

Please stand by for real time captions.

>> Just doing a sound check. We will begin in five minutes. To someone want to chat in the chat box to see if they can hear me okay. I appreciate that.

>>

>> Hello everyone. Joe here. Doing one last soundtrack.

>> -- Sound check.

>> Good afternoon. Welcome to the FDL P Academy. My name is Joe what I'm here with my colleagues here Sean Tunisia. We have another great webinar for you today. It's entitled exciting, enriching, and surprisingly easy tips and tricks to contribute your knowledge in the Academy webinar. I been wanting to do this for a while. Our presenter [Indiscernible] who better to give this webinar as a many webinar for us. She's a bad [Indiscernible] at pontifical University of Perrigo. She started her career as a public library and she taught at the graduate school of library sciences. She worked as a director of the postsecondary vocational school and arrived at her current job in 2007. She has taken on the essential task of promoting documents and other languages and especially Spanish as 100% of her users are native Spanish speakers. Before we get started I will walk you through our usual housekeeping reminders. If you have questions or comments on the presentation feel free to chat them in the chat box. I will keep track of the questions as they come in. We are recording today's session and will email a link and slides for everyone that registered for this webinar. We will send you a certificate of participation using the email you used for the webinar. If anyone needs additional certificates because multiple people watch the webinar with you please email FDL P outreach and include the title of today's webinar along with the names and email addresses of those meeting certificates. If you need to zoom in on the slides you can click on the full-screen button in the bottom left-hand side of your screen. To exit the full-screen mode mass over the blue bar at the top of your screen so it expands then click on the return button to get back to the fault view. At the end of the session we will share a webinar satisfaction survey with you. We will let you know when the survey is available in the URL will appear in the chat box. We appreciate your feedback after the webinar. Also, keep in mind to reserve or comments of our presentation style and value of the webinar in the survey. Use the webinar chat box for questions you would like to ask your presenter and any technical issues you may encounter. Jane may want to share her screen. If she does that you won't be able to see the chat box in the lower right-hand side your screen. In that case if you want to ask a question as Jane is presenting when she starts screen sharing mouse over the blue bar at the top. Want to menu drops down click on chat to enable the chat box. With that, I'll turn the microphone over to Jane

>> Good afternoon everyone. I hope everyone is having a nice day. I can say I am much happier to be here today than where I was last September 20, in Puerto Rico. This is the one year anniversary of hurricane Maria. I'm standing here presenting a webinar instead of hiding in my bathroom from the hurricane feels good. If there any of you out there who are from North Carolina or South Carolina, our thoughts and hearts and prayers go out to them. Let's get started. I'm starting the question. Any of you who have not presented a webinar for the FDL P Academy my question is, and you can type into the chat box. Joe can give me a list of what people are saying. If you haven't ever prepared a webinar for FDL P why haven't you prepared a webinar for FDL P. If you do other presentations, if you have students, if you work with the public you're able to prepare a webinar. I'm asking the questions for all of you to think about and if you have a reason or can think of a reason type into the chat box and Joe can help me keep up with them. This is my slide of some of the reasons why we don't make presentations. Not just webinars but other times also. The big one is fear of doing it. It's hard to do something that's new that you haven't done before. At first with the webinar is my idea good enough? Are the things I'm doing to get documents and other languages out to people, the educational things I do with faculty, are they good enough. Lack of experience. It's voices and newscaster quality. You know my voice is not

