

# The world of Technical Writing



Shweta Jalgaonkar Content Strategist Vendula Ferschmannova Associate Manager Šárka Jana Janderková Technical Writer



#### Who we are



- Studied Economics in Brno.
- 1 year in techcomm
- Currently working remotely from Znojmo for Red Hat Brno
- Linux enthusiast

**Šárka Jana Janderková** Technical Writer, CCS



- Studied Chemistry in India
- More than 12 years in techcomm
- Currently working remotely from Prague for Red Hat Brno
- Cross-functional collaboration

Shweta Jalgaonkar Associate Content Strategist



- Studied Archeology in Pilsen
- More than 20 years in techcomm
- Currently working remotely from Pilsen for Red Hat Brno
- Minimalism

**Vendula Ferschmannova** Technical Writing Manager



# What will we talk about today





#### What documents are these

#### IMPORTANT

READ THIS INSTRUCTION MANUAL CAREFULLY before attempting to operate the

SAVE THIS INSTRUCTION MANUAL. This manual contains important safety and operating instructions for the IC-7200.

#### FOREWORD

We understand that you have a choice of many different radios in the market place. We want to take a couple of moments of your time to thank you for making the IC-7200 your radio of choice, and hope you agree with Icom's philosophy of "technology first." Many hours of research and development went into the design of your IC-7200.

- **O FEATURES**
- O IF DSP features
- O Digital Twin PBT
- O Manual notch function
- ±0.5 ppm of high frequency stability
- O Simple operation
- O Tough and compact body
- Standard voice synthesizer

#### EXPLICIT DEFINITIONS

WORD	DEFINITION
<b>∆WARNING</b>	Personal injury, fire hazard or electric shock may occur.
CAUTION	Equipment damage may occur.
NOTE	If disregarded, inconvenience only. No risk of personal injury, fire or electric shock.

#### SUPPLIED ACCESSORIES



#### FCC INFORMATION

#### • FOR CLASS B UNINTENTIONAL RADIATORS:

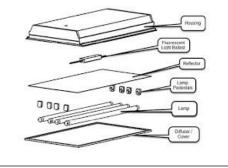
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

#### Components 1. Self-Drilling / taping Screw 2. Wire Nuts Side Brackets 4. Light Fixture 5. Power Supply 6. CDS Sensor

#### Installation Instructions

The replacement light fixture is pre-assembled at the factory. Some components need to be mounted to the existing 4 foot light housing before the fixture can be installed into its operating position.

- 1. To reduce the risk of electrical shock, turn off the power at the circuit breaker
- 2. Remove all the components of the fluorescent light fixture, including diffuser / cover, lamp, lamp pedestals, wiring, reflector and fluorescent light ballast. All that should remain is the bare 4 foot housing with the incoming power wiring.



(B)

#### **Restraint System Mounting Zones** (Side View)

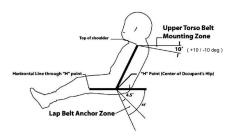


Figure 1: Shoulder and Lap Belt Mounting Zones - Upright Seating Position

The Lap Belts should be mounted off the center of the drivers' hip at an angle of 45 to 65 degrees down from the horizontal. (see Figure 1) All seat belt mounts need to be as close to the seat system as possible. In some cases, it is advantageous to mount the belts inside the seat. The lap belts should be mounted with a double shear type mount and the lap anchor should be allowed to rotate freely.

It is advantageous to have the Pull Up style adjuster on the lap belt inside the seat, just on top of the leg radius. Custom size anchors can be ordered to facilitate this. In some cases, this may not be a viable option because of driver size. If this is the case, the adjuster must be mounted outside the seat with a short pull up mount.

The path that the lap belt takes from the anchor to the buckle must be free of obstruction. If the belt routes through a seat opening, it must allow for the belt to rotate forward by at least 30 degrees without being cut or

The lap belt mount needs to have a secure anchor to the chassis or frame of the vehicle. The mount should be capable of withstanding a 3500 lb shock load.

