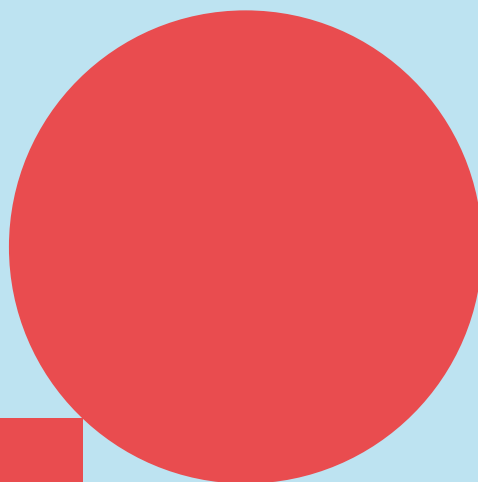


CO-DESIGN  
FOR HEALTH & CARE

# How to share your project online



PROJECT ..... DATE .....

DESIGNED BY IN COLLABORATION WITH



A5 



VERSION 2 - OCT 2019



## INTRO TO PREPARING DOCUMENTATION

### Documentation, why?

No matter how complex the project is, documentation is very important! And everyone involved is expected to contribute to it!

With proper documentation, you can understand, remember, share and replicate. Furthermore, nice and clear documentation is the best business card to present your project and yourself to the world!

Open or community-based projects need nice and clear documentation to reach users, contributors, and even partners or clients. It's also the way we use to increase the impact of the solution, otherwise limited to a very small number of people (sometimes only the one you co-designed with!)

### Documentation, when?

You should document while you go! Take pictures and notes of all the steps. Did you stumble on a mistake or a bug? Did you reach a milestone?

Have you discovered a new feature? Are you setting up a machine?  
Are you preparing your materials?

You can filter and take away useless steps later on, but if you don't record everything it might happen you have to redo some parts only to be able to take pictures of it.

### Documentation, how?

There are many ways to document a project, each one fitting for a specific scope. The best way to share a Careable is a tutorial: keep in mind you're trying to help someone you don't know, and you can't talk to, to replicate what you did. That's the right mindset! Give instruction, suggestions, tips; explain why you decided to do something, link the material you learned from, share parameters, files (both in a universally accessible format, such as .STL, and editable files, such as .3dm). Talk about successes, bugs, and mistakes, conclusions, and developments.

### Documentation, what?

Documentation is made of:

- Texts: where you explain your goals, how you reached them and what conclusions you gained.
- Media: that is made of pictures, clips and other means to show your project steps.
- Files: that comprise the digital materials you used to make your project and want to share

The easier way to do a comprehensible tutorial is to think about a recipe: description at the beginning, ingredients, tools needed, and then a set of instruction with pictures and video as support.

Even if you have to do more than one thing at the same time (while the oven is warming up, chop the potatoes), instruction is always in a precise order. It's important to simplify the process as much as possible!

Whenever you're stuck with your documentation, try to mimic someone else style if you don't know yet what's your own and always put yourselves in the situation where you have to choose overabundant material instead of recreating.

From Instructables to Github, spend some time looking for some topics of your interest. They're full of inspiration and resources!

### Tips

- Keep a camera or a smartphone at hand's reach
- Memorize the screen-capture commands of your system
- Always take note of what's happening.
- Not everything might end in your final documentation, but it's much better cherrypicking from surplus material than to re-create old scenarios
- Recording clips or GIFs in quite easy and a very efficient way to describe steps of your work.
- Use dedicated applications such as Gyazo, OBS or Greenshot to do so
- Report (briefly) issues as well instead of omitting them, people encountering the same problem will be eternally thankful for that



### DOCUMENTATION: TEXT

Generally, your documentation will feature a good portion of written text, hence a good exposition of your project heavily relies on it. Ideally, a documentation text should describe solely the journey from state A to B, and how you did so.

- Use a simple language, avoid acronyms, codes, and tech vocabulary if possible
- if you have to use those terms, explain the meaning with an extra sentence or a link
- Use short paragraphs
- Avoid metaphors and fancy rhetoric
- Make use of bullet-list and enumerations
- Always mention external references and contributions
- Don't use files names such as "ThatImage\_final003\_reallyFinal.png".

Even file names help to understand

- Silly fonts, unformatted texts and broken files can ruin the credibility of the best projects.
- Keep it all simple and clean!



### DOCUMENTATION: FILES

Your project will surely involve a certain amount of digital files: CADs, CAMs, drawings, codes, models, logs, spreadsheets and so on.

Whatever is essential for describing and replicating your project must be included in your documentation, in its latest version.

- Don't use working files unless you're using them for reporting a bug or a setup test
- Name your files in the most appropriate and concise manner
- Always use files formats that are cross-platform, standardized and ubiquitous
- You can upload ALSO proprietary formats to simplify the editing

Common formats are PNG or JPG for 2D raster images, SVG or DXF for vectorial, STL or OBJ for 3D

**CADs:** add the source proprietary file too, if it helps to edit/modify/adjust the project

**Code:** Use the proprietary file, usually it's readable by a notepad app.

### DOCUMENTATION: MEDIA



#### Pictures

Taking pictures of the making of your projects is crucial, because pictures help comprehension, interrupts lengthy readings, and because people often will skim through your presentation and only look at them. There's nothing bad about it and good pictures actually will entice readers to know more about what they've just seen.

- Take pictures with a neutral background, good diffuse light and as clean as possible (extra cables, tools, parts, etc. can make the pictures incomprehensible)
- No blurred, burned or dark pictures!
- 1280x800 pixels is usually enough, rarely you need something larger than 1920x1080 pixels. Prefer horizontal orientation (landscape)
- JPG or PNG is usually ok
- Screenshots are very useful
- You can find online some tips for good pictures.



## Graphics

Graphics are generally a good way to deliver and boil-down many informations in a concise and intuitive way. Don't underestimate the usefulness of charts, infographics and schemes - even with minimal stylization or just captured from a hand-drawn sketch - but still save yourself some room to describe them.

There's a whole study field dedicated to this topic (and countless toolsets) so don't break your head too much if you can't find the best way to depict your information. Just picture in your mind what you want to express and render it in the simplest graphical form you can, or ask for help to someone with more experience than you in graphic design.

If you're dealing with vectorial images, be sure to save the files in plain SVG format and always check the result (softwares such as Adobe Illustrator might add some file overhead). If you go for PDFs, check the version and be sure to resolve any conversion issue (invisible layers, fonts, link, etc).



## Video

Videos can be a double-edged sword.

A simple smartphone with camera will obliterate the need of explaining difficult steps, but relying on lengthy videos or using low-quality content can ruin the best intentions.

- Video must be brief, steady and clear
- Very often it's enough to have a still camera
- Video editing is time consuming, limit it to the minimum (unless you love it!)
- Light is crucial: bright, diffuse, homogeneous. Prefer horizontal orientation (landscape)

**HAVE FUN!**



