
Sharing vs Copying.....	20
Using Variables	21
Managing Manual Versions	22
Languages	23
Adding a language.....	24
Translating your manual	24
Translating directly in Manula	24
Using a Translation File.....	25
Integrity Checker.....	27
Formatting topics	30
Headers	30
Bold, Italic, Underline, Strikethrough	30
Bullets.....	31
Regular bullets.....	32
Numbered bullets.....	33
Linking	35
Linking to other topics.....	35
Linking to external websites	36
Email links	37
Using Info and Warning Boxes	37
Tables.....	38
Code blocks	39

Indenting and block quotations	41
Expandable/collapsible lists	42
Adding images and videos	44
Inserting images.....	44
Embedding videos.....	46
Publishing your manual	49
Publishing on manula.com	49
Integrating on your own domain	50
Private Manuals	51
Downloadable manuals in PDF format	55
Customizing your manual	57
Adding logos and changing colors.....	57
Frequently Asked Questions	59
I updated the PDF, but it doesn't show the changes. Why?	59
In the top bar, can I add a link back to my own website?	59
Can I import my existing documentation?	59
I set my manual to Published, but it keeps saying "Draft". Why?	60
How can I disable the Print functionality?	61
Reference.....	62
Keyboard Shortcuts.....	62

Getting Started

Welcome to Manula! Let's get you started on your first online manual.

We'll discuss how to create a new manual and add some topics, how to arrange topics in your Table of Contents (ToC), some formatting tips (headers, bold text, bullets, etc...), customizing the look and finally, I'll explain how to link to your new online manual.

- [Creating a manual](#)
- [Adding your first topic](#)
- [Headers, Bold & Bullets](#)
- [Adding images](#)
- [Adding your own colors and logo](#)
- [Linking to your online manual](#)

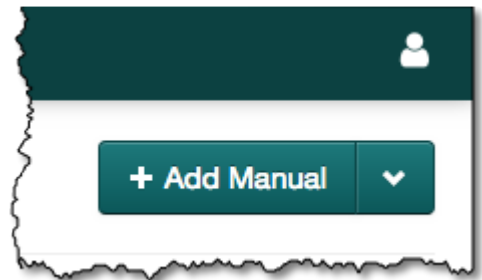
Last modified: 5 Mar 2019

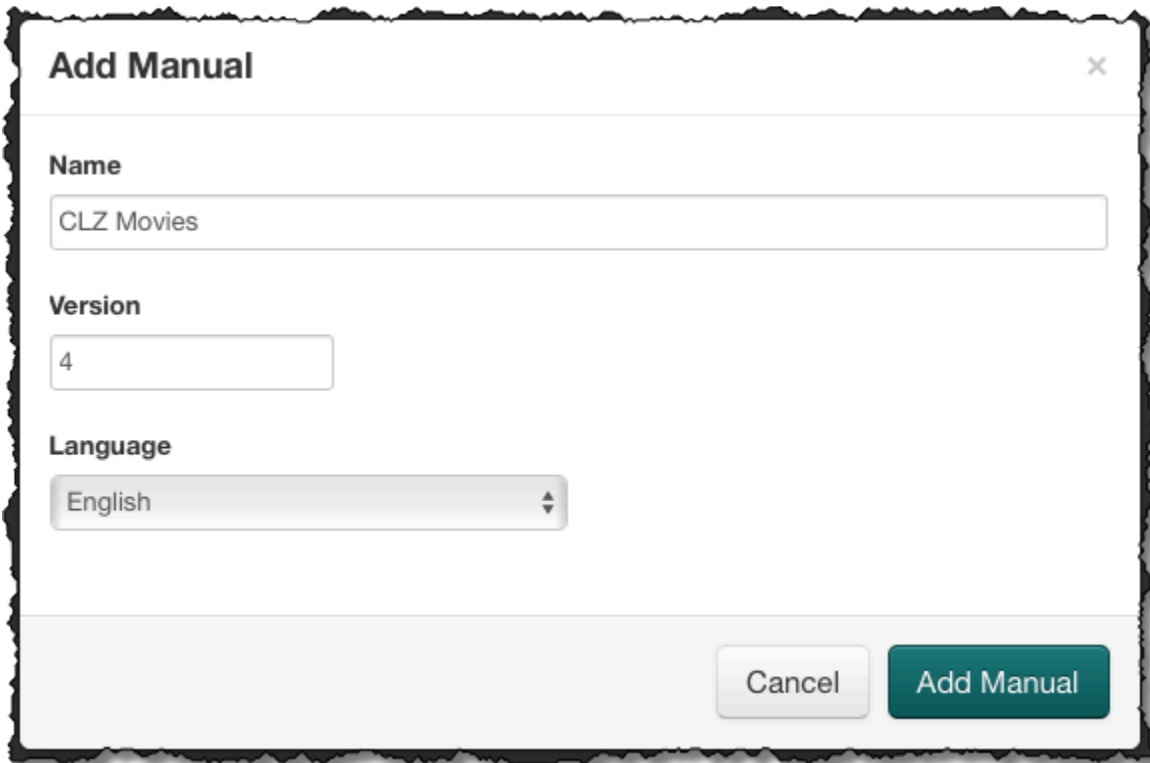
Creating a manual

When you log into your account, you will arrive at your Account Dashboard, which holds all manuals you created.

However, if you just created your Manula account, it will be completely empty. So let's create your first manual now. Here's how:

- Click the big green **+ Add Manual** button at the top right.





Add Manual [X]

Name

Version

Language

- In the Add Manual screen that appears, enter:
 - the name of your new manual. Don't worry, you can always change this later.
 - the version of your manual, e.g. the version of the product this manual is about. If you're not using product versions, just enter "1".
 - the language of this manual.
- Now click the green "Add Manual" button.

Your new manual will be created and then immediately opened in the Manual Editor.

Next step: [create your first manual topic](#).

Last modified: 24 Oct 2018

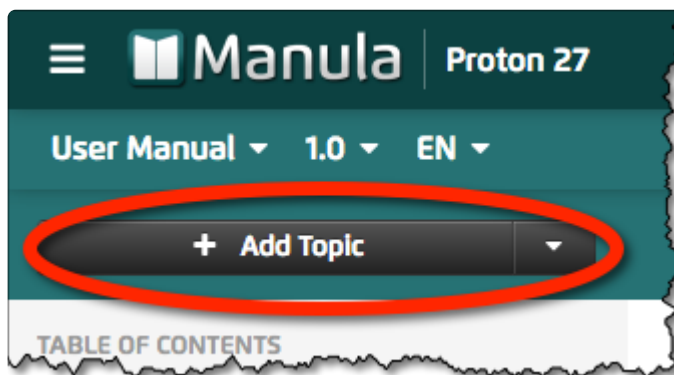
Adding your first topic

With a new manual created, it's time to add some content, in the form of topic pages. This is done in the Manual Editor. (If you're not in the Editor yet, you can go there from your Account Dashboard by clicking the title bar of one of your manuals.)

Creating your first topic

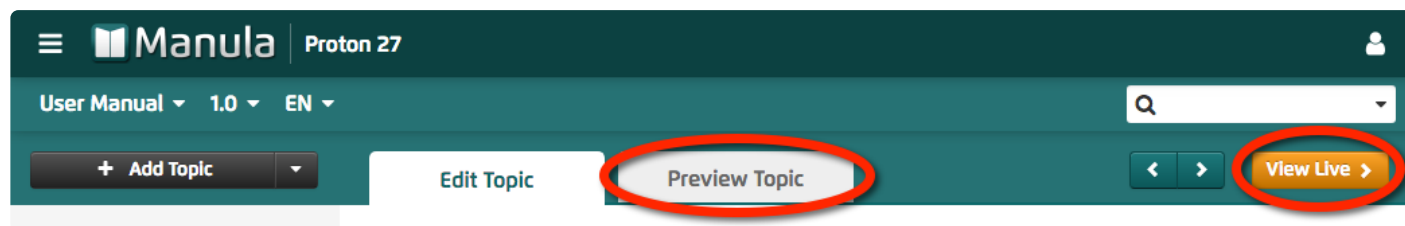
Now let's add a topic:

- Click the Add Topic button top left and the Topic Editor will appear on the right.
- Enter a topic title in the Title box, e.g. "My first topic".
- Enter a topic body in big text area below, e.g. "This is a test topic, one two three testing testing...".
(don't worry about either the title or the body, you can always edit them again later)
- You can leave the Keywords box empty for now. We'll discuss this later.
- When done, click the green Add Topic button at the bottom right.



That's it. You have created your first topic. It will immediately appear in the Table of Contents (ToC) on the left.

Viewing your topic



To see how the topic will appear to readers of your manual, click the Preview Topic tab above your Topic Editor.

An alternative way to view the topic is to open your live public manual in a different browser tab or window, using the orange "View Live" button on the top right.

Editing your topic

To make changes to one of your existing topics, just click the topic title in the ToC on the left and make sure the Edit Topic tab at the top is selected.

After making your modifications, click the **Save and Publish** button at the bottom. Using this button will instantly publish your changes to the web.



Adding more topics

Repeat the above to add more topics to your manual. Each time you add topic, it will be added at the bottom of the ToC on the left. If that is not where you want it to be, just drag it to the desired position.

Dragging topics around:

- Move your mouse pointer over the ToC on the left and hover over the one you want to move. A drag icon (↑) will appear on the left.
- Now click and drag. This will let you move the topic within the ToC.
- A blue indicator will show the spots where you can drop it, showing a large blue rectangle when you hover over a different topic and a thin blue line if you hover between topics.
- Now drop your topic into the location where you want it to be:
 - Drop it on the blue line between two other topics to insert it there.
 - Drop it on top on another topic to make it into a sub-topic of that topic.

Last modified: 24 Oct 2018

Headers, Bold & Bullets

Manula uses the popular **Textile** markdown language for formatting your manual topics.

Textile is much easier than HTML and quicker than WYSIWYG editors, though initially it may take some getting used to.

Here's a quick introduction to creating headers, bold text and bullets using Textile.

(For a full guide on Textile, check the [Formatting topics](#) section.)

Headers

Creating headers is simple, just use the left most button on the toolbar (or even quicker, just type "h2. ") and add your header text. In your editor, it will look like this:

```
h2. My first header
```



In Textile, white space is important! When creating headers, always have a blank line

before and **after** the header line. Also, don't forget to keep a **space** between the dot (.) and the header text.

Bold text

The next button on the toolbar (**B**) lets you turn selected text into bold text.

But again, typing is easier. Use stars (*) around a piece of text to make it **bold**:

`*this is bold*` becomes: **this is bold**

Bullets

Making bullets is as easy as starting a line with a star (*) or a dash (#) sign.

*'s for regular bullets, #'s for numbered bullets.

In the manual editor, write this:

```
* This is a regular bullet
* This is another one
* And this is the last
```

to generate bullets like this in your live manual:

- This is a regular bullet
- This is another one
- And this is the last

Similarly, writing this:

```
# This bullet is automatically numbered as nr 1
# The hash signs are automatically turned into 1's and 2's
# This will become bullet 3
```

will turn into:

1. This bullet is automatically numbered as nr 1
2. The hash signs are automatically turned into 1's and 2's
3. This will become bullet 3



Again, white space is important, don't forget to have a blank line before and after a bullet

list and don't forget the space after the * or # character.

Last modified: 24 Oct 2018

Adding images

Any manual needs images, screen shots, product photos, logos, etc.