Lap Belt Mounting for a Reclined Seating Position ( Less than 65 Degrees of back angle ) For Lap Belt mounts in a reclined seating position it is necessary to change the lap belt mounting zone to 0 degrees, vertical, 4/- 10 degrees. This is because of the lower angle of the pelvis. The belt should rover the flats on your pelvis on both sides.

The Shoulder Belts should be mounted at an angle of 0 to 20 degrees down from the top of the shoulder.(see

www.simpsonraceproducts.com

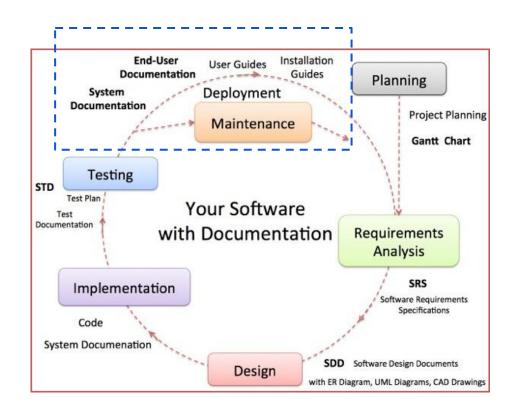
1-800-731-4404







## The software documentation



- Release notes
- Installation guide
- Administrator's guide
- Configuration guide
- Online help



## What is technical writing

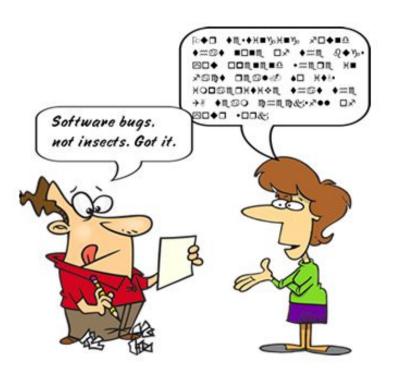


- Process of defining, creating and delivering information
- A broader field that includes any form of communication
- Predominant in the software industry, but also includes communicating about medical procedures, or environmental regulations and so on.
- Communicating by using technology, such as web pages, help files, or social media sites.
- Providing instructions about how to do something, regardless of how technical the task.

#### **Simplifying Complex!**



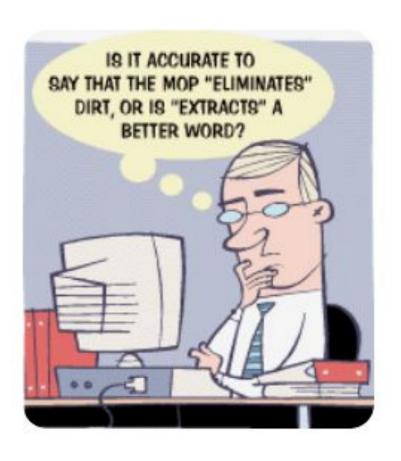
#### Who are technical writers



- Bridge between users and software developers
- Storytellers who understand and explain technical concepts in simple words
- Creative minds who understand the user requirements and translate the software features as offerings
- Presenters who present the information in user-friendly format



## Why do we need writers



- Focussed on user's perspective
- Ability to express complex things easily
- Simplified English and Grammar
- Information flow
- Minimalism principles
- Authoring languages
- Publishing toolchain
- Analytics
- Single sourcing
- Findability
- User experience
- Microcopy
- Translation



