

# Creating a Playbook on PlaybookWriter.com

The procedure describes the steps to create a playbook on PlaybookWriter.com, which can serve as various types of guides or instructions. It covers creating a new playbook, adding content, editing, performing a sanity check, sharing the playbook, and accessing the version history.

## Step 1: **Access Site**

Navigate to [PlaybookWriter.com](https://PlaybookWriter.com) in your web browser. No account is needed to create a playbook.

## Step 2: **New Playbook**

Click on the 'New Playbook' button to start the process of creating a new playbook.

## Step 3: **Provide Name**

Provide a name for your playbook in the designated field.

## Step 4: **Add Content**

Record your instructions directly on the site or upload a pre-recorded audio file. Alternatively, you can type or paste pre-written text into the provided field.

## Step 5: **Create Playbook**

Click on the 'Create Playbook' button and wait a few seconds for the system to transform your input into a set of steps.

## Step 6: **Review Playbook**

Review the generated steps and notes. Edit, add, or delete sections to refine the instruction set and add necessary context.

## Step 7: **Sanity Check**

Click the 'Sanity Check' button to have the system review your playbook for clarity and completeness, then edit the playbook according to the suggestions or comments provided.

## Step 8: **Resolve Comments**

Address any comments from the sanity check by updating your playbook or dismissing comments that are not applicable.

## Step 9: **Share Playbook**

Use the 'Visibility' settings to share your playbook publicly or with a registered team. Distribute the link to help others follow the process you've documented.

# **General Notes**

## **Customer Support**

For assistance or issues when creating playbooks, contact customer support at [support@playbookwriter.com](mailto:support@playbookwriter.com).

## Version History

To view the history of changes made to your playbook, access the 'History' tab after selecting an individual playbook.

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