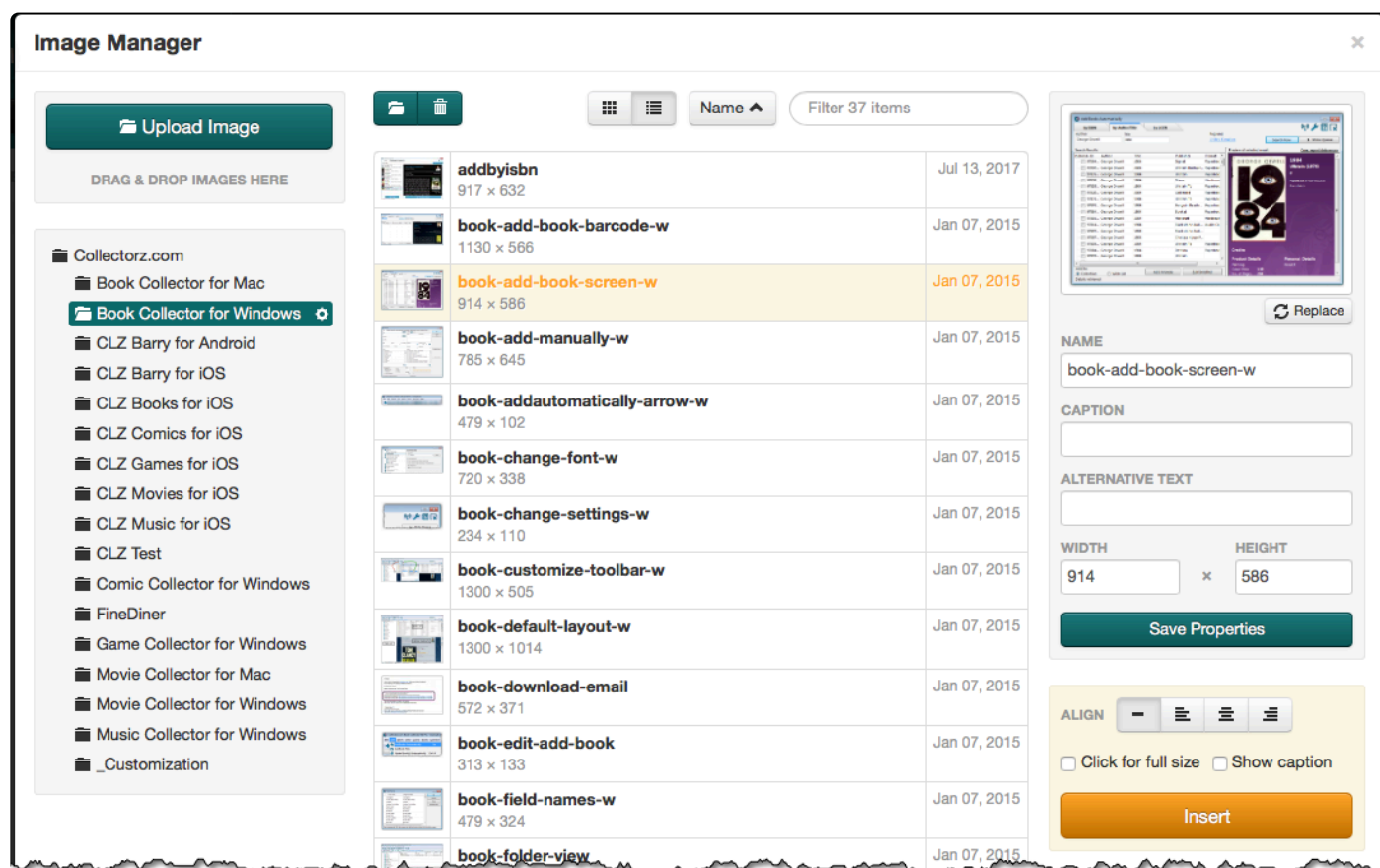
Adding an image to your topics is a 2-step process:

1. Upload the image to the Image Manager
2. Insert the image from the Image Manager into your topic.

Uploading and inserting a new image:

- Place your cursor on an empty line in your editor.
- Click the Insert Image button on the toolbar (under Media).

This will pop up the **Image Manager** screen:



- In the Image Manager, click the **Upload Image** button on the top left.
- Find the image on your computer and click Open / Choose.
- The new image will now appear in the Image Manager.

- Select it, then click the large orange **Insert** button on the right.
- This will insert the image code in your topic text (make sure it's on an empty line or at least has spaces around it!)
- Save your topic.
- Click View or View Live to see your topic with the image shown.



Always make sure there is at least one space **between** the image code and other text, otherwise the image won't display correctly.

Once your image is available in the Image Manager, you can insert it into as many topics as you like, no need to upload it again. You can even replace the image (e.g. by a better one) and it will automatically be replaced everywhere you used it.

Last modified: 8 Mar 2016

Adding your own colors and logo

By default, your live manual will have the standard “Manula-green” top bar, black headers and “Manula-green” links and no logos.


The final “Getting Started” step is to **customize your manual** with your own colors and logo, so that it better fits your company's style or the look-and-feel of your product.


Customizing the colors and logos is done in the **Manual Settings** screen, on the **Customization** tab. Open the Manual Settings screen from the main menu (the menu icon top left).

Manual Settings
×

Publishing
Customization
Custom CSS
Feedback
Delete

Top Bar



Logo


Select... 

Website


Colors ?

☐ Gradient
☒ Flat

Top Bar	<input type="text" value="#3B9642"/>	
Top Bar text	<input type="text" value="#FFFFFF"/>	

Display
☐ Show Version in Top Bar

Sidebar

Logo





Select... 

Table of Contents Auto-Expand:

Topics

Colors ?

Headings	<input type="text" value="#0080a5"/>	
Links	<input type="text" value="#0080a5"/>	

Previous / Next
☐ Include links to previous and next topic.

Auto-numbering
☐ Enable auto-numbering for topics.

Example

Here's an example of a manuals with a customized top bar color, top bar logo, side bar logo and header colors.



Last modified: 24 Oct 2018

Linking to your online manual

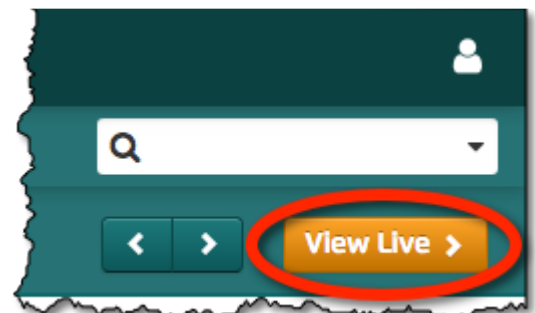
One of the benefits of using Manula for your online manuals is that your manuals are live and available online instantly, hosted on Manula servers. There is no need to arrange your own server or hosting. No need to upload HTML files and images to the internet.

As soon as you create a manual, it is immediately available on the internet, ready to be linked to from your website, your web application, your desktop software or your mobile app.

But, where is your manual located exactly? Where to link to?

The easiest way to find the web location (the URL) of your manual is by using the “View Live ->” button:

- First, while in the Manual Editor, click the first topic in your manual
- Then, click the orange **View Live ->** button on the top right
- Your live online manual will open in a new browser tab (or window).
- Note that this has automatically redirected you to the **first** topic in your manual.
- Now just copy and paste the URL from your browser's address bar and use that URL to link to from your site or software.



The URL should look something like this:

`http://www.manula.com/manuals/[your-company]/[your-product]/1.0/en/topic/[your-first-topic]`



Tip: if you want your site or software to always link to the latest version of your manual, in

your default language and to automatically redirect to whatever your first topic is...
then strip the URL down to just:
`http://www.manula.com/manuals/[your-company]/[your-product]/`

Last modified: 25 Oct 2018

Managing topics

In the manual section, we will discuss the creation of topics, including the details about saving as a draft, publishing topics and revisions.

We'll also explain the adding of languages and versions.

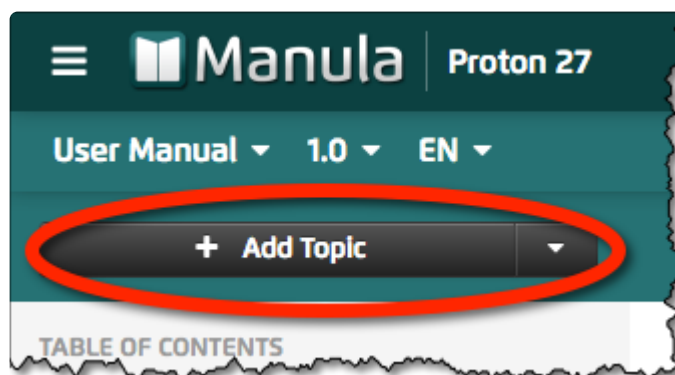
- [Adding topics & sub-topics](#)
- [Re-arranging topics](#)
- [Removing topics](#)
- [Topic visibility](#)
- [Setting Topic Title Slugs for URLs](#)
- [Setting topic keywords](#)
- [Working with Drafts](#)
- [Topic Revisions](#)
- [Sharing & Copying topics](#)
- [Managing Manual Versions](#)
- [Languages](#)
- [Integrity Checker](#)

Last modified: 24 Oct 2018

Adding topics & sub-topics

You can add new topics to your manual using the Add Topic button at the top left.

- Click the Add Topic button and the Topic Editor will appear on the right.
- Enter a topic title in the Title box, e.g. "My first topic".
- Enter a topic body in big text area below, e.g. "This is a test topic, one two three testing testing...". (don't worry about either the title or the body, you can always edit them again later)
- In the Keywords box, enter extra search words that you want this topic to be found with when people use the Search feature.
- When done, click the green Create Topic button at the bottom of the Topic Editor.



The topic will now appear in the Table of Contents.

The position it appears in is always right **after** the topic that was selected when you clicked the Add Topic button. If that is not where you want it to be, just drag it to the desired position.

Last modified: 8 Mar 2016

Re-arranging topics


After you have created multiple topics, you will find they will all appear in your Table of Contents as one flat list. However, for most manuals you probably want a more structured list, that is, have your topic list divided into headers and sub-headers. Like the ToC of the manual you are reading now.

First thing you need to understand: in Manula a header (like the **Getting Started** header on the left) is a topic too. So basically there is no distinction between headers, sub-headers and topics. There all just topics, but at different “levels” of the Table of Content.

Now here's how to re-arrange topics in the Table of Contents. It's easy, just drag and drop.

Creating a child-topic

To make a topic into a child-topic of another one:

- Move your mouse pointer over the ToC on the left and hover over the one you want to become a child-topic.
A drag icon () will appear on the left.
- Click and drag the drag icon. This will let you move the topic within the ToC.
- The blue area will show the spots where you can drop it.
- Now drop the topic **onto** the topic you want it to be a child of.

Changing the order of topics

Moving topics around, to change their order, is also done by dragging and dropping in the ToC:

- Again, move your mouse over the topic you want to move.
- Pick it up by its' drag icon and move you mouse up or down over the ToC.
- The blue area will show the spots where you can drop it, showing a large blue rectangle when you hover over a different topic and a thin blue line if you hover between topics.
- Now drop your topic into the location where you want it to be, that is, on the blue line between two other topics.



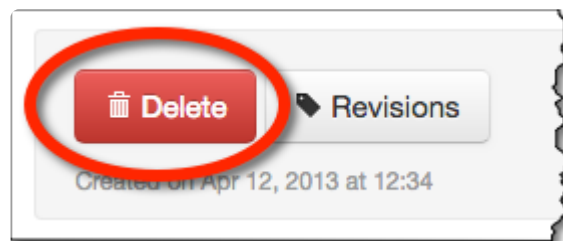
Tip: watch the left of the blue line to find out at which ToC level you will be dropping.

Last modified: 19 Jun 2020

Removing topics

Removing topics can only be done from the Edit Topic tab. So to delete a topic from your manual:

- Select it in the ToC on the left
- Switch to the Edit Topic tab at the top.
- Click the red Delete button on the bottom left.
- Confirm that you really want to delete by clicking “Delete Topic” again in the confirmation popup screen.



Last modified: 24 Oct 2018

Topic visibility

When you create a topic and publish it by clicking **Save and Publish**, the topic is immediately visible online and included in the Table of Contents.

However, in some cases, you may want to control the public visibility of a topic. This is done using the **Visibility Selector**, which can be found at the bottom right of your topic editor:



The Visibility Selector has 3 options:

- **Visible** : Topic is publicly visible and listed in the Table of Contents. This is the default state of all topics you create.
- **Hidden from Table of Contents** : Topic is publicly visible, but **not** listed in the ToC. This option is useful if you have many topics and don't want to “clutter” your ToC too much. Note that “Hidden from ToC” topics can be linked to from other topics and can also be found using the Search box.
- **Hidden** : Topic is not visible anywhere. Hiding a topic can be useful in cases where you published a topic, but later decide you don't want it live yet. Hidden topics are not visible anywhere and can not be found using the Search box.

Last modified: 24 Oct 2018

Setting Topic Slugs for URLs

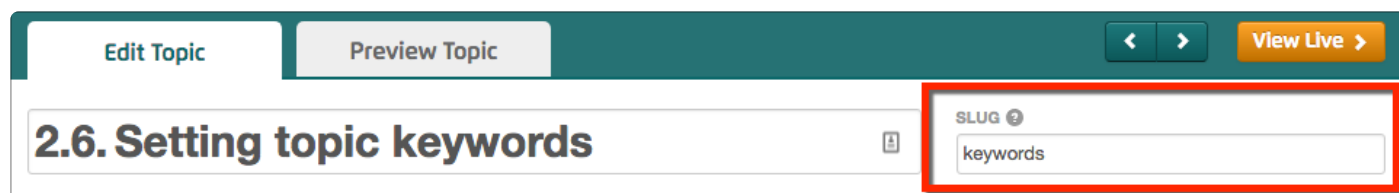
In your live manual, each topic has a unique URL. This is useful if you want to deeplink to a specific topic in your manual.

Topic URLs are constructed like this:

`http://www.manula.com/manuals/[companyslug]/manualslug]/1.0/en/topic/[topicslug]`

(The CompanySlug can be set in your Account Profile screen, the ManualSlug in your Manual Settings screen.)

Topic Slugs are set in the Topic Editor, at the top right, right next to the big Title box.



When you create a topic, the Topic Slug is automatically generated from your Topic Title. But it can be edited to your own liking, e.g. to something a bit shorter. For example, for the “Setting topic keywords” topic in this manual, I have edited the Topic Slug to just “keywords”, which makes for a nicer and shorter topic URL.

Last modified: 24 Oct 2018

Setting topic keywords

The online manuals you create with Manula automatically come with a built-in Search feature on the top right.



The Search feature produces a list of topics that best match the search words entered. The order of topics in the results is based on the appearance of the search words in the topic’s Title, Body and Keywords, in which the Title and Keywords are weighted more heavily than the Body.