## **EXERCISE 1: Tea**

Describe the process of making1 cup of loose-leaf tea

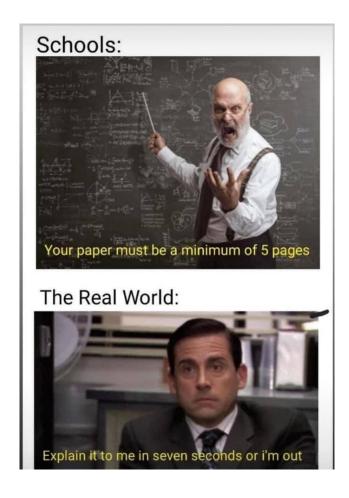




# Academics of Technical Writing



# Technical writing means simplifying the complex



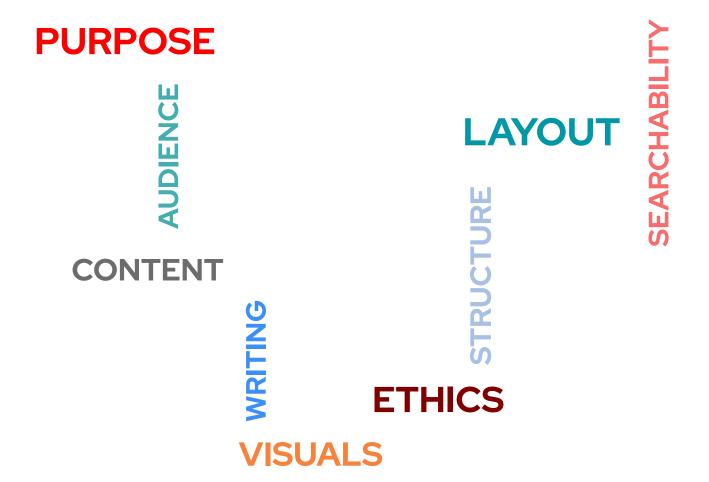


# Why do we need to simplify the complex?

- Customers don't have time
- Customers don't want to feel stupid
- We want to present our products as simple and easy to use as possible
- What is not published on the Internet does not exist



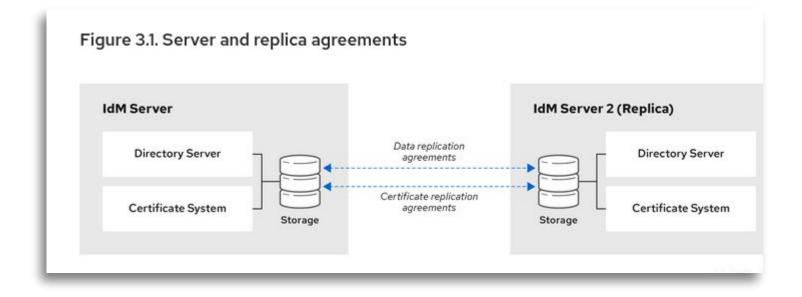
# Principles of technical writing





## How to make a message simple

- Screenshots | Workflows | Visuals
- Concepts
- Procedures
- Consistent vocabulary
  - Simplified English





## All about structure

#### Structure allows me to reduce words:

- Bulleted list vs. Ordered list
- Consistent highlighting
- No bricks of text
- Blank space
- Admonitions: Note, Warning, Example, Tip
- Color



## All about structure

#### Structure allows me to reduce words:

Bulleted list vs. Numbered list

#### Bulleted list:

- Apples
- Pears
- Water melons
- Strawberries

#### Numbered list:

- 1. Open a book.
- 2. See page 37.
- 3. Read the content.
- 4. Close the book.



English -

Multi-page HTML ▼

Managing systems using the Cockpit web interface

Preface

This is a beta version!

Providing feedback on Red Hat documentation

- 1. Getting started with Cockpit
  - 1.1. Prerequisites
  - 1.2. What is Cockpit?
- 1.3. Installing Cockpit
- 1.4. Logging in to Cockpit
- 1.5. Adding remote systems
- Managing user accounts in Cockpit
  - 2.1. Prerequisites
- 2.2. System user accounts managed in Cockpit
- 2.3. Adding new accounts in Cockpit
- 2.4. Enforcing password expiration in Cockpit

#### 1.3. Installing Cockpit

Red Hat Enterprise Linux 8 includes Cockpit installed by default in many installation variants. If this is not the case on your system, install the <code>cockpit</code> package and set up the <code>cockpit.socket</code> service to enable the Cockpit interface.