newscaster quality. No experience. One of my colleagues is sitting here today whose our person in charge of all of our workshops for the library. The first year you had to be in charge of this into the orientation was a very hard. Now it's not quite so much. Get started and you will gain some experience. Time is always a big thing. In my case I'm sure for some the rest you I'm pretty much one library in charge of all of our government documents with six work-study students. Times a challenge. I'm not going to tell you it's easy. I've been known to send these webinars to Joe about half a day before I'm presenting. I try not to do that. The final one is on the bottom. It's no accident that I upside down. You think those guys are doing webinars are smarter than you are. We are not. We're not smarter were not more intelligent. I'm really sure that all of you do things in your libraries with your users or present to the public now that we've covered some the reasons why we don't do this let's go on. Nobody who knows me now, and I'm pretty sure my colleagues are going to sit with me and laugh. My other comment just to get you over your fear when we moved to Puerto Rico which was now 38 years ago it took me the first five years to decide I was going to speak Spanish. You can decide to do this. It was my second year and Joe walked up to me and said we like your presentation would you consider turning it into a webinar. My response was who me? I'm not a big name in the government world. At that part we had a couple years experience. I'm not a researcher of some topic of history and documents. I barely know the committees exist and I'm not sure how the United States government works. I'm passionate about the need for an educated citizenry. That is for those who are not served. The speakers in other languages. There speakers of Spanish. There's got to be something you do that other people don't do that you can present in a webinar. More than anything else I see myself as an educator. Which you really love are those hearings of congressional committees. A lot of us would be happy to hear from and benefit from your expertise. There are many styles of presentation. There are multiple topics. We have people that present webinars that go live in don't do any PowerPoint's. There are those of us that do PowerPoint and tend to go live. There people that only use PowerPoint's. There people that use screenshots. Let's talk about what will go into planning the webinar. The first time you do one it's going to take you forever. It's gonna feel horrible. You will find a style that's comfortable for you. I like lots of pictures. You will figure out what works for you and you will get comfortable with that. At the beginning it will take you more time. This is not just a webinar but any presentation you're doing. Who is my audience? Who do I want to present this to? What do I want to present? When do I want to present it? And when do I want to work on how I'm going to present it. And why. Let's talk about each of the's. Define your audience. For the FDL P Academy webinar in general your audience will be your colleagues in the depository library's. There are attendees from federal agencies. I know one of the webinars I did there were school librarians specifically invited to be present. In general for an Academy they will be the colleagues. If you make other presentations maybe it's your students. Maybe it's something for the general public. The very first webinar I did was designed for my learning purpose. Then it turned into my general presentation what is it you do all day in the library? You deal with groups. Children, nurses, senior citizens. Disabled people, community groups any of those become an audience for presentation your faculty, if you're in academic library. Researchers and any others. Many presentations can combine for various audiences and they easily become webinars. Virtually all webinars have been presentations and some my presentations have led to webinars. For instance, I started with a presentation on scientific investigation and using government documents for our faculty. That later became a series of webinars. Something you present may give you ideas or turn into webinars or a series of webinars.

>> What am I going to present? Obviously for those that are federal depository libraries something that's related to government information. I'm pretty sure all of you know exactly how big a topic that its. If you want a specific agency, put together a presentation on that agency. For instance, my science series I covered specific agencies I love. Particular themes. Maybe you're really good at history because you work for students that study history. Maybe are good at with the federal government has in education. A particular theme the interest year. They are deftly not my strongest point. Maybe you

understand those congressional committees and hearings you could do a webinar here's the committee on appropriation special collections. If you have a special collection that's unique to your library or your area. If you have specific documents of historic value that might be of interest to us. If you're out there doing presentation or did it Tatian of those documents. And sessions on how to do it. How do you handle cataloging. You have a neat way to open those of boxes, check to see the list, make sure you get everything on the list? Maybe the rest of can make it better? There lots of topics out there that would make great webinars. Where you want to present it. Obviously JoAnn GPL would like you to do a webinar for FDLP Academy. You can take a presentation to the conference in October and that presentation can then become a webinar. You can use presentations you do locally. You can wind up putting it on your library webpage. I've done to this week. What you put into planning your presentation. How what I want is information presented if I did not know this topic? I many use an example. Let's say tomorrow morning I have to move to California. There are wildfires. I know all kinds of things about hurricanes. I live in Puerto Rico. I don't know anything about wildfires had I approach this. To I want talked about historic wildfires or how to prepare to I want to talk about prevention measures or do I want talked about all of it? Do I want to present going life to government agencies that have the information? Want to find something specific for my area. Think about it for a while. Ask your colleagues and library users. Do you think this is a good topic how would you go about doing this? I frequently have colleagues, especially by making the presentation bilingual look over my presentation I asked the students I work with and in my area what do you think about this? Then you will have an idea if your topic works or not. What information have I learned. Add links to more detailed information and supporting documents. It's where that I wind up doing that because usually I can find something appropriate and it's much more time-consuming to create your own photos or images. Why? Why would you want to do this? Why do I want to do any kind our presentation. Why do we do orientations for students? There are lots of reasons. As librarians it's what we do. Regardless of what area we work in is provide information. In our case in particular, I suspect all of you know this quote from James Madison. A popular government without popular information for the means of acquiring is prolonged to a farce work strategy. My favorite part of the quote, knowledge will forever govern ignorance and people meant to be their own governors. They must find themselves with the pop there's power the knowledge gets. Without any other comment I think all of us know we are living in a world of extreme examples of fake news and fake information realize how true this is. It gives her colleagues and library users the information. I'm not in any way implying you are dogs and cats. Merely that I love my dogs and cats and I like to put in fun in my pictures. My 40 years as a librarian. If you are not yourself everyone in your audience, whether it's in person or webinar is going to know you're not being yourself. I included two of my favorite Dr. Seuss quotes. I like both of them. I love the second one. Be who you are. Say what you feel. You do not have to be obnoxious. You can be nice. This is another version of those who mind don't matter. And those who matter don't mind. That's Dr. Seuss's version of you not to make everyone happy. Choose a topic you know or if it's a topic you're interested in and are passionate about then teach yourself. Use that as a presentation. Think about doing something you do daily. Do you work with faculty members? Do you work with students? Maybe have some way to make it really easy to handle all the cataloging of those documents in our boxes. Whatever it is you do daily that you know you're good at. I cannot emphasize the next one enough. When you are beginning to do this, find a willing colleague. Have them listen to a practice session. GBL is extremely willing to do a practice session with you. Have your friends and colleagues present. One of the hardest things and I have done both, presenting a webinar alone with no in person audience is hard. It's nice to have. I have three my wonderful colleagues listening to me. It's nice to have the physical presence in the audience because you get feedback from people you can see. I have no idea what you're talking about. That doesn't make sense. Continuing onward. If you want to look at other existing webinars or places to do that. You can go on Google look for webinars. You want government information. If you do a search on USA.gov for