Topic Keywords can be set using the Keywords box on the bottom left of your topic editor:



The screenshot shows the top section of the Proton 27 editing interface. At the top, there are buttons for 'Formatting help' and 'Find & Replace', and a dropdown menu set to 'auto' with '10 lines' visible. Below this is a 'KEYWORDS' section with a text input field containing the text 'picture, pictures, photo, photos, screen shots'. To the right of the keywords field is a 'VISIBILITY' dropdown menu set to 'Visible'. Below these fields are three buttons: 'Delete' (red), 'Revisions' (grey), and 'Cancel' (grey). To the right of these are two buttons: 'Save as Draft' (dark grey) and 'Save and Publish' (teal). At the bottom left, it says 'Created on Feb 15, 2013 at 14:50'. At the bottom right, it says 'Modified by Alwin on Mar 17, 2016 at 10:26'.

Note that even if you leave the Keywords box empty, the Search box will produce excellent results. However, entering keywords gives you more control, e.g. to have a topic appear for search words that do not appear in the Title or Body.

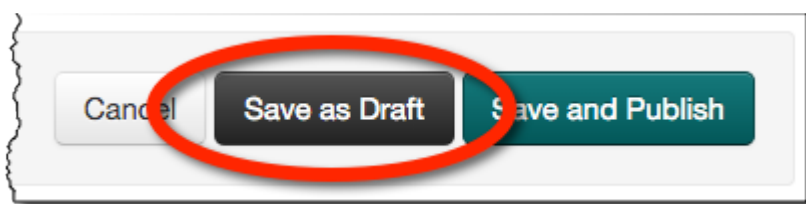
For instance, the topic in this manual about Inserting Images does not use the words “pictures” or “screen shots” anywhere in its’ content, but I do want that topic to be found if people search for “pictures” or “screen shots” using the Search box. So I added these words as keywords.

Last modified: 24 Oct 2018

Working with Drafts

Saving as a Draft

Normally, when you click the Save button to save your topic changes, the modified topic is live on the internet immediately. This is great if you’re making a small change to a topic.



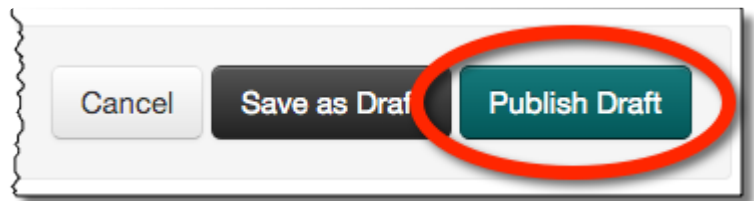
However, in some situations you may need to make larger changes to a topic. Changes that you only want published to your live manual when they’re complete.

This is what the Save Draft button is for. It lets you save your changes without publishing them.

While you are working on a Draft version of a topic, the last **published** version of that topic will still show in the live manual. Also, the ToC on the left will alert you of any unpublished drafts by showing a little pencil icon to the left of topic titles.

Publishing your Draft

Once you have finished making your changes and you want to publish them to your live manual, click the Publish Draft button at the bottom.

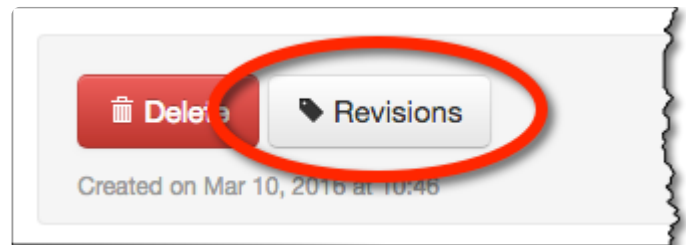


Last modified: 17 Mar 2016

Topic Revisions

The Revisions system lets you track changes made to a topic and also revert to older versions, either completely or partially. Every time you Save a topic, the Title, Body and Keywords are also saved as a new, time-stamped, Revision.

You can reach the Revisions screen for a topic using the Revisions button on the bottom left, right next to the Delete button.



Use the Revisions screen to:

- Tag a Revision with a name, so that you can find it more easily.
- Compare any saved Revision with your Current Topic, side-by-side, using a built-in “diff” tool.
- Restore a Revision to your Current Topic, either entirely or just the Title, the Body or the Keywords.
- Click “Edit” to put the Current Topic in Edit mode, to manually copy/paste parts of a Revision into your Current Topic.

Revisions

Current Topic

Edit

Revision

#8: Mar 9, 2016 at 15:16 [Alwin]

Revision Tag

Set Tag

View Live

Setting Topic Slugs for URLs

In your live manual, each topic has a unique URL. This is useful if you want to deeplink to a specific topic in your manual.

Topic URLs are constructed like this:

[http://www.manula.com/manuals/\[companyslug\]/manualslug/1.0/en/topic/\[topicslug\]](http://www.manula.com/manuals/[companyslug]/manualslug/1.0/en/topic/[topicslug])

(The CompanySlug can be set in your Account Profile screen, the ManualSlug in your Manual Settings screen.)

Topic Slugs are set in the Topic Editor, at the top right, right next to the big Title box.

!(IMAGE-LINK+title-slugs)!

Setting Topic Title Slugs for URLs

In your live manual, each topic has a unique URL. This is useful if you want to deeplink to a specific topic in your manual.

Topic URLs are constructed like this:

[http://www.manula.com/manuals/\[companyslug\]/manualslug/1.0/en/topic/\[titleslug\]](http://www.manula.com/manuals/[companyslug]/manualslug/1.0/en/topic/[titleslug])

(The CompanySlug can be set in your Account Profile screen, the ManualSlug in your Manual Settings screen.)

Topic Title Slugs are set in the Topic Editor, at the bottom right, just above the Save buttons.

When you create a topic, the Title Slug is automatically generated from your Topic Title. But it can be edited to your own liking, e.g. to something a bit shorter.

For example, for the "Setting Topic Title Slugs for URLs", but I have edited its' Title Slug to just "title-slugs".

!(IMAGE-LINK+title-slugs)!

Revisions overview per manual

To get an overview of all topic revisions for your entire manual, click the menu icon top left to open the main menu and choose Revisions.

Revisions

From

2018-10-18

To

2018-10-24

Author

View

Daily Revisions

Find Revisions

Revisions from: Oct 18, 2018 – Oct 24, 2018

Oct 24, 2018

Topic	Last Modified	Revision	Author	
1. Getting Started	Oct 24, 2018 11:48	7	Alwin	View
1.2. Adding your first topic	Oct 24, 2018 10:55	24	Alwin	View
1.3. Headers, Bold & Bullets	Oct 24, 2018 10:57	24	Alwin	View
1.5. Adding your own colors and logo	Oct 24, 2018 11:47	10	Alwin	View
2. Managing topics	Oct 24, 2018 15:11	7	Alwin	View
2.3. Removing topics	Oct 24, 2018 15:18	2	Alwin	View
2.4. Topic visibility	Oct 24, 2018 15:23	11	Alwin	View
2.5. Setting Topic Slugs for URLs	Oct 24, 2018 15:42	11	Alwin	View
2.8. Topic Revisions	Oct 24, 2018 16:09	11	Alwin	View

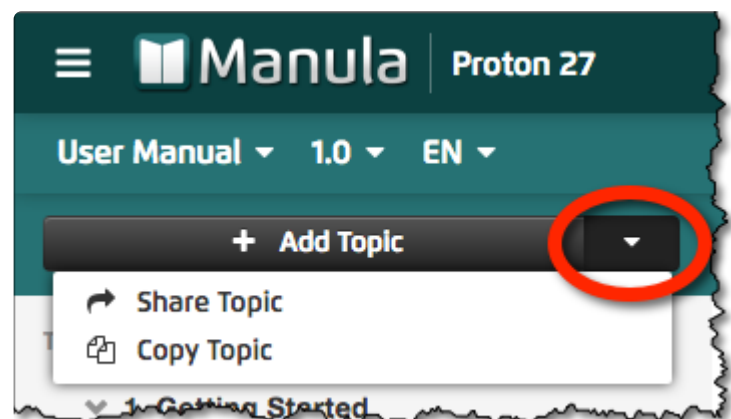
Last modified: 24 Oct 2018

Sharing & Copying topics

If you're maintaining multiple manuals, for multiple different products, there will always be topics that are the same (or very similar) in each of your manuals. The more similar your products are, the more this will be the case.

Manula provides two different solutions for this: Sharing Topics and Copying Topics.

Both methods are accessed via the drop down menu of the Add Topic button (click the little arrow to the right of the button).



In this chapter I will explain the difference between the two, I will recommend when to use one or the other and I will tell you how to use both effectively.

- [Sharing vs Copying](#)

- [Using Variables](#)

Last modified: 24 Oct 2018

Sharing vs Copying

First, let me explain the difference between Sharing Topics and Copying Topics and when you should use either method.

Copying Topics

When you copy a topic from another manual, the actual topic contents (Title, Body and Keyword) are copied to your current manual as a new topic. Afterwards, you can freely modify the copy, without any effect on the original. There is no relation or link between the copy and the original.

When to copy a topic:

Copying a topic is useful if you want to create a new topic that is somewhat similar to a topic you already have in another manual, but still needs a considerable amount of changes to make it work for your current manual.

Sharing Topics

When you share a topic from another manual “into” your current manual, the topic contents are **not** duplicated. Instead, both manuals will now refer to the **same** topic content. The Title, Body and Keyword are shared between the manuals.

In other words, if you make a change to either of these 3 topic part, it will have effect on **both** manuals.

When to share a topic:

Sharing a topic should be done only when you want to add a topic to your current manual that is exactly the same or very similar to an existing topic in one of your other manuals. (I will explain the “very similar” part below).

The advantage of sharing is easier maintenance. Every change you make you will be automatically visible in both manuals.

Examples of typical topics that can be shared:

- Company information.
- Licensing agreements.
- Explanation of features or tasks that are the same for multiple products (or product versions!)

Very similar? How similar is that?

Let me be more precise: sharing is possible as long as the necessary differences can be implemented [using variables](#). For example, if the only difference between the topics is the name of the product, sharing is the

way to go, combined with a ProductName variable.

Other example of variables in shared topics:

- color names (“green” vs “red”)
- platform names for software (“Windows” vs “Mac OS X”)
- item names (“movies” vs “books”)

Last modified: 16 Apr 2013

Using Variables

The Variables system is a powerful tool to make your life easier. It lets you dynamically insert a piece of text into your topics.

Variables are especially useful when you have multiple manuals and are sharing topics between them. However, even if you are managing only one manuals, Variables can save you lots of time.

For example, you could create a variable “productname” that has your full product name as its value. Then use { productname } anywhere in your topics and it will automatically be expanded into your full product name.

Variables are always defined for your entire Manula account, but they can be given different values per manual and per language.

Defining and managing your Variables

Use the Insert Variable button to open the Variables Screen, then switch to the “Create / Delete Variables” tab. Here you can define new variables and edit the values of existing ones.

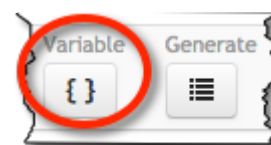


After defining your Variables, you can assign values to them on the 2nd tab, “Manage Variable Values”.

Insert Variables into your topics

To insert a variable into use your topic, use the same Variable button.

It will appear in your editor as the variable name contained in curly brackets ({ and }), but when you view your topic (either using the View tab or the View Live button), you will see that the variable is replaced by its’ value.



System Variables

The following variables are always available for your use, their values automatically set by the system:

- {COMPANY-LOGO-TOPBAR} = The Top Bar Logo of your company
- {COMPANY-LOGO-SIDEBAR} = The Sidebar Bar Logo of your company
- {MANUAL-NAME} = The name of this Manual
- {MANUAL-VERSION} = The version of this Manual
- {MANUAL-LOGO-SIDEBAR} = The Side Bar Logo of this Manual
- {MANUAL-LOGO-TOPBAR} = The Top Bar Logo of this Manual
- {CURRENT-YEAR} = The current year
- {TOPIC-LINK-PREV} = Link to the previous Topic
- {TOPIC-LINK-NEXT} = Link to the next Topic

Last modified: 24 Oct 2018

Managing Manual Versions

If you are writing manuals for a product that is regularly updated with new versions (software for example), you probably want to keep separate manuals online for the current version **and** all older versions.

Manula's Versions system makes it easy and efficient to manage multiple manuals for different product versions.

Adding a version

When you create a manual, it automatically comes with one version, called version "1" by default.

Here's how you can add an extra version to your manual:

- In your topic editor, open the version selector menu from the topbar.
- Click the **Manage Versions** button. This will open the Version Manager screen (see below).
- Click **Add Version** top right. A new version row will appear in the list.
- Fill in the Version name, the version "slug" and select Published Yes or No.
- Click **Save Changes**.
- Now switch your topic editor to the new version using the version selector menu (in the top bar).



Version	URL Name	Published	
3.x	3	Yes	Delete
4.x	4	Yes	Delete

Buttons: + Add Version, Cancel, Save Changes

Sharing and/or Copying topics

When you add a new version to your manual, it will start out completely empty. Now it is up to you to decide which topics from the “older” version you want to Share or Copy into this new version.