#### Procedure

1. Install the cockpit package:

```
$ sudo yum install cockpit
```

2. Optionally, enable and start the cockpit.socket service, which runs a web server. This step is necessary, if you need to connect to the system through the web interface.

```
$ sudo systemctl enable --now cockpit.socket
```

To verify the previous installation and configuration, you can open the web interface.

If you are using a custom firewall profile, you need to add the cockpit service to firewalld to open port 9090 in the firewall:

```
$ sudo firewall-cmd --add-service=cockpit --permanent
$ firewall-cmd --reload
```







## **EXERCISE 2: Structure**

Rewrite the following instructions for RHEL 8 CSB post-installation script for better readability:

#### **Encryption change tool**

Please fill out all the fields below.

Your encryption password must contain at least: **14** characters and **3** of the **4** character classes (**uppercase** letter, **lowercase** letter, **number**, **special** character)

(We recommend using your Kerberos password also as encryption password.)



## POSSIBLE SOLUTION: Structure

#### **Encryption change tool**

Please fill out all the fields below.

Your encryption password must contain at least: **14** characters and **3** of the **4** character classes (**uppercase** letter, **lowercase** letter, **number**, **special** character)

(We recommend using your Kerberos password also as encryption password.)

# Setting your hard drive encryption password

Set your encryption password to contain at least characters.

Use **all** of the following character classes:

- uppercase letters
- lowercase letters
- numbers
- **special** characters

We recommend re-using your Kerberos password as your encryption password.



## Procedures



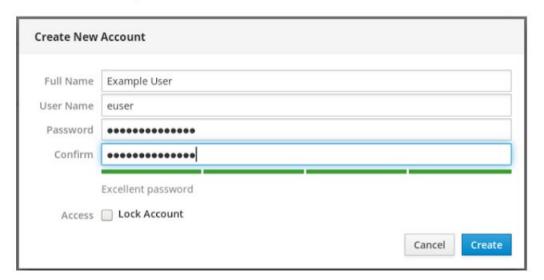
- Why
- Prerequisites
- Steps
- Order
- Result



- 1. Log in to the Cockpit interface.
- 2. Click Accounts.
- 3. Click Create New Account.
- 4. In the Full Name field, enter the full name of the user.

Cockpit automatically suggests a user name from the full name and fills it in the **User**Name field. If you do not want to use the original naming convention consisting of the first letter of the first name and the whole surname, update the suggestion.

In the Password/Confirm fields, enter the password and retype it for verification that your password is correct. The color bar placed below the fields shows you security level of the entered password.



- 6. Click Create to save the settings and close the dialog box.
- 7. Select the newly created account.





Feedback

## Simplified English

**Simplified English** is a set of approved words and writing rules. Its makers made it to help engineers write manuals (instruction books) so that people all over the world can read them.

- Restricted grammar (simple present tense, imperative, active voice)
- Restricted vocabulary
- Reusing the same words again and again
- No fluff



# Style guides



- Chicago Manual of Style
- IBM style guide
- Microsoft Manual of Style



## Tenses

- Simple present tense (Subject+verb+object.)
  - Cockpit loads a certificate.
- Use imperative
  - · Open the web interface.
  - · Click **System**.
  - · Select **Restart**.
- Use infinitive
  - To verify the previous configuration, open the web interface.





## Remove fluff

- Adjectives
  - Small, huge, traditional, beautiful, gorgeous, ...
- Adverbs
  - · Always, often, a lot, very, enough, ...
- Conjunctions
  - Because, although, since, unless, while, ...



## Remove fluff

Connect **traditional** enterprise systems and **disruptive** technologies on a single platform with XYZ Cloud Integration. Create **personalized**, **differentiated** customer experiences, understand customers in context and meet their **evolving** needs. Recognize and react to market shifts as they happen and get a **holistic** view of your organization and the people in it.



