

Create beautiful documents with ease

howt.io makes it easy for you to create **documents** with **reusable templates** and **export** them in your *desired format*, such as **PDF** or **HTML**. In this example document, you can learn about some of the capabilities and how you can use them.

If you want to see the final document in action, click the *three dots* in the top left corner and then select "**Export document**" and chose "**PDF**".

Feel free to play around or to create a clean, new document using the three dots on the top left - this app is now yours! 🚀

For context, the text you are currently reading is the *document description*. It exists for every document and serves as a introduction to the topic at hand. See below to learn how you can format texts and interact with the user interface of the app.

1. Steps and step items

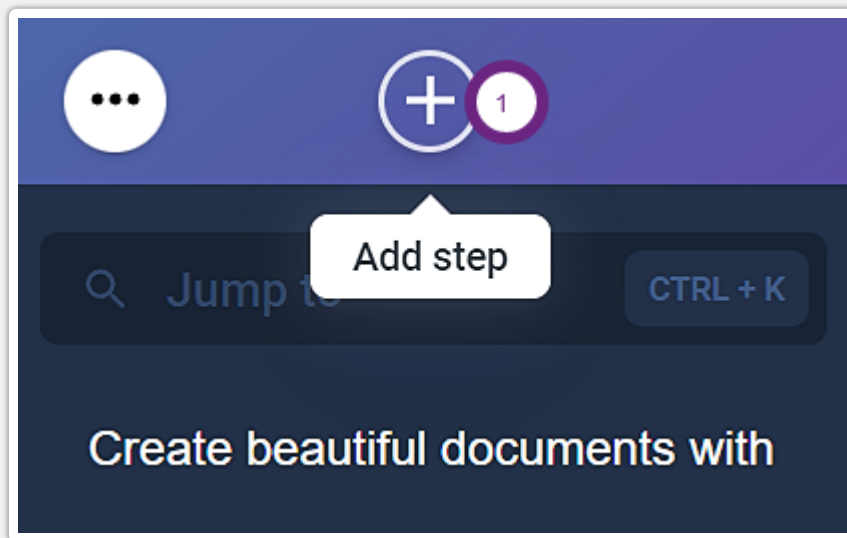
Beside the **global subject** and the **global description**, documents in howt.io consist of **steps** and **step-items**.

They make up the contents of your documents, giving you a structured way to present information.

Steps are the main sections of your document, and **step-items** are the individual pieces of information that make up each step, like text paragraphs or images. You can easily create, move, restructure or remove any steps and step-items at any time.


To *add a step*, click the **plus** button in the head of the sidebar (1).

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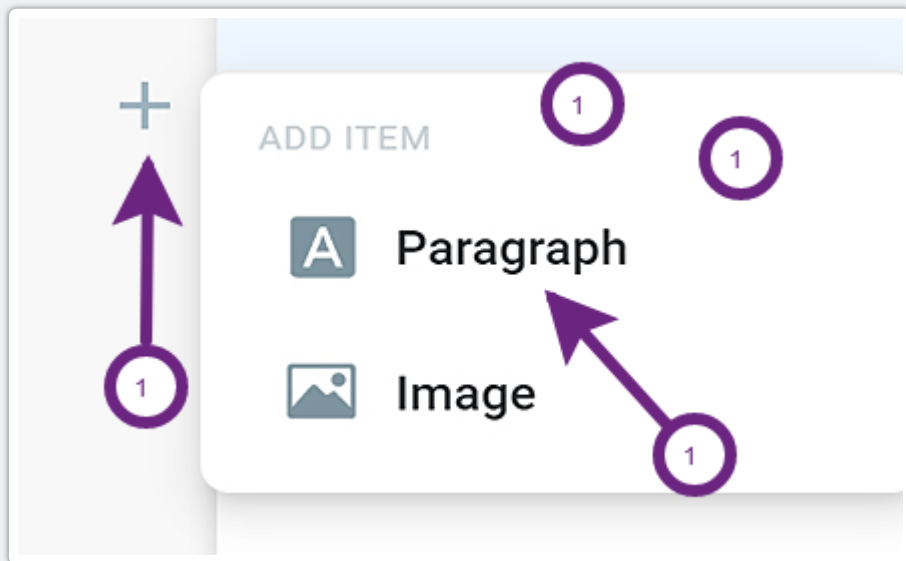
To add a *step item*, click the **plus** icon on the left side at the end of a step when hovering the mouse over it (1) - or by clicking the three dots at the left side of a step-item like this paragraph.