In most cases, the new version of your product will be the same for the most part, with only some areas improved and some features added. If so, it makes sense to **Share** most of the topics of the older version of your manual, then add some new topics for the new features.

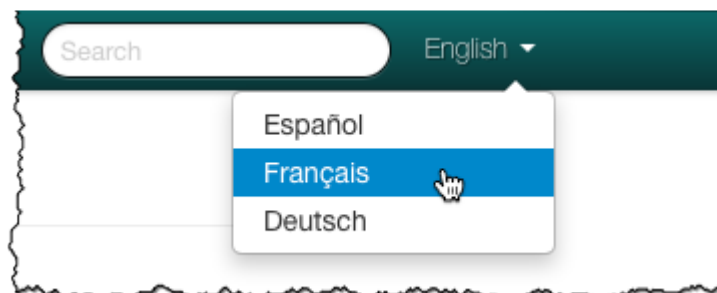
More about [Sharing and Copying Topics](#).

Last modified: 17 Mar 2016

Languages

Manula fully supports the localization of your manuals into multiple languages.

Once your manual has multiple languages, readers of your live manual can switch between languages using the language selector in the top bar.



Of course, you can also “deep-link” directly to a specific language from your website or software.

Two steps to a translated manual:

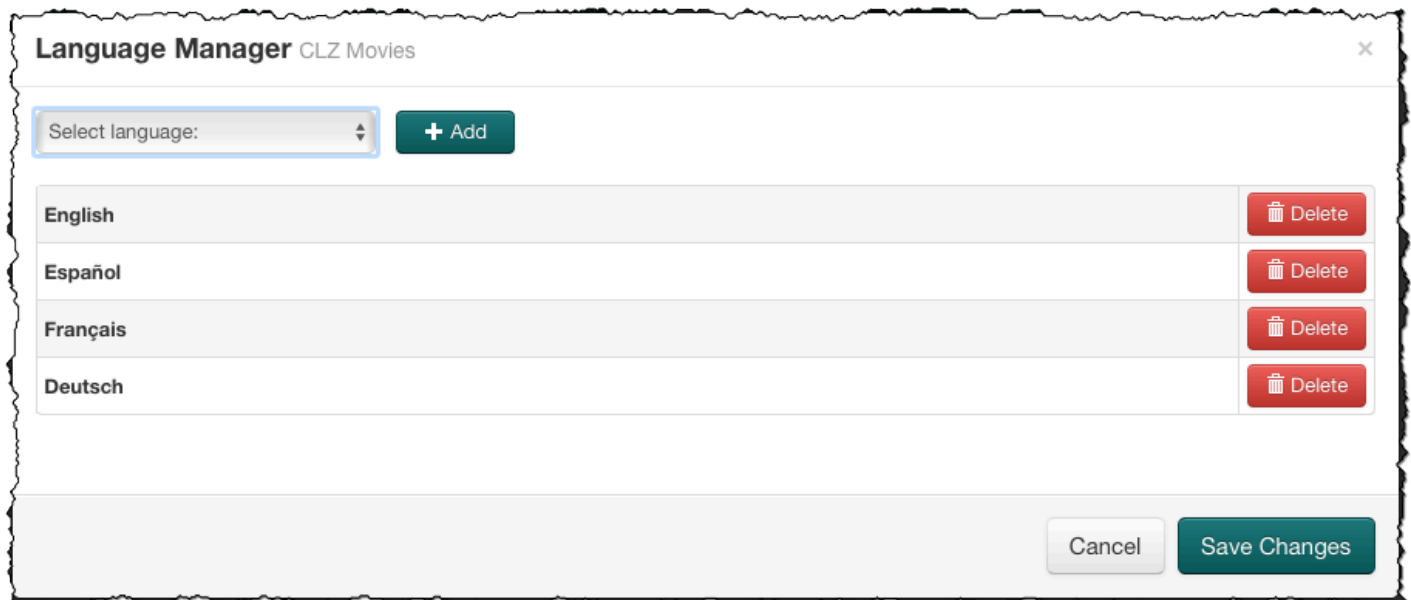
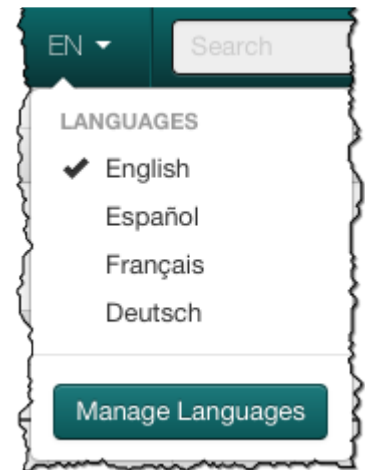
- [Adding a language](#)
- [Translating your manual](#)

Last modified: 17 Mar 2016

Adding a language

Here's how to add a language to your manual:

- In your Topic Editor, open the language menu from the top bar (to the left of the Search box)
- In the language menu, click the **Manage Languages** button, which will open the Language Manager screen.
- In the Language Manager, first select the language you want to add from the drop down, then click **+Add**.
- Click **Save Changes** at the bottom right.



Last modified: 17 Mar 2016

Translating your manual

Once you created an extra language in your manual, of course the next step is to actually translate the content. There's two ways to translate your topic (or have them translated):

- [Translating directly in Manula](#)
- [Using a Translation File](#)

Last modified: 17 Mar 2016

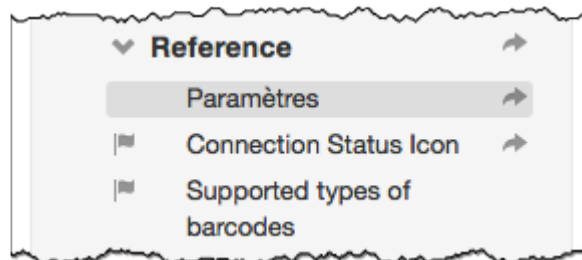
Translating directly in Manula

If you're doing the translation yourself (or if you're willing to give external translators Author level access),

then the translation can be done straight into the Manula admin system, in your trusted topic editor.

Just select the language you want to work on from the Language Selector in the top bar and work on the topics as you always do.

The little flag icons in the Table of Contents indicate which topics do not have a translated version yet.



In the live manual, untranslated topics will automatically show the text in the default language.

Last modified: 17 Mar 2016

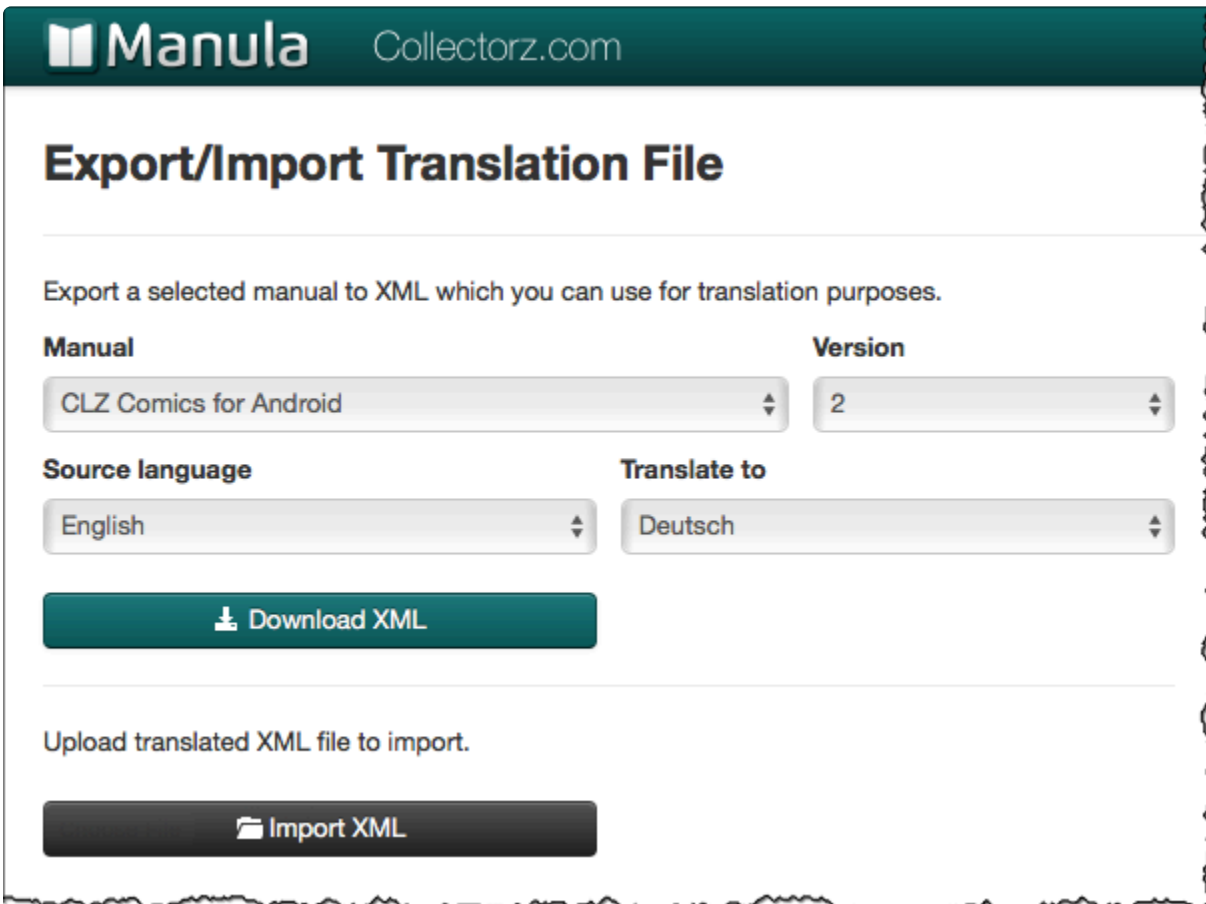
Using a Translation File

If you're having an external translation company doing the translation, they'll probably ask you to send them a file containing the texts in the original, so that they can translate it and send it back to you.

This is where the Export/Import Translation File feature comes in.

Here's how to create a Translation File for your translators:

- Choose **Translation Import & Export** from the main menu, under Tools (click the menu icon top left).
- In the screen that appears:
 - Select the manual and version you want to have translated.
 - Choose the Source Language, which is the language you already have texts in.
 - Under "Translate to", select the target language.
- Finally, click **Download XML** to download the Translation File.



The screenshot shows a web interface for Manula Collectorz.com. The header is dark green with the Manula logo and the text 'Collectorz.com'. The main heading is 'Export/Import Translation File'. Below this, a sub-heading says 'Export a selected manual to XML which you can use for translation purposes.' The interface has two rows of dropdown menus. The first row is for 'Manual' (set to 'CLZ Comics for Android') and 'Version' (set to '2'). The second row is for 'Source language' (set to 'English') and 'Translate to' (set to 'Deutsch'). Below these is a green button with a download icon and the text 'Download XML'. Further down, a sub-heading says 'Upload translated XML file to import.' followed by a dark grey button with a folder icon and the text 'Import XML'.

Now send this file to your translator.

! Note that the translator must take care to NOT translate topic names in topic links, image names and variable names! Also all formatting code (headers, bullets, tables, etc...) must be left untouched.

When the translation is done and you have received the translated XML file back:

- Choose **Export/Import Translation File** from the Tools menu.
- In the screen that appears, use the Import XML button to select and upload the translated file.

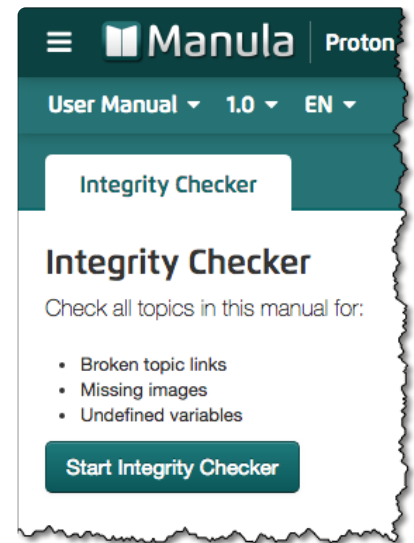
Last modified: 24 Oct 2018

Integrity Checker

The Integrity Checker tool automatically checks all topics of your manuals for:

- Broken topic links: links to topics that do not exist (anymore).
- Missing images: references to images that do not exist in the Image Library (anymore).
- Undefined variables: inserted variable that are either not defined or do not have a value.

You can reach the Integrity Checker from the main menu, just click the menu icon top left and choose “Integrity Checker”.