## **EXERCISE 3: Remove fluff**

The richness and variety in written texts offers benefits for language teaching/learning. This structure of texts lead to learning opportunities. Scientific texts play a role in educational settings. This study analyzes four different scientific texts. It uses descriptive pattern to determine the effectiveness of texts in foreign language teaching environments. The model for this analysis is based on scientific text analysis through text linguistic approach offered by \$enöz-Ayata(2004): the relatedness with the research field; the contribution of the study to scientific field; the introduction of the study (aim and method); the summary of the study; the research results; and assessment of the study. This sample analysis model is expected to be contributing to students" foreign language learning process, for candidate teachers while planning to conduct academic research and studies, for teachers of English while selecting and interpreting the content of the texts that they would use in their classes.



## My (still voluminous) result

The study tries to show benefits of the richness and variety in texts in education base on four scientific texts:

The study uses the Şenöz-Ayata(2004) model for analysis:

- the relatedness with the research field:
- the contribution of the study to scientific field;
- the introduction of the study (aim and method);
- the summary of the study;
- the research results;
- and assessment of the study.

This sample analysis can help:

- to students" foreign language learning process,
- for candidate teachers while planning to conduct academic research and studies,
- for teachers of English while selecting and interpreting the content of the texts that they use in their classes.



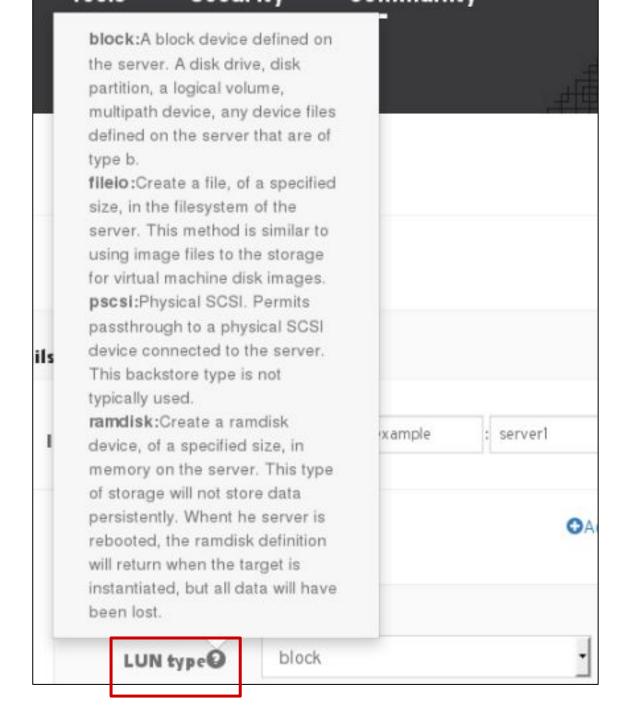
# **EXERCISE 4: Rewrite a tooltip**

**Background:** This tooltip is so large that you cannot see the original dialog box. The content of the tooltip is also not helpful. The tooltip is supposed to help the user pick a LUN (Logical Unit Number) type for computer storage. The tooltip is what you see when you click the question mark next to LUN type.

**Purpose:** Learn how to apply minimalism and UX writing principles to UI text.

**Instructions:** Make the text shorter and more informative.

**Exercise time:** 15 minutes



## POSSIBLE SOLUTION:

**block:** Uses a disk drive, disk partition, logical volume, multipath device, or other device file on the server ets **fileio:** Creates a file in the filesystem of the server 2021 -. com.example server1 **pscsi** (physical SCSI): Permits passthrough to a physical SCSI device connected to the server **O**Add ramdisk: Creates a non-persistent ramdisk device on the server LUN type® block LUN name blockO sda /dev/sda LUN path



# The industry look of technical writing



# How has technical writing evolved over years



- Early involvement
- User stories
- Cross-functional coordination
- UX writing
- Scrum masters
- Tooling experts
- Content reuse
- User advocates
- Documentation Program Managers
- Content Strategists



# How does a technical writer's day look like



- Meetings
- Planning
- Coordinating
- Learning
- Writing
- Improving
- Reviewing