You can also use the mentioned three dots to move step-items around! Just click the three dots and drag it.


To move steps, you can click & drag them around in *the sidebar* at the left  of the app.

While we hope most of the application feels intuitively to use, please remember you can always consult the [user manual](#) to learn more in detail.

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2. Text formatting

There are various options to format and style text! The **toolbar** at the top  gives you access to the most relevant formatting options - beside basic stuff like **bold**, *italic* or underline, you can do things like selectively customize **text colors** or **highlight** certain parts.


- You can create bullet lists
- Like this

1. Or ordered lists
2. Like this

If you need to, you can do fancy stuff like ^{super} or the _{sub} - you can put [hyperlinks](#) in your documents or `mark text as code` - - or simply remove any text formatting from a selection.

In case you are missing a feature, you might find it in the **widget sidebar**

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to the right  - it gives you the possibilities to ~~strike through text~~ or add headlines of all types:

Like this

Or this

Or this

Or this

Or this

Or this. Neat, huh?

You will also find options like:

| Blockquotes - they look like this.

as well as nice code blocks:

```
<wow>
  Much code, very tech
</wow>
```


Pro users will also get to a point to need a horizontal rule!

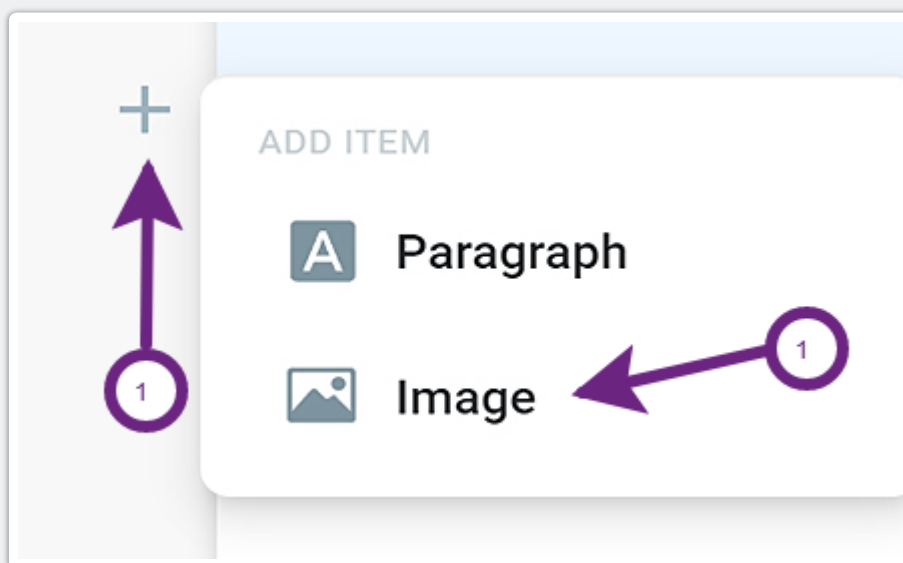
For most of these options you can use keyboard shortcuts, like `CTRL/CMD+SHIFT+H` or `CTRL/CMD+B` - you can find a full list in the user manual or by [clicking here](#). (in the editor, *click right* and open the link *in a new tab*).

If you are fluent in [markdown](#), we suggest to try out your favorite formatting, like `#` or `##` for headlines, or by wrapping text in `**asterisks**` for italic - and more - howtio supports some of them!

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3. How to work with images

You can add images to your document by adding **image step-items** (2) - either by clicking the three dots at the left side  of this paragraph or on the plus icon at the end of each step (1).




With a freshly created image step-item selected, you can add the actual image either by *pasting* it from your clipboard, by *dragging* them in to the marked area or by clicking the marked area and selecting it from your local system.

Fun with image annotations

Every image in your document can be annotated by a range of fully customizable.. well..  annotations . They will help your readers scanning the important parts of your images.

4. Use annotations to explain your topics visually

Whenever you have an image step-item selected, the toolbar at the top  will change and show you all the available annotations and their options.

You can select any annotation type by clicking on it in the toolbar. On the second line that will appear, you can **fully customize** the appearance of an annotation.