Example Integrity Checker report

Integrity Checker

Topics with integrity issues

Adding Trailers, Links and Files

Managing your Database » Edit Movie Entries » Adding Trailers, Links and Files

- **VAR:** {item1} - variable is not defined
- **VAR:** {ITEM1} - variable is not defined

Local Links

Managing your Database » Edit Movie Entries » Adding Trailers, Links and Files » Local Links

- **VAR:** {file} - variable is not defined

Find Online

Managing your Database » Images » Cover Images » Find Online

- **VAR:** {item1} - variable is not defined
- **VAR:** {ITEM1} - variable is not defined

Backdrops and Posters

Managing your Database » Images » Backdrops and Posters

- **VAR:** {ITEM1} - variable is not defined

Editing List Icons

Managing your Database » Images » Editing List Icons

- **VAR:** {TEMPLATEICONS} - variable is not defined
- **IMG:** {movie-editing-picklists-w} - image not found in media library
- **IMG:** {movie-country-folder-w} - image not found in media library

Topic

integrity warnings

When you're working on a topic in your Topic Editor, any integrity issues with that particular topic will automatically appear at the top of the page. No need to explicitly run the Integrity Checker.

[Edit Topic](#)[Preview Topic](#)

<>[View Live >](#)

This topic has integrity issues

- **VAR:** {TEMPLATEICONS} - variable is not defined
- **IMG:** {movie-editing-picklists-w} - image not found in media library
- **IMG:** {movie-country-folder-w} - image not found in media library

[Check all topics for integrity issues >](#)

Last modified: 24 Oct 2018

Formatting topics

Let's create some useful and great looking topic content now. We'll go over basic formatting, like creating headers, bold text, and bullets:

- [Headers](#)
- [Bold, Italic, Underline, Strikethrough](#)
- [Bullets](#)
- [Linking](#)
- [Using Info and Warning Boxes](#)
- [Tables](#)
- [Code blocks](#)
- [Indenting and block quotations](#)

Last modified: 24 Oct 2018

Headers

Creating headers is simple, just use the left most button on the toolbar.

Or even quicker, prefix a line with `h2.` (for 2nd level headers) or `h3.` (for 3rd level headers).

For example, typing

`h2. This is a big header`

will result in :

This is a big header

and typing

`h3. This is a smaller header`

will give you:

This is a smaller header



We recommend to start with level 2 headers, as Manula automatically uses level 1 headers (HTML H1 tags) for the the topic title.

Last modified: 4 Mar 2016

Bold, Italic, Underline, Strikethrough

The “**B**” and “*I*” buttons on the toolbar let you turn selected text into bold or italic text.

But typing is easier:



Bold

Use stars (*) around a piece of text to make it **bold**:

`*this is bold*` becomes: **this is bold**



Make sure there is no space between the stars and the text, other wise it won't turn bold. In fact, if you use a space after a star on the beginning of a line, it will turn into a bullet :-)

Italic

Use underscores (_) for *italic*:

`_this is italic_` becomes: *this is italic*

Underline

To underline some text, use plus sign (+) around it:

`+underlined text+` will look like this in the output: underlined text

Strikethrough

Strikethrough text is created using minus signs (-):

`-strikethrough text-` will result in ~~strikethrough text~~

Last modified: 1 Aug 2014

Bullets

Making bullets is as easy as starting a line with a star (*) or a dash (#) sign.

Use stars (*) for regular bullets:

- Porsche

- Ferrari
- Lamborghini
- Aston Martin

[Learn how to make regular bullets](#)

Use hashes (#) for numbered bullets:

1. First, open this screen...
2. Then, click that...
3. Finally, click Save...

[Learn how to make numbered bullets](#)

Last modified: 9 Feb 2016

Regular bullets

Simple bullet lists

Use *'s for regular bullets.

E.g. if you type this in your editor:

```
* This is a regular bullet
* This is another one
* And this is the last
```

to get this in your live manual:

- This is a regular bullet
- This is another one
- And this is the last

Nested multi-level bullet lists

To create nested bullet lists, just repeat the star (*) to create the 2nd level (or 3rd, 4th, etc...). Like so:

```
* Apples
** Red Apples
** Yellow Apples
** Green Apples
* Oranges
* Bananas
```

Which will result in:

- Apples
 - Red Apples
 - Yellow Apples
 - Green Apples
- Oranges
- Bananas

Last modified: 8 Mar 2016

Numbered bullets

Simple numbered lists

Use #'s for numbered bullets. So, writing this:

```
# This bullet is automatically numbered as nr 1
# The hash signs are automatically turned into 1's and 2's
# This will become bullet 3
```

will turn into:

1. This bullet is automatically numbered as nr 1
2. The hash signs are automatically turned into 1's and 2's
3. This will become bullet 3

Nested numbered bullets

Numbered bullets can be nested too.

2nd level numbered bullets will automatically turn into lower case alphabetic characters (a, b, c, d...).

3rd level numbered bullets will use roman numbers (i, ii, iii, iv).

Example code:

```
# First, open the Account Level Customization tab:
## Click the black Settings button at the top.
## Select the Customization tab.
# Then change the styling of the top bar:
## Choose if you want a flat or a gradient color.
## Pick the color you want as the background color.
## Pick the font color for the top bar
# Finally, choose colors for the topic body text:
## Pick the color H1, H2, H3 headers.
```

```
## Select the color to be used for links.
```

will give you:

1. First, open the Account Level Customization tab:
 - a. Click the black Settings button at the top.
 - b. Select the Customization tab.
2. Then change the styling of the top bar:
 - a. Choose if you want a flat or a gradient color.
 - b. Pick the color you want as the background color.
 - c. Pick the font color for the top bar
3. Finally, choose colors for the topic body text:
 - a. Pick the color H1, H2, H3 headers.
 - b. Select the color to be used for links.

Continuing numbering after a break

The numbering of bullets will automatically continue until the first blank line or other element that starts a new “block”. If you create more bullets after such a break, the numbering will start at 1 again.

Normally, this is what you want, but there are cases where you may want to continue the numbering of the first list. This is possible by simply appending an underscore to first hash sign after the break (`#_`).

Example:

```
# First
# Second
# Third

... breaking paragraph ...

#_ Fourth
# Fifth
```

Will give you:

1. First
2. Second
3. Third

... breaking paragraph ...

4. Fourth
5. Fifth

Linking

Creating links between topics is an essential part of any online manual. This chapter explains how to link to other topics within the same manual, how to link to external web-sites and how to create email links:

- [Linking to other topics](#)
- [Linking to external websites](#)
- [Email links](#)

Last modified: 25 Oct 2018

Linking to other topics

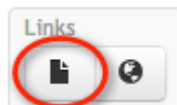
In a good user manual, the topics are interlinked. It is good practice to use links to other topics, e.g. for more or related information.

Manula makes it easy to create and maintain your inter-topic links by using readable topic IDs to identify the topic you're linking to.

Creating a link to another topic

Here's how to add a link to another manual topic:

- Place your text cursor inside your topic text, in the location where you want the topic link to appear.



- Click the Link to Topic button on the toolbar :
The Link to Topic screen will appear now.
- In the Label box, enter your desired link text, that is the underlined piece of text that will become the link.
- Then, use the Select Topic dropdown to select the topic you want to link to.
- Finally, click the Insert button.

* **Tip:** In many cases, you probably need to turn an existing piece of text into a topic link. If so, just select that text before clicking the Link to Topic button and the selected text will be automatically filled in as the Label.

Using anchors to link to a section within another topic

In some cases, when linking to another topic, you want to link to a specific section within topic, forcing the web-browser to auto-scroll to that section.

This is done by creating anchor tags, then using the anchor in the topic link.

Here's how this works:

First, define an anchor id in the destination topic

Define the anchor you want to link to is done by setting an ID on a header or paragraph, like so:

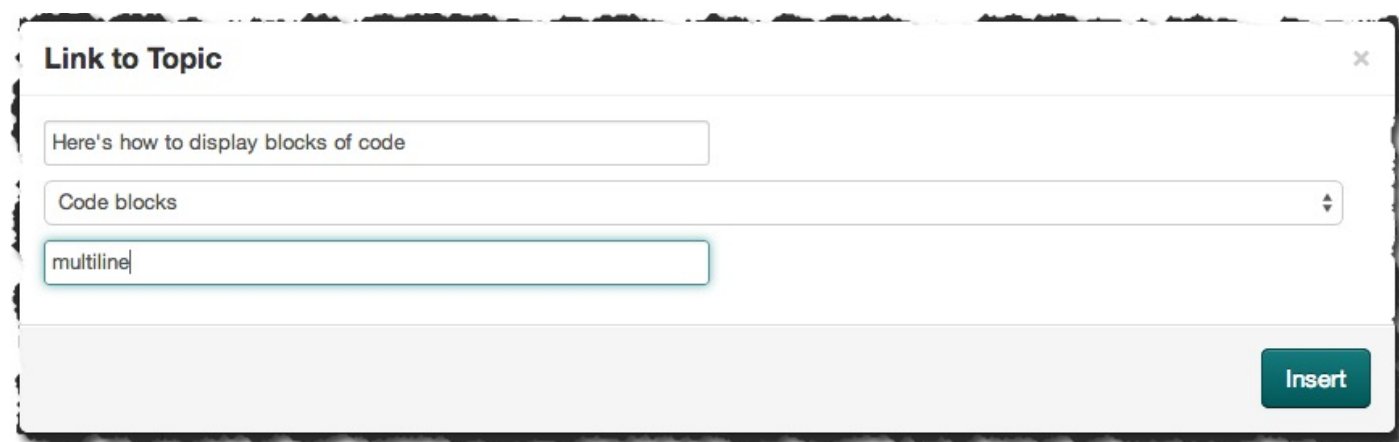
```
h2(#multiline). Multiline Code Blocks
```

or

```
p(#multiline). Showing blocks of code with multiple lines can be done... bla bla ...
```

Then, create the link to the defined anchor

Create the topic link like you normally do in the Link to Topic screen, but now, also fill in the topic “Anchor” field with the ID you defined earlier (without the hash # sign!).



After clicking Insert, the inserted Textile code will look like this:

```
"Here's how to display blocks of code":#code-blocks
```

Last modified: 8 Mar 2016

Linking to external websites

Want to include a link to an external website in your topic? For example, a link to your own site, [like this](#).

This is how to that:

- Place your text cursor inside your topic text, in the location where you want the topic link to appear. Alternatively, select the piece of text that you want to be linked (recommended).



- Click the Link to Website button on the toolbar :
The Link to Website screen will appear now.
- In the Label box, enter your desired link text. If you had selected some text before opening this screen, it will be automatically entered into the Label field.
- Then, enter the URL of the website you want to link to in the box at the bottom. Don't forget the http:// part.
- Finally, click the Insert button.

Last modified: 6 Apr 2013

Email links

Here's how to create email links:

```
Feel free to "contact us by email":mailto:support@mywebsite.com
```

Which will result in:

Feel free to [contact us by email](mailto:support@mywebsite.com)

Last modified: 8 Mar 2016

Using Info and Warning Boxes

The Banners section of the toolbar lets you insert page wide Information and Warning boxes.

Information Boxes

Code like this

```
p(banner tip). This is an Information Box. It supports multiple lines of text and will automatically grow to fit its content. Use this for important information that you don't want your readers to miss.
```

will give you:

✿ This is an Information Box. It supports multiple lines of text and will automatically grow to fit its content. Use this for important information that you don't want your readers to miss.

Warning Boxes

This code

```
p(banner important). This a Warning Box. Use it for crucial information, to warn
your reader for stuff that may go wrong.
```

will result in:

! This a Warning Box. Use it for crucial information, to warn your reader for stuff that may go wrong.

Last modified: 8 Jan 2014

Tables

The Textile formatting language allows the creation of simple table using pipe (|) characters.

For example, entering this in your manual editor:

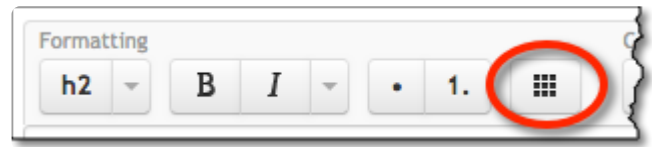
```
|_ . Plan |_ . Price |_ . #manuals |_ . #authors |_ . #topics |
| Free | US $0.00 | 1 | 1 | 20 |
| Solo | US $9.95 | 1 | 1 | unlimited |
| Pro | US $29.95 | 5 | 2 | unlimited |
| Team | US $24.95 | 10 | 5 | unlimited |
| Enterprise | US $99.95 | 25 | 10 | unlimited |
```

will result in a table like this:

Plan	Price	#manuals	#authors	#topics
Free	US \$0.00	1	1	20
Solo	US \$9.95	1	1	unlimited
Pro	US \$29.95	5	2	unlimited
Team	US \$24.95	10	5	unlimited
Enterprise	US \$99.95	25	10	unlimited

Note how the above example uses `_ .` before a cell value to create header cells.

Tip: use the table button on the toolbar to pregenerate a table with a set number of row and columns.



Insert Table

Rows

4

Columns

4

☒ Include header row
 ☐ Include header columns

PREVIEW

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

Insert

Alignment within table cells

Here's how to align text within table cells:

```
|<. align left |
|>. align right|
|= . center |
|<>. justify |
|^ . valign top |
|~. bottom |
```

Last modified: 25 Oct 2018

Code blocks

If you have a technical product, you may want to include snippets of code in your topics, either in HTML or

any other programming language. And of course, if you include code, you want it to be output **as is**, and not interpreted by either our Textile parser or the browser HTML renderer.