# What makes a good technical writer



- Simple and concise writing
- Attention to detail
- User's perspective
- Continuous learning
- Collaboration



# Technical writing - tools and languages



- DITA
- Markdown
- HTML
- Text Editor
- AsciiDoc
- DocBook



# User - The content king



- User personas
- User workflow
- User's perspective
- User requirements
- User scenarios
- User story



## Why is it required to have a user story





## How to build a user story

- Users perspective of a software feature
- A series of conversations about a desired functionality
- Business and user value of a feature



As an Account Manager

I want a sales report of my account to be sent to my inbox daily

So that I can monitor the sales progress of my customer portfolio

#### Acceptance criteria:

- 1. The report is sent daily to my inbox
- 2. The report contains the following sales details: ...
- 3. The report is in csv format.



## Life with and without a user story

**Document Puppet solution** 

Document Host detail changes

Document Convert2RHEL details

Load balanced content with Capsules with sticky sessions

Support Nutanix AHV in Satellite

Provisioning improvements

- As a Satellite user, I would like to use Puppet to manage configurations, so that I can X, Y, Z
  - As a Satellite new user, I would like to know the prerequisites for Puppet integration, so that I can accordingly prepare my setup
  - As a Satellite new user, I would like to know how Puppet can integrate with Satellite, so that I understand the underlying concepts and workflow
  - As a Satellite existing user, I would like to know the support changes to the Puppet versions, so that I can accordingly update my setup
  - As a Satellite existing user, I would like to know the changes to the deployment workflow, so that I can follow the new workflow when I upgrade my Satellite version



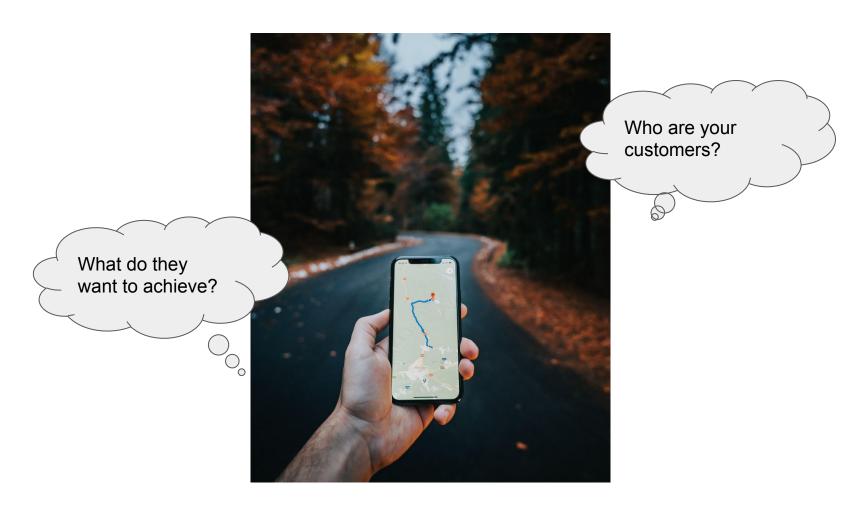
## How does a user story help content creation

- Addresses user requirements...Ensures we cover all use cases
- Structures content....Concepts | Procedure | Reference
- Enables content reuse
- Enables information flow
- Sets language tone



## EXERCISE 5: User story

Online maps and navigation - try to think of as many user stories as possible:





## EXERCISE 6: Tea story again

- Describe the process of making1 cup of loose-leaf tea
- ► Find various user stories
- Apply what you have learned so far





# Technical writing at Red Hat



## Our documentation team

### Red Hat Enterprise Linux



- RHEL is our flagship
- ► 1 complex product -> 21 subsystems
- More than 30 writers
- ► Always 2-4 interns
- ▶ 8-10 managers