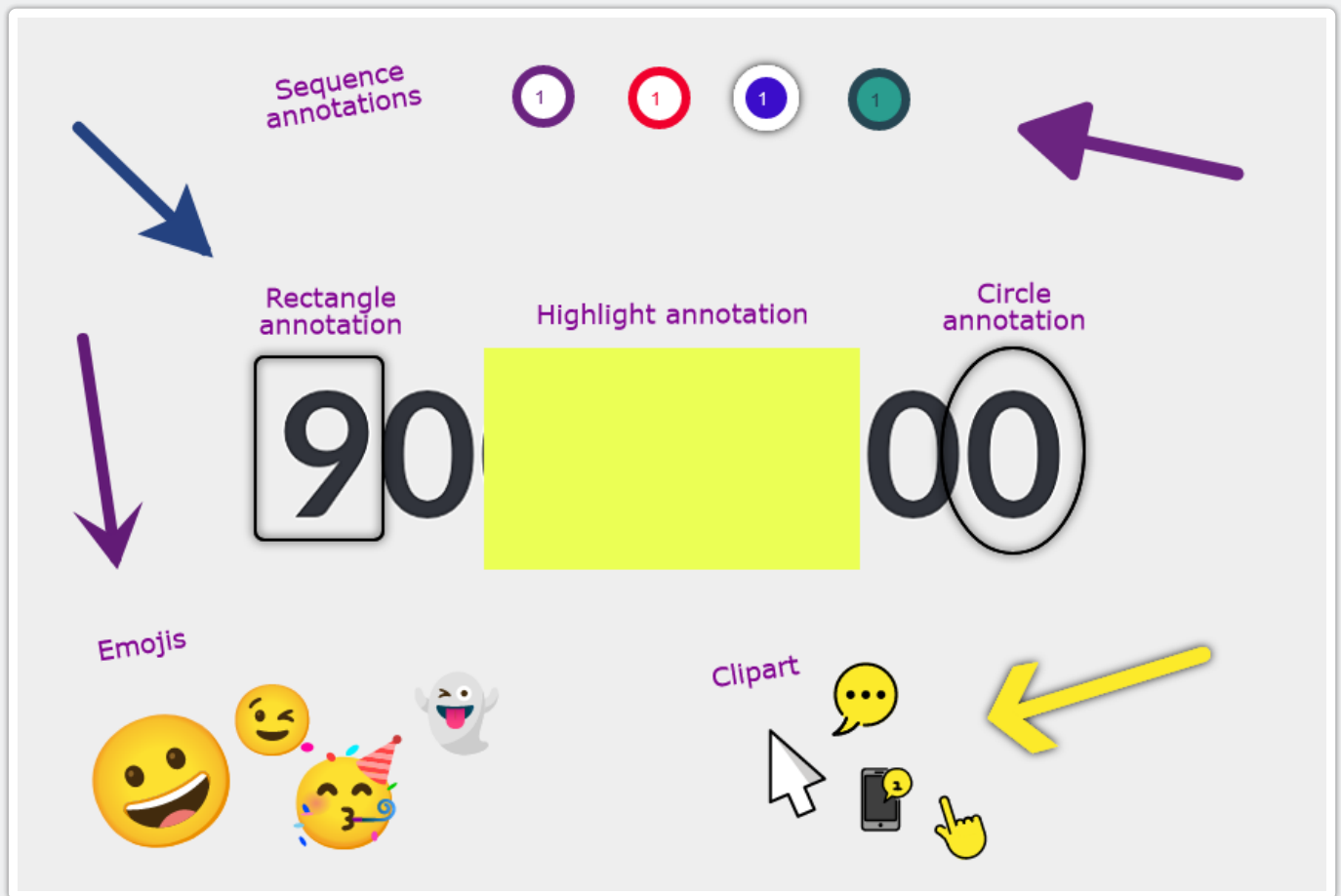
With a annotation type selected in the toolbar, you can **click & drag on an image** to "draw" the annotation to the image.

You can **move, adjust, resize and rotate annotations** at any point in the editing process by clicking on it. They will be hard-embedded into the image when exporting the final document.

To unselect an annotation, just click anywhere outside the image.

Some examples? Say no more 😎

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(Not so) Secret trick: **You can right click images and annotations!** This gives you some options like **saving annotations** as reusable presets or **changing layers** of annotations - or just to render and save a specific image (useful if you just quickly want to annotate & save an image!).


Another cool trick: You can **drag & drop any svg file** from your file system and use it as an annotation! Use your logo, your own cliparts or any illustrations that you feel is suitable.

