



International Association of Penturners

Create and Submit Tutorials for the IAP Library

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How do I Write a Tutorial?

Provided below is link to the tutorial 'Writing an IAP Tutorial'. This tutorial provides some helpful ideas on organizing and creating one. You'll find it at this location.

Writing an IAP Tutorial: <https://www.penturners.org/resources/writing-a-tutorial.106/>

Feel you don't have the software or ability to write a tutorial, let's talk. I'll help you create it or edit it. Maybe you created a post on the Forum. I can create a starting document from it and work with you for your approval.

What about Other Ideas that I've Seen or Found?

Seen a posting that you would like to have turned into a tutorial? Pass the tip on to the Library Manager. We'd like your ideas, links, articles, tutorials, videos and suggestions that will benefit our IAP members. Feel free to contact the IAP Library Manger regarding ideas or any other questions that you have.

What Document Format is Preferred for Submission?

The simplest way to submit your Tutorial is as a Microsoft Word document (DOC, DOCX) with the images included in it. But if you don't have Microsoft Word, you can alternately use any other word processing software that you may have. Just create your document and export your completed document as a RichText Format (RTF) or as a Text file (TXT). You can also submit articles as a Microsoft Excel File (XLS, XLSX). If submitting any (RTF, TXT) file, the images required for this Tutorial would also need to be included in your Email.

Where and How do I Send my Tutorial?

Once you complete the tutorial, send everything as Email attachments to [libman at penturners dot org](mailto:libman@penturners.org) . I'll work with you to polish it to your liking. I will edit your document in MS Word using our IAP formatting. Lastly, I'll create the Cover Sheet and convert the complete tutorial to a PDF file and add it to the Library and announce the addition of it to our members.

What does the Library Manager do?

The Library Manger is responsible for developing and managing the library of reference information at the site. He/she solicits contributions from authors, helps produce and edit articles and tutorials, and completes the uploading of that content.

Finally...

So what are we missing? You know the Tutorial that you couldn't find in the library. We're counting on all of you to make our IAP Library indispensable for all. Remember, please contact the Library Manager if you have a tutorial, reference information or any suggestions that you may have to improve or update our IAP Library.

IAP Article Submission Agreement

IAP invites you, the “Author”, to submit your Article to be considered for publication in our library. Once again Articles should be submitted or discussed with [libman at penturners dot org](mailto:libman@penturners.org) . By submitting an Article you agree to be bound by the terms and conditions of the IAP Article Submission Agreement set forth below.

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