So here's how to output code **as is**:

Short inline code

The simplest way to output some code inline is to enclose it with at (@) characters.

For example:

```
...in HTML use @<strong> - </strong>@ to make text bold
```

will output:

...in HTML use ** - ** to make text bold

Multiline code

To output multiple lines of code as is, start a paragraph with “**bc.**”.

For example:

```
bc. <!DOCTYPE html>
<html>
  <head>
  </head>
<body>
</body>
</html>
```

Will result in this output:

```
<!DOCTYPE html>
<html>
  <head>
  </head>
<body>
</body>
</html>
```

Multiline code that includes blank lines

Outputting multiple lines of code that includes blank lines is a bit trickier, because Textile normally ends any block/paragraph when it encounters a blank line. To tell Textile not to end the code block, use a double dot

after `bc` instead of single dot, “`bc..`”.

However: this also means you have to be more explicit in **ending** your code block (obviously a blank line doesn’t do it anymore). Ending a code block started with “`bc..`” is done by starting the next paragraph with an explicit “`p.`”.

Highlighting pieces of code within code blocks

In a code block, all textile or HTML code will be output “as is”, so any code you add to do formatting within a code block won’t work. However, we introduced an extra trick that let’s you highlight a piece of code, which is useful for explaining how and where to make code changes.

You can highlight some code by including it within triple stars (`***`), e.g. including `***20px***` in your code will result in:

```
h1 {  
  color:#046688;  
  font-size:20px;  
  margin-top:0px;  
  margin-bottom:0px;  
}
```

Last modified: 18 Sep 2014

Indenting and block quotations

Indenting text

Indenting a paragraph of text is simple, just prefix your paragraph with “`p(.`”. Use multiple parentheses to indent more.

For example:

```
This is a normal paragraph without indentation.
```

```
p(. This paragraph is indented.
```

```
p((. This paragraph is indented some more.
```

Results in:

This is a normal paragraph without indentation.

This paragraph is indented.

This paragraph is indented some more.

Block quotations

Here's how to show a paragraph of text as a block quotation:

```
bq. All the world's a stage, and all the men and women merely players: they have
their exits and their entrances; and one man in his time plays many parts, his ac
ts being seven ages.
```

End result in your live manual:

All the world's a stage, and all the men and women merely players: they have their exits and their entrances; and one man in his time plays many parts, his acts being seven ages.

Last modified: 1 Aug 2014

Expandable/collapsible lists

Here's how to create nice lists with entries that can be expanded to show more content.

Since the Textile mark-down language does not provide for something like this, it requires some HTML tags:

```
<dl class="collapsible">
  <dt>List item 1</dt>
  <dd>item 1 content</dd>
  <dt>List item 2</dt>
  <dd>Item 2 content</dd>
  <dt>List item 3</dt>
  <dd>Item 3 content</dd>
</dl>
```

Which results in a list like this:

List item 1
item 1 content

List item 2
Item 2 content

List item 3
Item 3 content

The content blocks can contain any content you like, like images, bullets, tables, warning boxes, etc...:

item 1

List:

1. content 1
2. content 2
3. content 3

Test test..

item 2**Some header**

Paragraph 1.

Paragraph 2.

item 3

Did you know?



This is a tip

For questions: please contact us.

item 4**Another header**

List:

1. content 1
2. content 2
3. content 3
4. content 4

Table:

1	2	3
4	5	6

Last modified: 24 Apr 2019

Adding images and videos

Most manuals needs images and videos, here's how to insert those into your topics:

- [Inserting images](#)
- [Embedding videos](#)

Last modified: 25 Oct 2018

Inserting images

Any manual needs images, screen shots, product photos, logos, etc. With Manula, you can easily insert any images into your topics, in a two-step process: first upload your image to the Image Manager, then insert from there into your text.

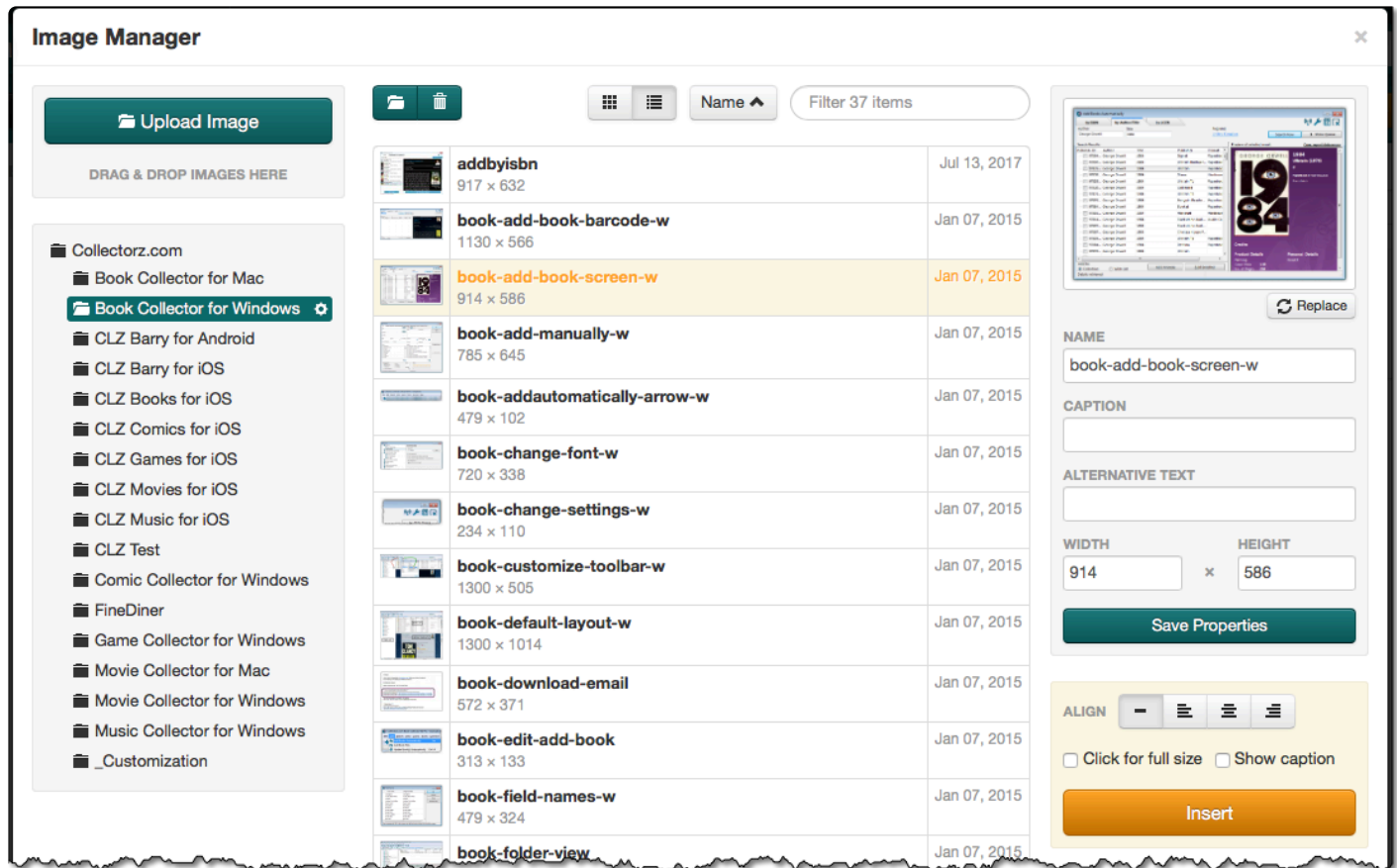
Of course, once your image is available in the Image Manager, you can insert it into as many topics as you like, no need to upload it again. You can even replace the image (e.g. by a better one) and it will automatically be replaced everywhere you used it.

Uploading and inserting a new image:

- Place your cursor on an empty line in your editor.
- Click the Insert Image button on the toolbar (under Media).

This will pop up the **Image Manager** screen:



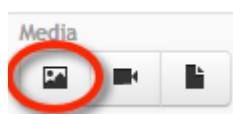


- In the Image Manager, click the **Upload Image** button on the top left.
- Find the image on your computer and click Open / Choose.
- The new image will now appear in the Image Manager.
- Select it, then click the large orange **Insert** button on the right.
- This will insert the image code in your topic text (make sure it's on an empty line or at least has spaces around it!)
- Save your topic.
- Click View or View Live to see your topic with the image shown.

! Always make sure there is at least one space **between** the image code and other text, otherwise the image won't display correctly.

Inserting an image that is already in your Image Manager:

- Place your cursor on an empty line in your editor.



- Click the Insert Image button on the toolbar.
- Scroll down to find the image you want to insert, or use the search box.
- Select it, then click the large orange **Insert** button on the right.
- This will insert the image code in your topic text (make sure it's on an empty line or at least has

spaces around it!)

- Save your topic.
- Click View or View Live to see your topic with the image shown.

* Once you upload an image to the Image Manager, you can insert the same image into multiple topics and multiple manuals. If you need to replace the image later, you can do so in the Image Manager, using the Replace button next to the image preview on the top right. After replacing an image, the new image will automatically show up in all locations where you previously inserted it.

Allowing “Click to Enlarge” on your images

In some cases, it is useful to insert a small version (thumbnail) of your image into your text, then make the image clickable to open a large version.

In Manula, you can do so using the “Click for full size” option in the Image Manager.

Before inserting your image from the Image Manager:

- Enter the width and height (in pixels) of your desired thumbnail version.
- Click Save Properties
- Enable the “Click for full size” option.
- Now click Insert.

Last modified: 25 Oct 2018

Embedding videos



Sometimes, a complicated task is easier to explain with a video. Manula makes this easy by just allowing the embedding of YouTube, Vimeo and Wistia videos into your manual topics.

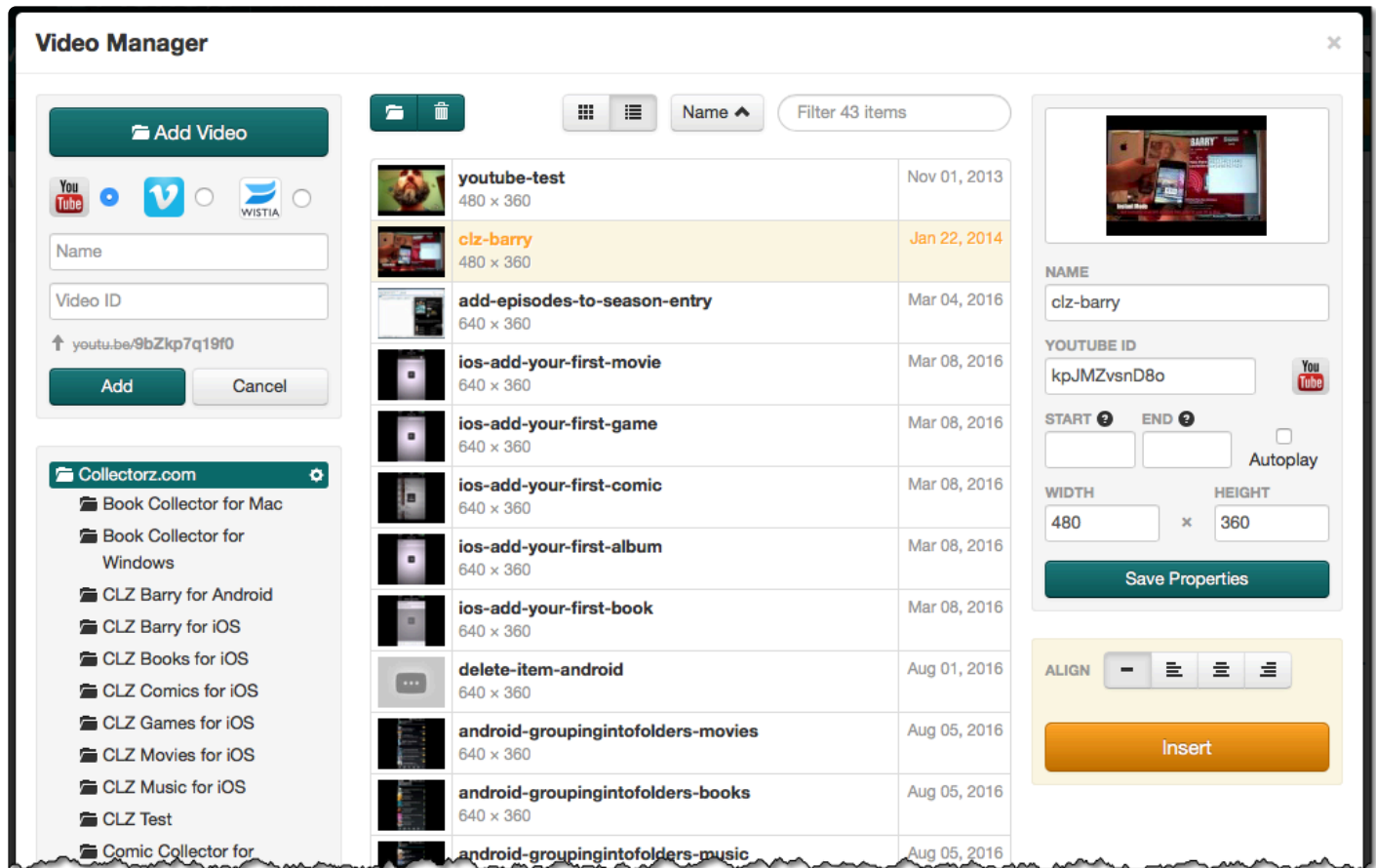
Just upload your video to YouTube, Vimeo or Wistia, add the video to your Media Manager, then insert from there into any topic.