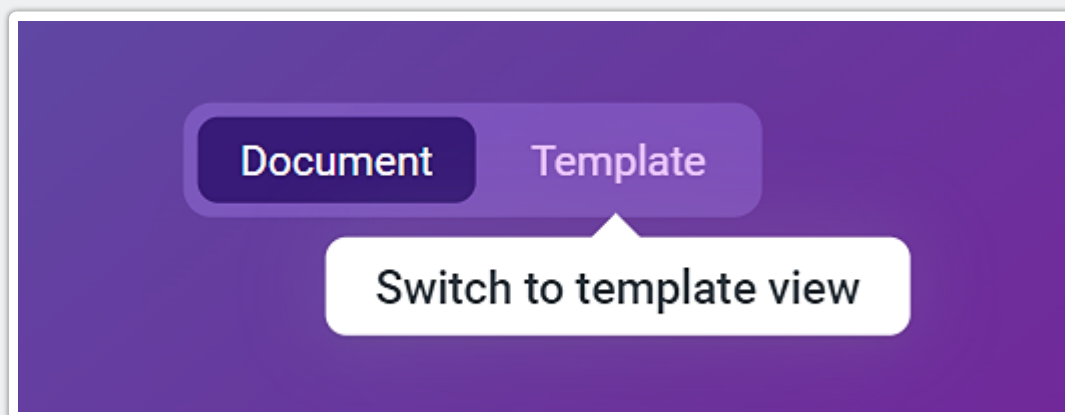
5. Preview your current document with a template

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Reusable templates are very helpful - they define the shape, format and style of your final documents. You can export any document with any templates, giving you an easy tool to create consistent documents without bothering about styling and content flows.

If you like a more closer-to-production writing experience, you can change the editor to render in a templates look and feel.

At the top  of the page, you can switch between the **Document and Template**. In Template view mode, you can switch between all your available templates and get an impression of the final outcome.

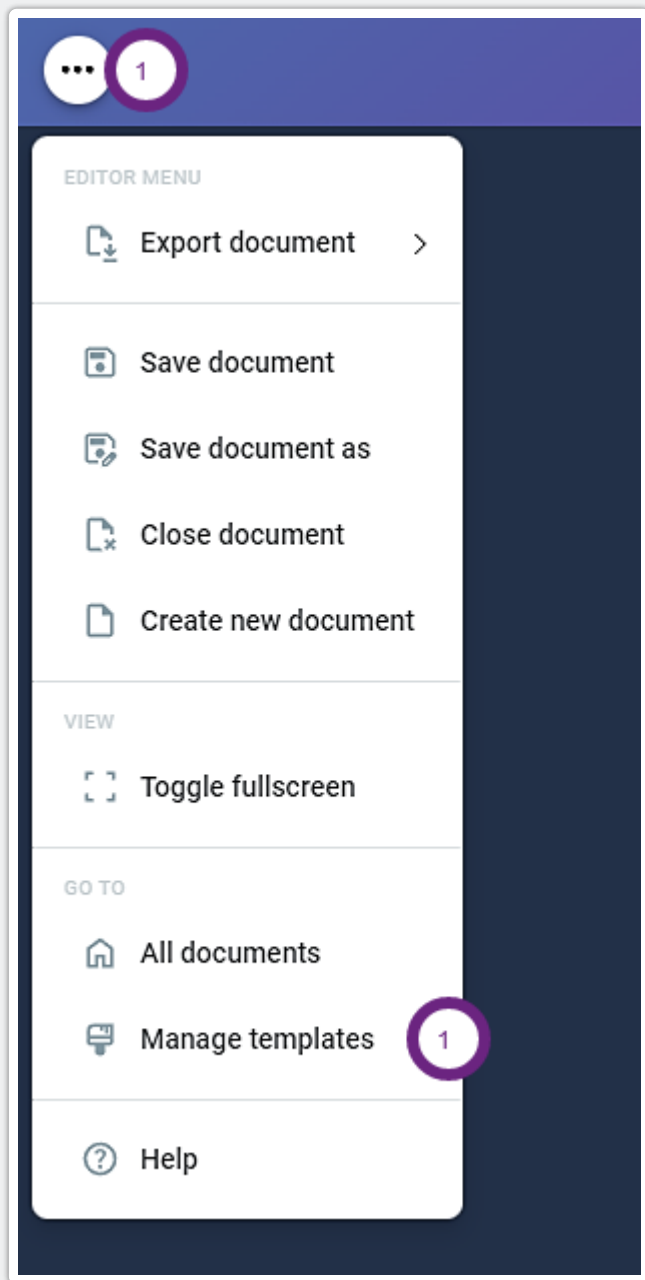


6. Create your own templates

With your very custom & personalized template, you can easily export any boring or interesting document with the **exact same look and feel**. This is especially useful when you need to create recurring documents in a branded context, e.g. in your company.