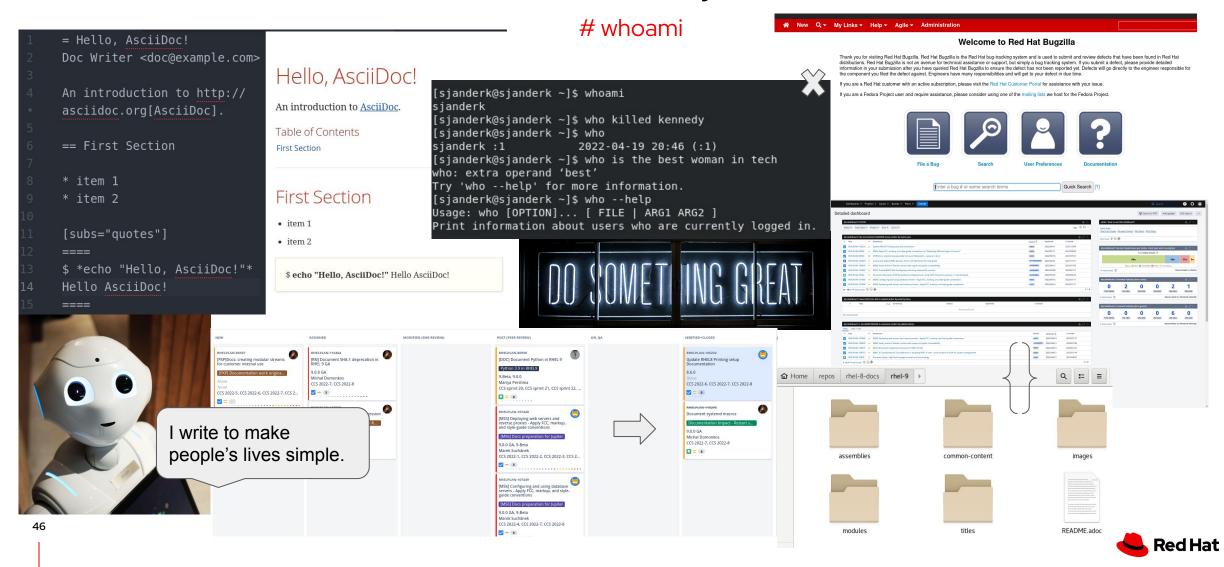


## What people think I do, when I tell them that I am a technical writer:





## What I actually do:



## I work on this



#### Documentation

- Release notes
- Considerations
  - User guide

••

- Knowledgebase articles
- Internal and administrative guides

## using this



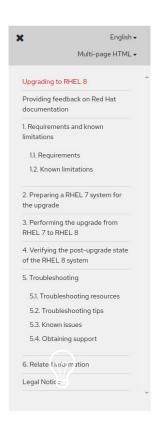
#### Software we use

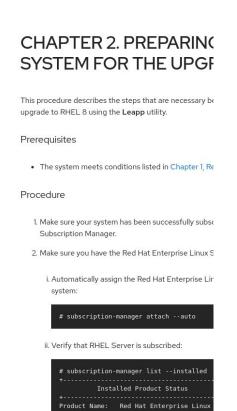
- Fedora, RHEL, MacOS
- Editor of your choice (Atom, Vim, Emacs...)
- AsciiDoctor
- Gitlab, Github
- Gimp



The world of technical writing

## What does a typical documentation guide look like:





#### Based on a user story

Rather than describing a particular component, documentation gives you specific instructions for all tools that are needed to accomplish the reader's goal.

#### Task oriented documentation

Focus is on performing a particular task with a single validated method and clearly defined prerequisites. Explanations of concepts are limited to what is needed for understanding of the task and are tailored for a particular experience level.