Adding videos to the Video Manager

Here's how to add videos to the Video Manager:

- Click the video button in the Media section of the toolbar
This will open the Video Manager.





- Now click the Add Video button on the top left
- Click the YouTube, Vimeo or Wistia logo to select which video site your video is on.
- Enter a name for your video, something to remember it by.
- Enter the ID of the video.
 - For YouTube, this is the code after the v= part of any YouTube URL.
 - For Vimeo, the ID is the number after the "vimeo.com/" in the Vimeo URL.
 - For Wistia, the ID is the number after the "home.wistia.com/medias/" in the Vimeo URL.
- Finally, click Add at the bottom.

The video entry will now appear in your video list.

Inserting embedded videos into your topics

Now with one or more videos available in the Video Manager, it's time to insert one in your topic:

- First, position your text cursor at the location in the topic where you want to insert the video.



- Open the Video Manager again with the Video button
- Find the video you want to use and select it.
- Then on the right, choose the desired alignment: center, left, right or default.

- Finally, click the orange Insert button to insert the video into your text.



Tip: use the Width and Height properties to select the size of the embedded video. Remember that your readers can always use the standard button bar of the embedded video to open the video full screen or on the YouTube/Vimeo/Wistia site. So you may only need a small video thumbnail inside your topic itself.

Last modified: 25 Oct 2018

Publishing your manual

Writing a good manual is one thing, but of course the goal is to make it available online for your readers. Luckily, in most cases, there's nothing you need to do: everything you write and save is live and online immediately.

But there's a bit more to it, so let's look at your options:

- [Publishing on manula.com](#)
- [Integrating on your own domain](#)
- [Private Manuals](#)
- [Downloadable manuals in PDF format](#)

Last modified: 4 Mar 2016

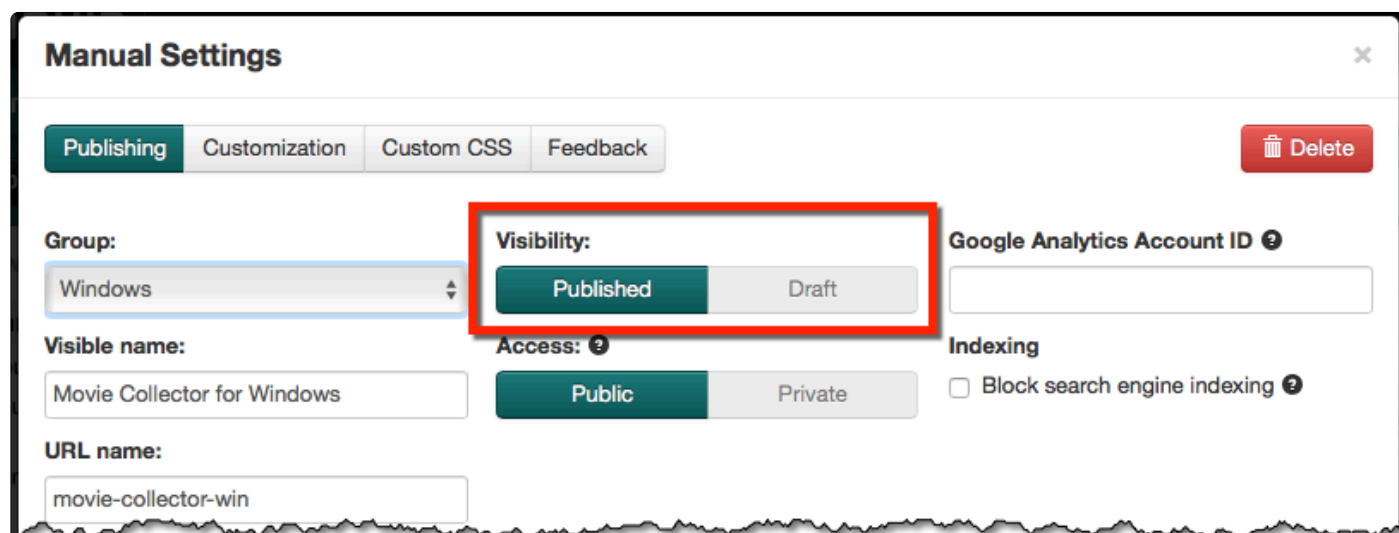
Publishing on manula.com

With Manula, the default way to publish your manual online is to make it publicly accessible on the manula.com domain, for everyone to see.

Setting your manual to “Publish Live”

To make your manual available on the manula.com, there's only one thing you need to do:

- Open the Manual Setting screen, then under Visibility make sure the **Published** button is highlighted in green.



The screenshot shows the 'Manual Settings' dialog box. It has a title bar with a close button (X). Below the title bar are four tabs: 'Publishing' (selected), 'Customization', 'Custom CSS', and 'Feedback'. In the top right corner is a red 'Delete' button with a trash icon. The main content area is divided into several sections. The 'Group:' section has a dropdown menu showing 'Windows'. The 'Visible name:' section has a text input field containing 'Movie Collector for Windows'. The 'URL name:' section has a text input field containing 'movie-collector-win'. The 'Visibility:' section is highlighted with a red rectangular box; it contains two buttons: 'Published' (which is green and active) and 'Draft' (which is grey). Below this is the 'Access:' section with 'Public' (green) and 'Private' (grey) buttons. To the right of the 'Visibility' and 'Access' sections is the 'Google Analytics Account ID' field, which is empty. Below that is the 'Indexing' section with a checkbox labeled 'Block search engine indexing' which is currently unchecked.

In most cases, I would recommend to set it to Published as soon as you create a new manual. This lets you use the View Live buttons in the Manual Editor to view your topics as they appear in the live manual, which

can be useful while editing and formatting your topics.

However, if you want nobody to see your manual before it is complete and final, then just leave it on **Draft** until you're done. You'll still be able to preview your topics using the View tab in your Manual Editor.

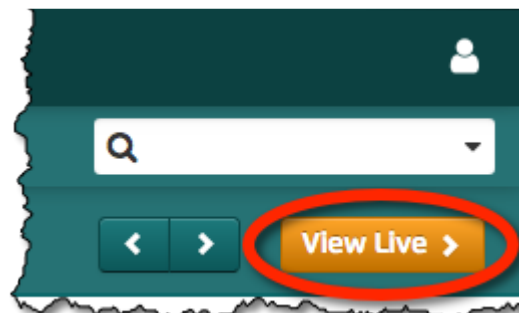
Linking to your manual on manula.com

As soon as you have “published it live”, your manual is ready to be linked to from your website, your web application, your desktop software, your mobile app, etc...

But, where is your manual located exactly? Where to link to?

The easiest way to find the web location (the URL) of your manual is by using the “View Live ->” button:

- First, while in the Manual Editor, click the first topic in your manual
- Then, click the orange **View Live ->** button on the top right
- Your live online manual will open in a new browser tab (or window).
- Note that this has automatically redirected you to the **first** topic in your manual.
- Now just copy and paste the URL from your browser's address bar and use that URL to link to from your site or software.



The URL should look something like this:

[http://www.manula.com/manuals/\[your-company\]/\[your-product\]/1.0/en/topic/\[your-first-topic\]](http://www.manula.com/manuals/[your-company]/[your-product]/1.0/en/topic/[your-first-topic])

* Tip: if you want your site or software to always link to the latest version of your manual, in your default language and to automatically redirect to whatever your first topic is... then strip the URL down to just:
[http://www.manula.com/manuals/\[your-company\]/\[your-product\]/](http://www.manula.com/manuals/[your-company]/[your-product]/)

Last modified: 25 Oct 2018

Integrating on your own domain

The default option for publishing your manuals online is to have them “hosted” on the manula.com domain. However, Manula also support publishing your manuals on your own domain.

This “own domain” option **shows** your manuals on your own domain, but still dynamically retrieves all topic content and images from the Manula servers. This means the manuals on your own site are always instantly up-to-date.

Here's how to do this:

For PHP / Apache:

- [Download this zip file](#) containing the integration files.
- Upzip it
- Edit the index.php file and:
 - In the setAccount line, fill in your account's "URL Name" (see Account Profile)
 - In the setManual line, fill in your manual's "URL Name" (see Manual Settings). Leave empty if you want to show a hub page with links to all your manuals.
 - In the setManualUrl line, fill in the root of the manual folder on your site, without a trailing slash, e.g. "http://www.mydomain.com/mymanual"
 - For hub pages, you can opt to show a special manual group only. In that case, in the setGroup line, fill in the URL name of the group. Otherwise, leave empty.
- Now upload the 3 files (.htaccess, index.php and ManulaIntegrate.class.php) to the folder on your server where you want the manual to appear.
- In the Manula Admin, go to Manual Settings
 - Check the "Redirect manual..." checkbox.
 - Then enter the root URL of the manual on your own domain (without trailing slash again)

For ASP / IIS:

- [Download this zip file](#) containing the integration files.
- Upzip it
- Edit the web.config file and:
 - Set the accountName variable to your account's "URL Name" (see Account Settings)
 - Set the manualName variable to your manual's "URL Name" (see Manual Settings)
 - Set the manualRoot variable to the root of the manual folder on your site, **without** a trailing slash, e.g. "http://www.mydomain.com/mymanual"
 - For hub pages, you can opt to show a special manual group only. In that case, set the manualGroup variable to the URL name of the group. Otherwise, leave empty.
- Now upload the three files (Default.aspx, Default.aspx.cs and web.config) to the folder on your server where you want the manual to appear.
- In the Manula Admin, go to Manual Settings
 - Check the "Redirect manual..." checkbox.
 - Then enter the root URL of the manual on your own domain (without trailing slash again)

Last modified: 25 Oct 2018

Private Manuals

By default, your manuals are publicly accessible on the internet, for everyone to see. But for many types of manuals, that is not desirable.

For instance, if you're using Manula to create an employee handbook, you probably want this handbook accessible for your employees only. The same holds for all kinds of policy and procedure manuals. You don't want these readable by anyone online. You want to provide restricted access to those manuals, that is, only to the people who need to see them.

This is why Manula offers "Private Manual" setting. You first set your manual to be "Private", which basically blocks public access to your manual.

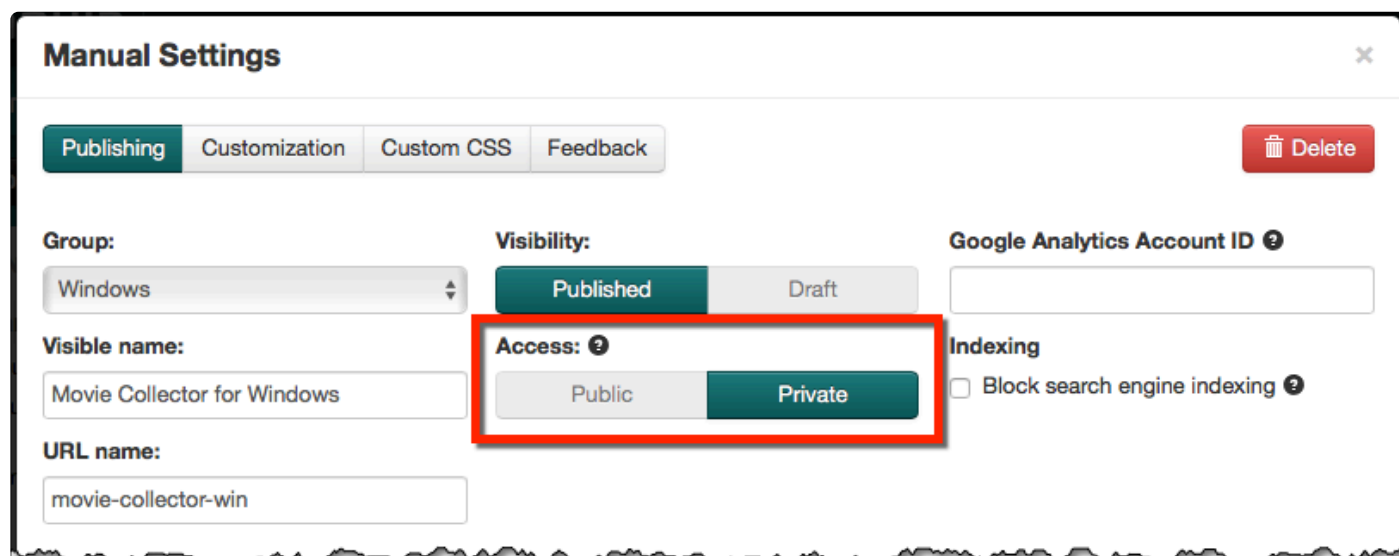
Then after that you can provide access to that manual for specific people only, in two ways:

- By creating "Reader" users, with their own username and password
or
- By generating an Access Key, then giving users a "secret" Access URL containing the Access Key

Here's how:

Setting a manual to be "Private"

Making a manual Private is done in the Manual Settings screen. Just toggle the Access switch from Public to Private and click Save Changes. From that moment on, nobody can access your manual anymore without logging in.