To create or adjust templates, you can get there by clicking the *three dots* in the top-left corner (1) and go to "[Manage templates](#)" (2).

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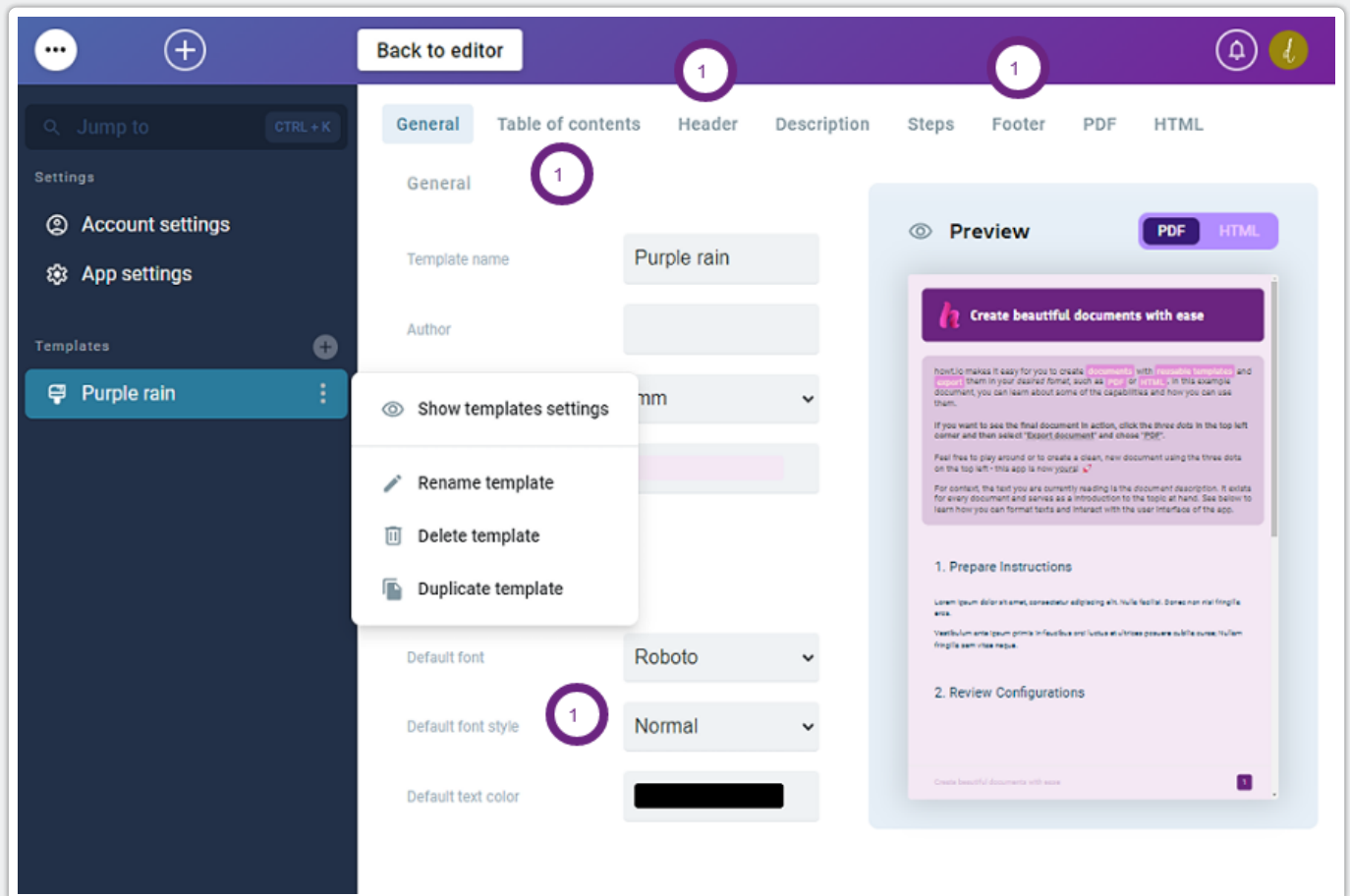


From here, you can create new templates and manage existing ones.