webinars there are a lot. One of my favorites is the ready.gov webinar site. You may scare yourself to death about national disasters but you will be really prepared when you finish watching webinars. Check out the repository. There are webinars that those of us and it repository library have done. There webinars the GPO has done and federal agencies have done. Check those out and you will have an idea of what topics have been covered, how many people like those topics and the different styles of how people present them. Research your topic really well. Don't say you found three things on USA.gov. Research your topic. Go to the GPL catalog, know your topic. Researcher topic. Realize if you think you're going to know it all you're never going to put presentation together. Researcher topic really well. Frequently in my webinar summary types a new site into the chat box that I don't know about. Be flexible. Know that you're not a know it all. Present what you do know. Here's information on how to make the presentation you can go to USA.gov. Put in how to make a presentation and you will get several pages of links to different government agencies who offer information on how to make presentations. I just put a couple here that I really like. One is the national Institute of health site for its personnel on how to make presentations. It's a specific presentation on how to create PowerPoint's that are disability accessible. For those of you -- and most of us do work with people of varying kinds of disabilities it's a really interesting presentation. What makes a webinar different from a face-to-face presentation? First one, your audience can't see you. They don't know that I'm standing here using my hands to talk and looking at my colleagues that there understand what I'm saying. You need to be aware that your audience will be able to see you or your body language so you need to either be careful with what they're saying, say clearly, stay away from phrases and expressions unless you're using them and then explaining them. Tell people, I'm now going to cite acts or site why because people can't see you to see what you are doing to understand your body language. On the other side of that, when you're presenting you can't see your audience. I recommend finding some of your colleagues and having them present. It helps to see a physical person. In my case my colleagues will tell me about it later. They all speak Spanish. I can look at their faces and know their understanding I'm pretty sure my webinar audience is understanding me. It's a good idea to have somebody physically present listening to you. It's harder to know in advance who your audience it's. You don't necessarily know why they're there, where there from and that makes it a little harder to put together presentation. There are more possibilities of technical problems. I think John I have been through everything from inability to get a webinar going because of problems on one end or the other, government shutdown, yesterday I was late getting there because I had a bad telephone cable connecting to my computer. There are more possibilities of technical difficulties. You have to live with those's. GBL is exceedingly good at working with you on resolving the technical problems. If you are really uncomfortable the technical problems you can do a webcast. In order to avoid being live in dealing with those technical problems. Just be prepared that there will be technical problems. If you can't deal with the technical problems they will say were rescheduling this for later. It can be more difficult to ask and answer questions. For you to ask questions if the type into the chat box. For me to answer those questions I have to see the chat box, wait till the end of the presentation and understand what you're asking. We can communicate better. That's not a good reason to not ask questions. Go ahead and type your questions in. It's always good to know if you're not understanding something. Continuing. There are good things about what makes a webinar different from a face-to-face presentation. One good thing is you can go outside your local area and those people who usually listen to your presentation. You can have the possibility of a larger more diverse audience who will spread your message or the information from your webinar. New opportunities can come for doing webinars. Anyone out there -- if you're not young and close to retirement age I can give you two. At a pretty elderly age of doing these webinars and presenting for GPL I got invited to write a book chapter on Spanish language documents. It's now been published in the government information essentials. I got invited to speak at a professional conference at East Carolina University. You never know. Somebody maybe listening to you and like it. Another career or opportunity

