



1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from :
<https://spoken-tutorial.org/tutorial-search/>
2. You can also download the Spoken Tutorials for offline learning from :
<https://spoken-tutorial.org/cdcontent/>
3. From this link download the FOSS categories.
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.
6. Read the README.txt file and do as instructed.

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 DSpace

1. Click on "Select FOSS Category" or "All Courses" drop-down and choose "DSpace".
2. Click on "Select Language" or "All Languages" drop-down and choose the language English.
3. Click on "Submit" or "Search" button.
4. You will see a list of tutorials based on your selection.

4 General instructions for DSpace

1. You must have working Gmail Id for Email Configuration in DSpace.
2. In addition to Gmail Id mentioned above, You will need minimum 4 unique email ids (from

any email service provider) for practising various roles in DSpace. Ensure that you have 4 working email IDs.

3. DSpace sends email notifications to registered users for various activities. If you are using proxy internet network, the proxy network may block sending emails. To send and receive emails from DSpace, you should be connected to any non proxy internet network.

5 First tutorial: Overview of DSpace

1. Locate the topic **Overview of DSpace** and click on it.
2. To view the tutorial, click on the Play icon which is located in the player.

6 Installation of DSpace

1. Locate the tutorials for DSpace installation on **Windows OS / Ubuntu OS based on Operating system** on your computer.
2. Follow each step as shown in the tutorials to do a successful installation.
3. The **Pre-requisite** will be visible below the player (only for Online contents).
4. **Outline, Code Files** and **Slides** are available below the player.

6.1 DSpace installation on Windows OS

You have to watch and practise the following tutorials to install DSpace.

1. Installation of JDK and Build tool on Windows OS
Note: If you are using Windows 8 OS for installing JDK and Builds tools, refer the **Additional reading material**.
2. Setting up Tomcat and Postgresql on Windows OS
Note: If you are using Windows 8 OS for installing Tomcat and Postgresql, refer the **Additional reading material**.
3. DSpace Installation on Windows OS
Note: If you are using Windows 8 OS for

installation of DSpace, refer the Additional reading material.

4. Email Configuration for DSpace on Windows OS

6.2 DSpace installation on Ubuntu Linux OS

You have to watch and practise the following tutorials to install DSpace.

1. Getting Ready for DSpace Installation
2. DSpace installation on Ubuntu Linux OS
3. Email configuration for DSpace

7 Customization of DSpace Home Page

7.1 Customization of DSpace Home Page on Windows OS

You have to watch and practise the following tutorial to install DSpace.

1. Customization of DSpace Home page on Windows OS

7.2 Customization of DSpace Home Page on Ubuntu Linux OS

You have to watch and practise the following tutorial to install DSpace.

1. Customization of DSpace Home page on Ubuntu Linux OS

8 Tutorial: User Registration in DSpace

Use the working Email Ids to register a user in DSpace.

9 Tutorial: Batch import of Items

To setup SAF Builder and create SAF file on Windows 8/10 OS, refer the Additional reading material.

10 Common instructions to practise

1. To watch, locate the topic and click on it.
2. To view the tutorial, click on the Play icon which is located in the player.
3. Adjust the size of the browser in such a way that you are able to practice in parallel.
4. Reproduce all the commands exactly as shown in the tutorials.
5. Play-pause-practise the whole tutorial.
6. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.
7. Follow all the above instructions, till you complete all the tutorials in the series.

11 Common instructions for Assignments

Attempt the Assignments as instructed in the tutorials.