synthiam.com

How to make a Synthiam Tutorial

This is a short tutorial to show you how to create a tutorial for the EZ-Robot website, using the "Tutorials" section.

Last Updated: 10/16/2015

Step 1. Create your Tutorial.

As a demonstration, the creation of this very tutorial will be used as a guide. To create a tutorial, You need to be signed in to your account. To start, as well as the "Details" page, you will need to add at least one step and have at least 20 characters to allow your tutorial to be published.

1.) To start your new tutorial, Click on the "**Learn**" tabs that can be found either on top of the forum home page, or at the bottom of the screen.

2.) Now click on the "**Tutorials**" tab

3.) Then click on "**Create Tutorial**", then click "**OK**" to confirm.

4.) This is optional. Scroll to the bottom of the screen, then add a picture thumbnail using the "**Browse**" and "**Upload Image**" tabs. This picture will be seen when members search through the tutorials section. Once your picture is uploaded, click on "**Save Details**".

5.) Scroll back to the top of the screen, and add a title for your new tutorial.

6.) Now write a short description of what your tutorial contains.

7.) In the "**Controls**" section, choose the relevant EZ-Builder control tabs your tutorial relates to. Once these are chosen, click "**Save Details**". (The "Save Details" tab can be used at any time, but won't publish your tutorial for public viewing. Publishing your tutorial will be explained in the last step).

This will make it easier for members to search for relevant tutorials using the drop down list on the tutorials home screen.

8.) Now your title page is done, click on the "**[Add Step]**" link.

The following steps will explain the tutorial editor.

Step 2. The Tutorial Editor.

Many of you will be familiar with the setup of the "Step Editor" pages, as they are almost the same as what is used in the community forum when you post a comment. It has the usual suspects, such as "
UBB Codes
", "
Attach file
", "
Add Image
",
Add Link
", "
Add YouTube Video
", and of course, the "
Similes
".

Noticeable differences are that each step you add to your tutorial has an editable title, the option to add more steps to your tutorial, and the option to look back and edit or delete previous steps when added.
For those of you who are not sure how to use "UBB" codes or what they do, these codes surround the text you write, and do things like make your text **Bold**, *Italic*, or do a Strikethrough.
For example, if you want to share code or script, put your content in between the **]** and **[/** parts of the following tags...
[code][/code]
Use the relevant tutorial editor functions to make your tutorial clearer for other members to read and understand.

Step 3. Write your Tutorial Content.

A useful tip when writing your tutorial content. Save your work on a regular basis, and when you have finished a creating or editing a step, copy the entire step description, and click on the "
Save Details
" tab. If there is a connection dropout, you might lose your recent changes, so by coping your work, you can paste it back and click "Save Details" again.
1.) If you have not done so already, from your "**Details**" title page, click on "**[Add Step]**".

2.) Add a title for your step, or leave the default step number in place. (Changing step titles will be explained in step 4).
3.) Write your tutorial step, keeping it informative, well written, easy for others to understand, and use all of the relevant tutorial editor options to make your tutorial shine. (Keep in mind, all of our EZ-Robot community members and customers come from all over the world, from different walks of life, and have different skill sets and learning abilities. Something you think is easy to understand, may not be so easy for others.)

4.) When you are happy with your tutorial step, click "**Save Details**".

5.) If you wish to add further steps, click on the "**Add Step**" link, and repeat the steps outlined above.

Step 4. Tutorial Steps Titles

If your tutorial contains different subjects, sometimes the default "Step #" number in the title may not be informative enough. Simply delete the text in the "Step Title" text input field, and write in your own title.
You can also keep the step number and add your title after it.

Remember to click the "**Save Details**" tab to save your changes.
There may be times where you would like to outline what your tutorial contains, and would like to add this in a "Contents" list and/or add links to each step. No need. By using your own step titles, these will be automatically updated (when you press "Save Details") and added to the "Steps" list seen on the left of the tutorial editor in the form of a link. See the screenshot below and compare it to the one above to see the difference...

Step 5. Editing and Deleting Steps.

The current steps you have in your tutorial can be edited, deleted, and rearranged.
Edit a Step. Click on the link to open the tutorial editor for that step.

Delete a step. Click on the "**Delete**" tab, the click "**OK**" to permanently delete a step.

Rearrange Steps. If you want to change the order of one of your steps, You can click on the "**[up]**" or "**[down]** tabs under the step you want to move. Clicking these tabs will move the step 1 position (as seen in the screen shots below). The number of the steps will automatically update to the correct order, but if you have step numbers in your step titles, these will need to be changed.

Final Step. Publish your Tutorial for others to see.

Your tutorial won't be published straight away, and you can do this at any time when you are ready to do so. This means that you can make a start writing it, and as long as you press the "**Save Details**" tab at the bottom of the screen, your tutorial will be saved and you can return to it later to continue.
Your finished or unfinished tutorials can be found by clicking on the "**My Tutorials**" tab at the top of the screen. Any unpublished tutorials you have will have a strike through on the title. Clicking on any unpublished tutorials will act as a preview, and can only be seen by you.

When you are happy with your new tutorial, you can then publish it by ticking the "**Publish**" check box the clicking on "**Save Details**", then others will be able to see it.

A couple of things to note when your discription displays on the tutorial home screen:
It's not recommended to add photos in the first "Details" page of your tutorial if you plan to use a thumbnail, as the photo will override it.
UBB codes won't format the surrounding text, and the actual UBB tags will show up in your discription.
And website links won't format well in the discription either.
Have fun creating your tutorials, and remember, make them relevant, informative, easy to follow, and creative.
Happy building (and writing).
Created on 5th October 2015