may come to you. The final one in my favor, nobody can see your hair. They can't see her close. They don't know how nervous you are. They can't tell of your skin here picking your nose. All those things you have to worry about when you're giving up in person presentation presumably since you would be presenting this from work you will have your hair combed. It's an advantage to not have to worry about is my hair in place? Other smudges on my glasses? Is anybody get it know I'm nervous. That's one excellent advantages. Nobody can see me. Minimize transitions. I'm not a big fan -- I'm not saying don't ever use transitions. There's a place for those. They're going to miss part of the information you're presenting. Tried to stick with -- I don't always do this, 25 to 35 words per slide. And keep it simple. If you can write a phrase that works fine. It's perfectly okay not to use illustrations. If you're comfortable with doing a presentation and talking about that that's okay. Different people have different styles. That's perfectly okay. I like the pictures and the cute stuff. I also presentations I do that are very serious and totally professional and have none of the fun stuff in them because the nature of the presentation. That has to do with who you are what you're comfortable with. Don't put 300 words on a slide. You're going to be frustrated. Use a white or white backgrounds. If you use a purple background with pink letters there are those of us out here who are extremely nearsighted who are elderly, were going to have trouble reading those light letters on a dark background. It's easier to read darker letters on a lighter background. If you're not comfortable with finding pictures or doing graphics find a colleague there'll be somebody that likes looking at pictures and finding them. Contact your organizations public relations department. Well that person probably can't work with you on every single presentation you can work with them on the first one and same doing it, I'm new to it. Let's talk about images. I want to say here do as I say not as I do. I do not always do this. If you're looking for images in Google or any other search engine, specifically in Google and images, there's a bar on the top. You can choose tool and limit the pictures you are looking at to those that are noncommercial and free to use. That said, if you find something you love and you want to use it there are several things you can do. If you're doing it for educational purposes you are protected under fair use. If you want to continue using it you can site it. It's just as though you're sending a book. See if you can find the person that made the image and request permission. I recommend doing that if it's something you know you can use a lot of different times. Finally, will doing this presentation if you go to the USA.gov and look for a team at the top Google has a bar and you can switch to images. It will give you images from USA.gov.

>> This is more on the technical stuff. Accused the design and novelty things like rabbits jumping around or dogs barking or all of your kitty cats, fancy transitions, use them sparingly. Is fun to have comic relief. If you're not comfortable that it's not necessary. The PowerPoint slide you're putting on the screen should not replace you. It should have enough information that if I am in your webinar and I listen to you and I go back to PowerPoint I will be able to remember and understand what you presented. It does not have to include all the information and it's not going to replace you as a presenter. Consider using consistent themes. You can choose any number of themes or places. Also, I tend to try to stick with letters that are blue, red, and black. I don't want to mixup purple and pink letters in the same presentation. It gets confusing and hard on the eyes of your audience. Finally, stuff will go wrong. You are going to goof up. Yesterday I misspelled the word government in my presentation and didn't catch it was in the presentation. That's a bad thing for government documents library. Stuff is going to go wrong. Somebody may take something you say wrong. You may not be able to hear people. If you're making an in person presentation that technical glitches happen and you find out you misspelled the word in your presentation these are topics I thought of. Most of these are things I like to hear people talk about. How to use the CFR? Someone must really know how to use it and use it. I don't think we had congressional record's. We've had Federal Register. I don't know that we've had a webinar presentation on how to use the Code of Federal Regulations. Historical and special collections from your specific library. We may not know your that collection. Put together and do a webinar. What are your five favorite documents and why are they your favorite? What are congressional hearings and how do they

work? Documents and federal information in other languages. I'm pretty good in Spanish but what if you have users that speak Chinese or Vietnamese or catalog or some other language. It would be nice to see people come up with presentations on what exists in some other languages also. Committee outreach programs. Part of our job is to reach out to the community. What do you do to reach out to your community? And my favorite at the bottom, I would like to see this one be a conference presentation, what are the five most interesting questions you've ever been asked and where did you find the answer. That's just a list of the topics I think would be fun to have webinars on. If you would like to try doing this contact you PO. The folks that work with these, Joe, Ashley, they are great for us. They will walk you through the technical stuff. Then contact me. I will happily advise and edit and work with you. We'd all be unstoppable. A super thank you to all of you and now I'm ready for questions.

