Short online tutorials

Points for speakers' preparation

Before recording

- Write down every word you plan to say
- Give a structure to your text.
  - Tell them what you are going to tell them
  - Tell them
  - Tell them what you just told them.
- Say where you are as you go on.
- Remember to:
  - Introduce yourself
  - Clearly say: "This tutorial is about...", "I will show you"
  - … We have just seen "How to install..."
  - … we shall now go through "How to configure..."

Still before recording

- Rehearse, rehearse, rehearse...

- Ask colleagues familiar with the domain to be your public and give you feedback

- Check what is already available on the web before you do your tutorial

- Make sure the web pages of the application you present are clear for new-comers

Recording – general rules

- Measure the time
    - Short online tutorials should not exceed 5'
    - Dropping from 8' to 4' requires **many** rehearsals
- Use a teleprompter, so your speech is fluent
- Make sure the web site (or tab, application, etc...) you present is on the screen when you mention it

Recording - technicalities

- Check the "neutrality" of your environment:
    - Sound turned off (no email notifications)
    - Desktop icons hidden
    - Language relevant to your audience
    - Skype and other such applications quitted
    - Advertising blocked
- Select the 16*9 landscape format for the slides' dimension and point at the area you are describing on each slide.

Recording - consistency

- Check that what you show matches what you promote, e.g. open source vs proprietary applications

- Comply to computing security rules

- Show no personal email addresses, logins, passwords etc... Make special ones for the tutorial.

- Use a logo for a visual identity. E.g. for CERN see the first slide of this presentation.

Recording – in the process

- Starting web page should be the homepage of the application you present – or a corporate one

- If you record in a busy environment, write "Do NOT disturb" on the door to avoid people making noise during your best try

- Use a normal chair to minimise body movements & keep hands visible

- Make sure no commercial products' labels will get in your video, i.e. refreshment brands etc…

Recording – Technical rules

- Avoid typing commands 'live'. Rather make slides, screenshots or web page tabs with the commands on. This will save time and avoid stress for you and the viewers

- Explain what happens if the package you are describing is already installed and you skip a step of the real process in the tutorial

- Say: "**READ**" the terms of use before agreeing for the license agreements, to set the example.

Recording – be user friendly

- When encouraging users to contact you, show them where is the link for them to write

- When skipping installation details say if it is standard installation process & provide another edited (e.g. accelerated) video to show the installation process

- To avoid copyright issues with video file formats in some browsers, make multiple versions of the same video available.

Last but not least…

- Smile while speaking
- Live, act and record like you could not fail at all! (adapted from a text by Casey Neistat)

Thank you!