



1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from :
<http://spoken-tutorial.org/tutorial-search/>
2. You can also download the Spoken Tutorials for offline learning from :
<http://spoken-tutorial.org/cdcontent/>
3. From this link download the FOSS categories in the language you wish to learn.
4. The Spoken Tutorial content will be downloaded as a zip file on your machine.
5. Extract the contents of the zip file & access them.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.
2. You will typically do one tutorial at a time.
3. You may listen to a spoken tutorial and reproduce all the steps shown in the video.
4. If you find it difficult to do the above, you may consider listening to the *whole* tutorial once and then practise during the second hearing.

3 LibreOffice-Draw

1. Click on "Select FOSS" or "All FOSS Categories" drop-down and choose "LibreOffice-Draw".
2. Click on "Select Language" or "All Languages" drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.
3. Click on "Submit" button.
4. You will see a list of tutorials based on your selection.
5. Start with the first tutorial in the displayed list.

4 First tutorial: Introduction

1. Locate the topic "Introduction" and click on it.

2. To view the tutorial, click on the Play icon which is located in the player.
3. The **Pre-requisite** will be visible below the player (only for Online contents).
4. **Outline, Assignments, Code Files and Slides** are available below the player.
5. Adjust the size of the browser in such a way that you are able to practice in parallel.

4.1 Instructions to practise on Linux OS

- (a) The tutorials are explained on the Linux OS.
- (b) It will be easy for the Linux users to follow, as instructed in the tutorial.

4.2 Instructions to practise on Windows OS

- (a) Skip the video from 0.28 min to 0.58 min, the tutorial shows how to install LibreOffice Suite in Ubuntu Linux OS.
- (b) From 2.46 min to 3.07 min the tutorial shows how to open LibreOffice Draw in Ubuntu Linux OS.
- (c) On Windows you have to click on Start>>All programs>>LibreOffice Suite.

4.3 Instructions to practise

- (a) Create a folder on the "Desktop" with your "Name-RollNo-Component".
(Eg. "vin-04-Draw").
- (b) Give a unique name to the files you save, so as to recognize it next time.
(Eg. "Practice-1-vin").
- (c) Remember to save all your work in your folder.
- (d) This will ensure that your files don't get over-written by someone else.
- (e) Save your work from time to time, instead of saving it at the end of the task.

4.4 Common instructions for Assignments

- (a) Attempt the **Assignments** as instructed in the tutorial.
- (b) Save your work in your folder.

4.5 Common instructions to use Code files

- (a) Click on the link "**Code files**" located below the player and save it in your folder.

- (b) Extract the downloaded zip file.
- (c) You will see all the code/source files used in the particular tutorial.
- (d) Use these files as per the instructions given in the particular tutorial.

- 6. Play-pause-practise the whole tutorial.
- 7. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.
- 8. Follow all the above instructions, till you complete all the tutorials in the series.