>> Great presentation. That's just what I had in mind when we talked about this. I think you've covered them. Fear of technical difficulties and to that relate to topics to present. Let me make a few comments here. The topics can be anything. The people in that niche are very into it. We got an email from the head of the professional organization that deals with this topic thinking us and they were sharing the link further because the webinars will be in our archives. They thanked us for the great webinar. It was a very niche topic. That niche is tremendously enthusiastic. Most of them include a Q&A. We can do a series of webinars. If you're uncomfortable with the webinar aspect you can do a webcast where you record it and put it up. You can work with PowerPoint, some people a long time presenter retired recently and did all his presentations -- he had talking points he would refer to. Everything was on websites. He would click through websites and explain. You can do that or combination. They do PowerPoint and jump off to the web and come back. It's all good. I know a lot of people must present on a local level. Do a local Doug Cox in the state group. Maybe there in a away. Any of those things can be adapted. We be happy to have you do that. You probably developed a great expertise about putting together a PowerPoint. I have to stumble through them when I to do the infrequent ones. Have you got some good tips?

>> The first thing I do is set it up with 20 blank slide's. I start writing in the information I want to present and putting in the links that I want to go live to or talk about. After the information I will talk about, then I add my images and do the design. I served information. I try to keep a few points per slide. Does that help?

>> That's very good. Unigroup can comment on this, I always think it can't hurt to have on your resume that you presented one or more webinars and that's gonna help. I would think. We looked into CEU's. I love to give see used presenters and attendees.

>> I turn them in as presenting in my annual report and as far as university is concerned account as a presentation. We also use them. We print out the certificates and since it says it's a one hour webinar we gets account that as a webinar for an hour of credit. For us to webinars due to things. They give me added things and they give my colleagues added things to what they have done and participated in and watched for their annual report.

>> Is another thing to consider. If you're doing training and government documents in your library if you do a webinar for us it could be very similar or identical to what you do on the library. We've kept him up for a long time. We reevaluated that. This is some exceptions to that. You can do our webinar for us that has application in your library specifically and hopefully it has a more broad application. Then you can link into our archive and tell your students here's a link. You can check this out at your convenience. Let's see if we have any other questions here. Our audience is absorbing. I know they be good. You can email me direct at JPS You can email me direct@JPS.gov. I do quite a few of these. We have a web form on our site if you want to volunteer that way. That's good. We can schedule you as far out. Will have to do the webinar tomorrow. We can go way into 2019. Generally starting at 2 PM and I'm scheduling some people who want to put me off till 2019. That's fine. We can do it anytime in the future. We can't do it a month ahead. We announce our webinar is not a month in advance. From now it's when you're

talking and October's pretty booked up. I'm looking at November December and beyond. Will give that some thought. We can schedule you now. You can slowly put your presentation together.

>> My emails on the PowerPoint. I will type into the chat box. I'm more than happy to talk with you personally and walk you through how I do this.

>> No topic is too small. Specially on repository management. It doesn't have to be a big agencywide information. I have this element I do. Someone gave a great presentation. They did a great presentation on how she uses documents displays in her instruction. Open my eyes to extra things you can do with documents. This email in the chat box given a look. My colleague Sean is the satisfaction survey to the chat box. He's also want to put in -- Jane has done many webinars. One big series is her sign hoops series. There in the plan links to that six part series. There you go right there. My colleagues for the good article about the FDLP Academy in the webinars we do Sean to. Link in the chat box where you can check that out. There's a great series. That's the article by Scott done at the bottom. This did exactly what I want to do. We need a webinar about webinars. This did the trick. We can refer to this webinar in the future which is really good.

>> It's too late for the conference in October but this would be something I would present at the conference to.

>> We have a lot of good shutouts here. I think you've covered just about everything. It's almost 3 o'clock. I will close things out. I like to think Jane one last time for a terrific webinar. It will be announced soon. Check on that. I would like to thank Sean for his great work. Don't forget about our upcoming webinars. We have one more in September. Using science.gov to access U.S. government science information. You will receive notice of upcoming webinars if you sign up for new sentiments webinar at webinar@tran1.gov. From the Academy webpage is linked to an index sent action. It's the home page. You can build a calendar of webinars from the webinar archive. You can link to web form to volunteer to present in Academy webinar. You can also email me directly at JPA S at GPO.love. I'm looking at a shout out here by Stephen wondering what the people present when doing it. We can assist in any way during the webinar. Just contact me and my people like Sean Ashley and Corey. We can send you all kinds of information. You can do all the tech support. The people into that topic will appreciate it. Give that some thought. You can link to it and refer your students to others. I think I will close it out. Great webinar. Thank you again. Come on back to the FDLP Academy. [event concluded]