Every part of a template can be adjusted by its contextual category tab, like the **Header** (1) or the **Footer** (2) - you can adjust colors, offsets & margins as well as text settings (4) and specific features such as a **table of contents** (3).

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We will not go in further depth about every option that you have at this point to save you some reading, it's best to just try it yourself!

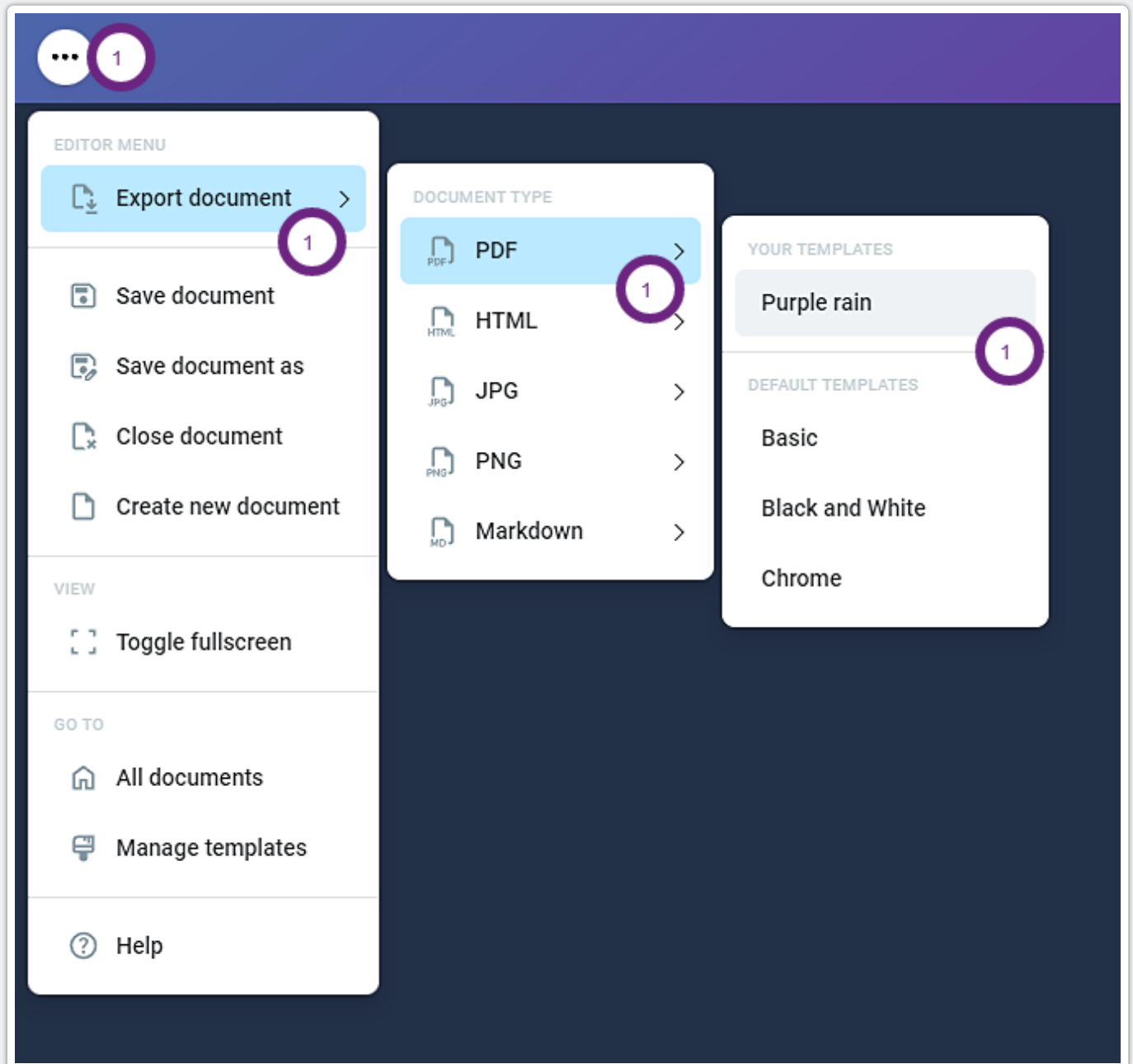


7. Export & download documents with your template's design applied

Documents can be exported to a handful of different formats, such as **PDF** (or **HTML**). The template you select can be applied to every format (except Markdown, because of its nature).