The screenshot shows the "Manual Settings" dialog box. It has a title bar with a close button (X). Below the title bar are four tabs: "Publishing" (active), "Customization", "Custom CSS", and "Feedback". A red "Delete" button is in the top right corner. The main content area is divided into three columns. The first column has "Group:" with a dropdown menu showing "Windows", "Visible name:" with a text input field containing "Movie Collector for Windows", and "URL name:" with a text input field containing "movie-collector-win". The second column has "Visibility:" with two buttons: "Published" (active) and "Draft". Below this is a red-bordered box containing "Access: ?" with two buttons: "Public" and "Private" (active). The third column has "Google Analytics Account ID ?" with a text input field and "Indexing" with a checkbox labeled "Block search engine indexing ?".

Anyone who goes to the URL of your live manual, will see this login prompt:



Login

Please log in to read this manual.

E-MAIL ADDRESS —OR— USERNAME

PASSWORD

☐ Keep me logged in

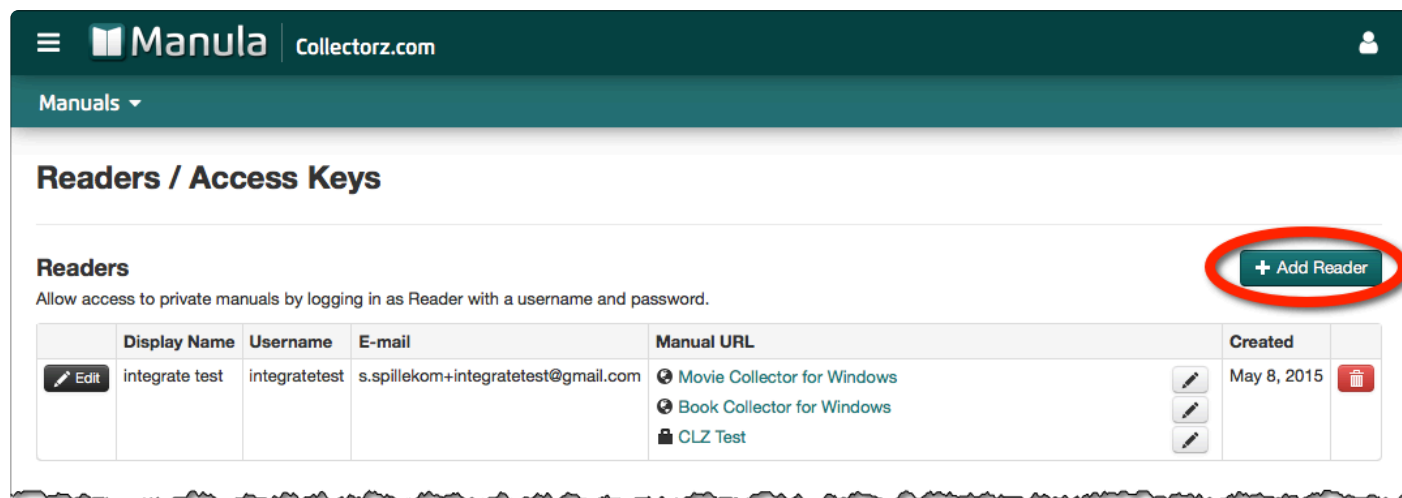
Log In

Creating “Reader” users

The next step is to create user accounts for the people who need access to your manual, each with their own username and password.

This is done on the Readers / Access Keys page:

- Click the menu icon top left and choose Readers & Access Keys
- Click the Add Reader button on the top right.
- Fill in his/her Display Name, Username, Email address and Password.
- Then use the checkboxes under Access to indicate which manuals this user can access.
- Now click the Save Changes button at the bottom to save the new user account.



Manula Collectorz.com






Manuals ▾

Readers / Access Keys

Readers


Allow access to private manuals by logging in as Reader with a username and password.

+ Add Reader

	Display Name	Username	E-mail	Manual URL	Created	
	integrate test	integratetest	s.spillekom+integratetest@gmail.com	 Movie Collector for Windows  Book Collector for Windows  CLZ Test	May 8, 2015	

Add User ×

Display Name *

John Reader 


Username

johnr


E-mail *

john@reader.com

Password *

..... 

Role

Reader 

Access

	View
Manula	<input checked="" type="checkbox"/>
Demo Topics	<input type="checkbox"/>
Manula test	<input type="checkbox"/>
CLZ Movies	<input type="checkbox"/>

Cancel

Save Changes

Depending on your situation, you can create one generic username and password for all users who need to access your manual, OR you can create a specific separate login account for each and everyone of them. The number of Reader users you can create is unlimited so it's completely up to you.

Generating Access Keys

If you want to give users access to your private manual through a secret URL, then here's what to do:

- Click the menu icon top left and choose Readers & Access Keys
- Click the Add Access Key button
- Fill in a name for the Key (just for your own use, to remember it by)
- Then use the checkboxes under Access to indicate which manuals this user can access.
- Now click the Save Changes button at the bottom.

The Access Keys list will now show your new Access Key. Click the manual name under "Manual Access URL" to go to your live private manual using the secret URL. Give this URL to your users to give them access.

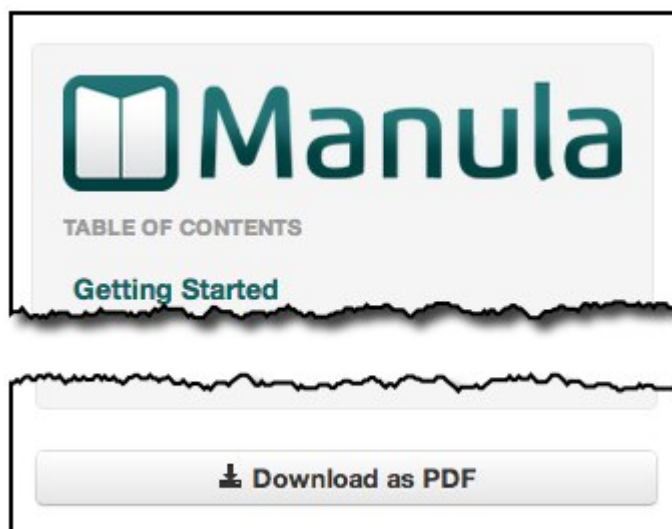
Last modified: 1 Oct 2020

Downloadable manuals in PDF format

An online manual is great, but it does mean that your readers need to be connected to the internet to read it.

So it's good to provide an alternative, a downloadable PDF that users can download to their local computer or mobile device, for offline reading. Or they may even want to print the manual for the full offline reading experience :-)

Manula lets you create and update a downloadable PDF version of your manual, which will automatically appear as a button under the Table of Contents of your live manuals.



Generating a PDF version of your online manual

Creating or Updating the PDF version of your manual can be done in the Generate PDF screen, which you can reach from the main menu (just click the menu icon top left).

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☒ Show company name.

Cover sheet

☒ Include default cover sheet.

Page Size

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Full page cover image

Select...

Logo for cover sheet

Select...

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☒ Include a page-break before each subtopic (top-level topics always start on a new page)

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By default, the PDF generator includes a page-break before every topic in your manual. This works well for manuals with mainly long topics, especially while reading the PDF on a computer or tablet.

However, if you have many short topics, or if the main purpose of your PDF is for printing, then you may want to **uncheck** the **Include a page-break before each subtopic** option in the Generate PDF screen.

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Last modified: 25 Oct 2018

Customizing your manual

This section will discuss the various customization options that are available to change the look of your live manuals to your own liking, or to match your company's branding.

- [Adding logos and changing colors](#)

Last modified: 4 Mar 2016

Adding logos and changing colors

Adding your own logo

Custom logos will appear on the top left of live manuals, above the Table of Contents (for example: the Manula logo in this manual).

You can set a separate logo for each manual you create, so the logo settings are found in the Manual Properties screen:

- From your Manual Editor, click the menu icon top left, then choose Settings.
The Manual Settings screen appears.
- Switch to the Customization tab.
- Under Logo, use the Browse button to find and upload your logo file.
The logo will be show at a maximum width of 250 pixels, so make sure your image is at least 250 pixels wide. Also, it is good practice to use images that are not too high, as the image will “push down” the Table of Contents.
- Optionally, under Favicon, upload a .ico version of your logo for use as the “favicon” for your manual pages.
- Click Save Changes at the bottom.



Tip: if you want to use the same logo for all your manuals, you can also set your logo at the account level, in your Account Settings.

Changing the colors

Choosing a color scheme that matches your website, product or logo can really help to give your manuals a recognizable look.

Colors are also set in the Manual Settings screen, on the Customization tab:

- The color customization settings are on the right, under Colors.
- Choose a color for the top-bar of your live manuals. The same color is use for all links.
Click the box and a color picker screen will appear for easy color selection. If you know the hex code

for the color you want to use, just type it in the box.

- Choose a color for the Headers of your topics.
- Click Save Changes at the bottom.

* Tip: if you want to use the same colors for all your manuals, you can also set your colors at the account level, in your account level Customization options, which can be found under the Settings menu (the gears icon top right), then Customization.



Last modified: 25 Oct 2018

Frequently Asked Questions

Last modified: 27 Jul 2014

I updated the PDF, but it doesn't show the changes. Why?

That is probably just your browser showing you a cached copy of the PDF.

If you force a “hard refresh” in your browser, it will show the changes.

If you're unsure how to hard refresh your specific browser, [here's how](#).

Last modified: 27 Jul 2014

In the top bar, can I add a link back to my own website?

Yes, this is possible:

- Use the black Settings button on the top right to go to the Account Settings page.
- At the top, click the Customize tab
- There, under “Link Company Name in Top Bar”, choose “Company website”.
- Click Save Changes at the bottom.

Now the company name in the top bar of your live manuals will link back to your site.

Last modified: 30 Jul 2014

Can I import my existing documentation?

Manula does not have a feature for automatically importing/converting existing manuals or documentation.

So how I do get existing content into Manula?

If you want to transfer documents to Manula, the quickest way is to:

1. Think of a good manual structure and create it in Manula's Table of Content, using just empty topics.
2. Then copy your existing content over, by Copying / Pasting the raw content, topic by topic.
3. Re-apply the formatting using Manula's formatting tools, headers, bold, bullets, etc...
4. Re-insert your images into the topics using Manula's Image Manager.

This may sound like a lot of work, but usually this can be done pretty quickly.

Why is there no import feature?

Here's the most important reasons why we have decided not to work on an import feature:

1. It would be next to impossible to import existing content while keeping **all** formatting and image placement intact. Which means that even if we allowed importing content, it would still be a lot of work afterwards, to re-apply formatting and to re-insert images.
2. Manula manuals are divided into a multi-level topic structure. Even though most existing documentation (e.g. Word docs) have some kind of division into chapters, it always manual labour (pun not intended) to further divide topics into sub-topics. An import feature cannot do that for you.
3. One of the benefits of online manuals created with Manula is that they adapt to the reader's screen size (desktop/tablet/phone). When moving to Manula, it is a good idea to also re-think your documentation to make that work well, e.g. in terms of layout, image size and placement, using tables, etc...

Alternative: use our Conversion Service

If you want to move your manual to Manula, but do not want to transfer/convert the content yourself, then you may be interested in our Conversion Service.

The costs for the conversion consist of:

- A variable fee that depends on the amount and complexity of your content, and the number of images.
- Pre-paying for a Manula subscription for 1 year, the cost of which [depends on the number of manuals](#).

To make you a conversion offer, we need to receive:

1. Your existing, formatted documentation (PDF, Word, HTML, etc...).
2. All included images in separate image files.

Interested in our Conversion Service? Then [please contact us here](#).

Last modified: 17 Mar 2016

I set my manual to Published, but it keeps saying “Draft”. Why?

This is probably caused by the **version** of your manual still being in Draft mode.

To fix this, open the manual in your manual editor, click the version name in the top bar to open the Version menu, then choose Manage Versions. In the Versions screen set the version to Published = Yes.

Last modified: 12 Mar 2016

How can I disable the Print functionality?

Here's how to disable the print features:

Just add the following CSS code under the Custom CSS tab in your Manual Settings screen:

```
#topic-header a.print-page { display: none; }  
@media print { * { display: none; } }
```

Make sure to also check the “Include Custom CSS” checkbox.

The above CSS code:

1. hides the Print button on all pages of your manual.
2. when printing from the browser, the printed output is forced to be empty.

Please note that this is not 100% protection against printing. A smart techie can probably insert his own CSS and enable printing again.

But the above will definitely make it harder for the average user.

Last modified: 21 Mar 2016

Reference

Last modified: 10 Mar 2016

Keyboard Shortcuts

The following keyboard shortcuts are available in the topic editor:

- Cmd/Ctrl-S to Save
- Cmd/Ctrl-B for bold (tip: select a piece of text first)
- Cmd/Ctrl-I for italic (tip: select a piece of text first)

Last modified: 10 Mar 2016