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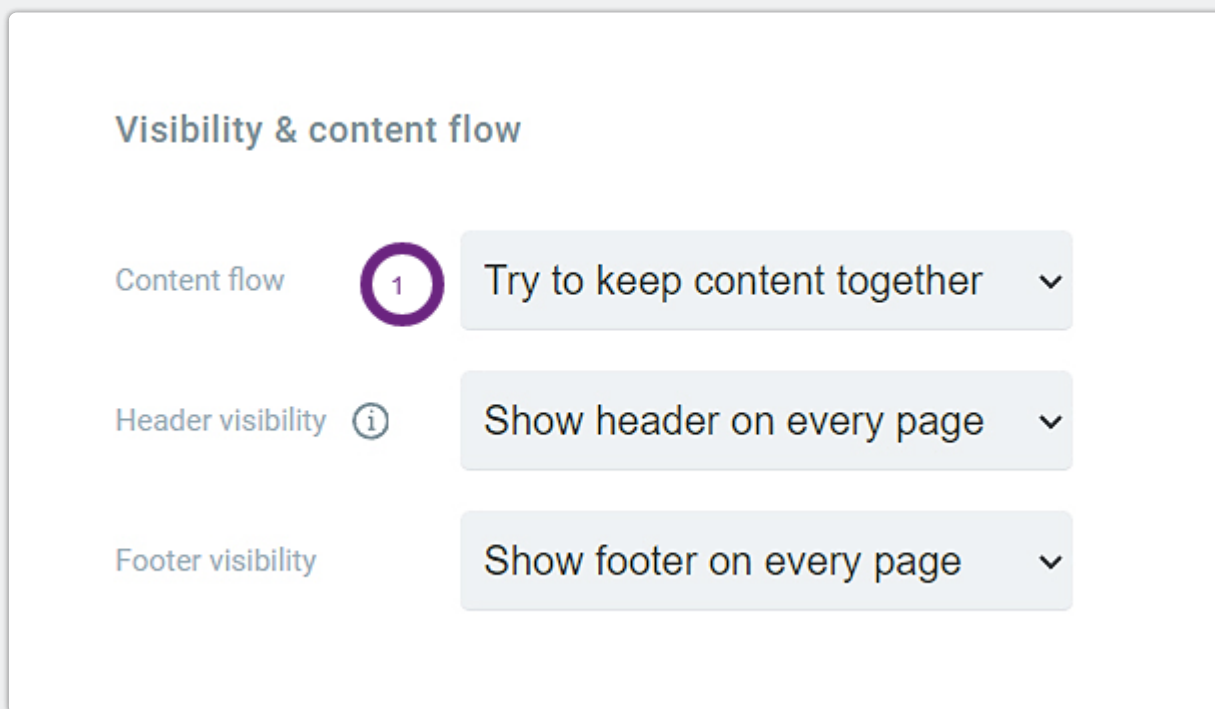
You can use any of the default templates at any time, of course!



8. Customize PDF & HTML output

Despite the ability of templates to be applied to any file format, different formats have their own different characteristics.

That's why you'll find a section for some file formats in your template's settings - for a PDF document that could be settings around the **page format** or **content flow** (1).



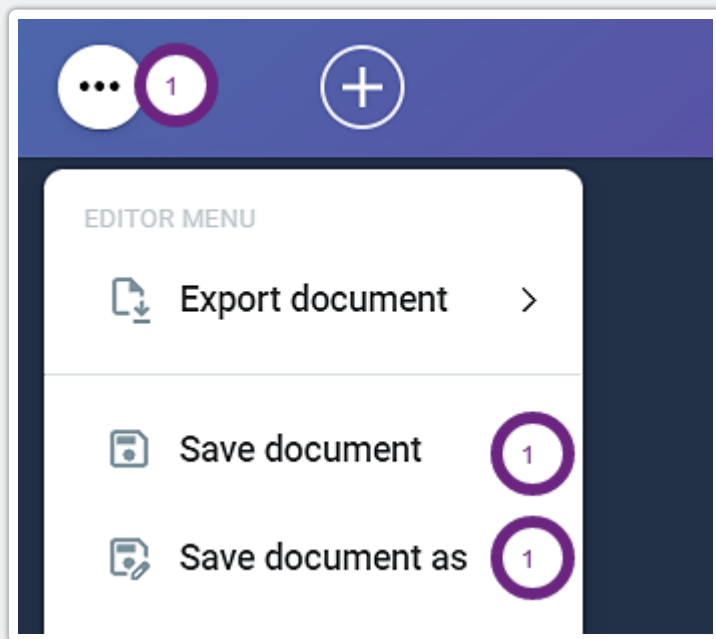
9. Save & organize documents

To save a document, you can either use the [keyboard shortcut](#) **CTRL+S** or choose "Save document" (2) from the main menu in the top-left corner (1). Similarly, you can save a document under a new title with choosing "Save document as" (3).

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Nice to know

Opened documents / document that you are working on are cached, so you can close this page and come back and keep your state. At some point, you or your browser might delete your browsers cache - for persistency, you can save your documents.



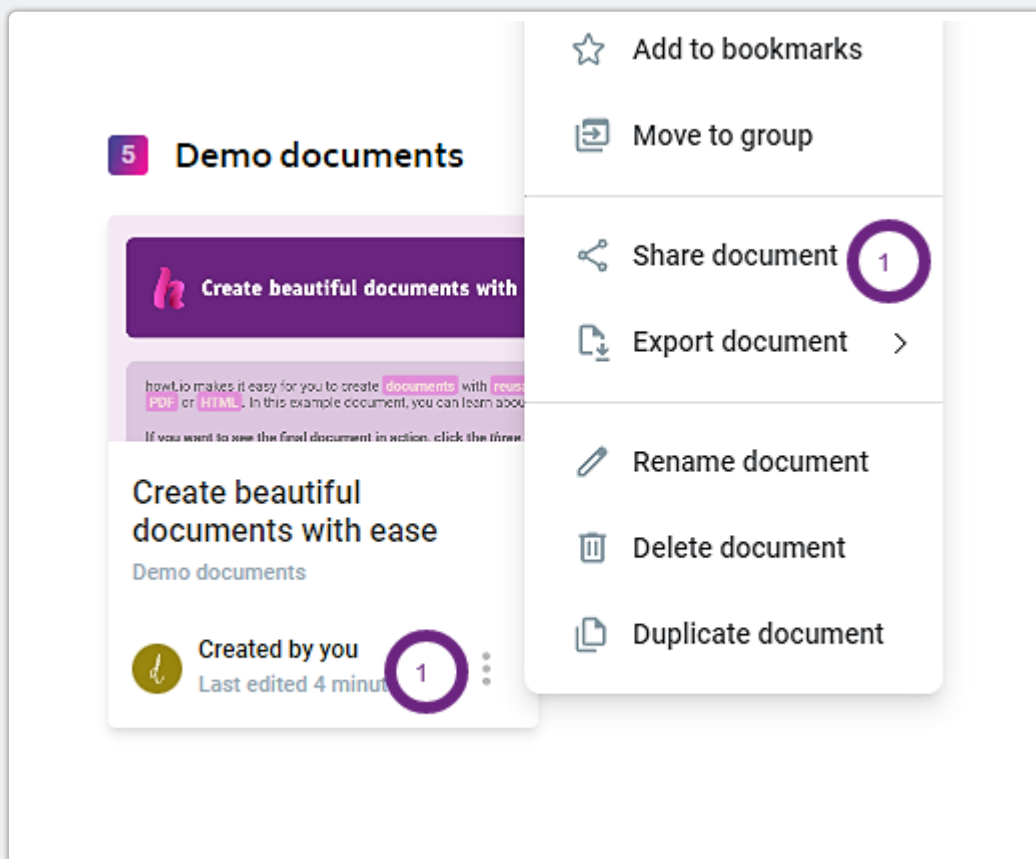
All saved documents will be securely stored on our servers and can be accessed and managed from **the document manager** - you can access it - as usual - from the main menu in the top left corner by going to "All documents".

From there you can **organize your documents in groups**, manage them and enable sharing.

10. Share documents with others from inside the app

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Instead of manually exporting & distributing your documents to your audience, you can use the **document sharing** feature that gives you a **short link** that you can hand around to access a specific document.



11. There is more to discover!

This framework of features should give you some tools to create awesome documents. Like the title says, there is more to discover, we didn't, for example, talk about **AI features** that help you **generate paragraphs** - either based on your prompts or by **reading an annotated image** (ok, now we talked about it) - and more nice things that you will discover when using the app.

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Sooo.. have fun! 🚀