#### Short, focused titles

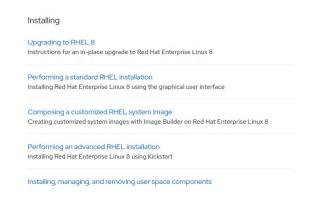
Many titles have less than 50 pages of content, some have less than 20



RED HAT TECH EXCHANGE 2019

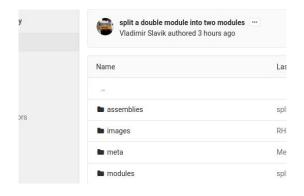
#### The world of technical writing

## How is documentation authored in Red Hat



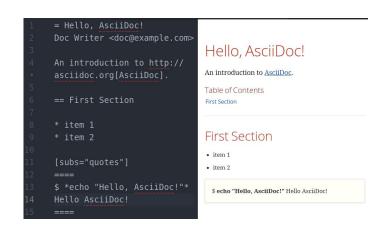
#### Documentation based on user stories

37 titles carefully crafted for discoverability, each written based on a user story with a specific target audience in mind.



#### Single git repository

A single git repository written in a modular fashion. Modules are stored separately from assemblies and titles and many are reused.

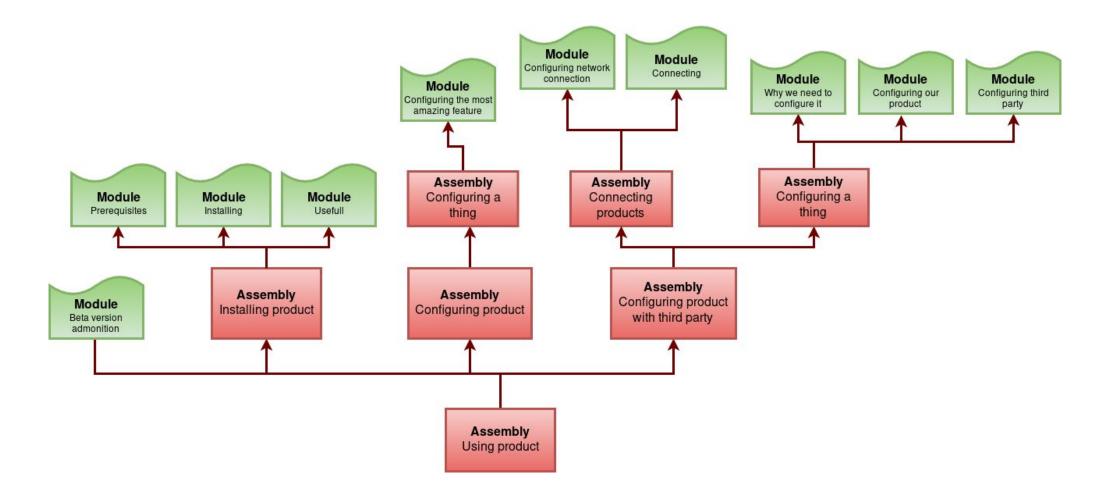


#### Written in AsciiDoc

All documentation is written in AsciiDoc, which is easy to understand and edit even without studying it. We receive many more patches from subject matter experts.



## Assemblies and modules





The world of technical writing

RED HAT TECH EXCHANGE 2019

## We welcome direct feedback

#### 5.1. Troubleshooting resources

#### Console output

By default, only error and critical log level messages are the **Leapp** utility. To change the log level, use the --ve leapp upgrade command.

In verbose mode, Leapp prints info, warning, erro
 Add Feedback eapp prints debug, info, warning

#### Logs

The /var/log/leapp/dnf-debugdata/ director
 This directory is present only if Leapp is executed

#### We use Direct Documentation Feedback

This feature is available to all subscribed customers for all RHEL 8 titles **one the multi-page view**. You need to **log in to the Customer Portal** to see this feature.

Release notes RHEL 8.6 beta

#### **How it works**

Highlight text and click **Add Feedback** to add your own, or click **Feedback** in the top right corner to view existing comments.

#### Where does the feedback go

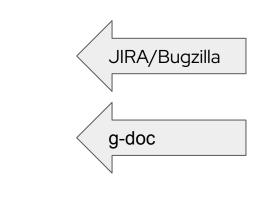
Every comment creates a bug for the documentation team. <a href="https://bugzilla.redhat.com/show-bug.cgi?id=2073397">https://bugzilla.redhat.com/show-bug.cgi?id=2073397</a>

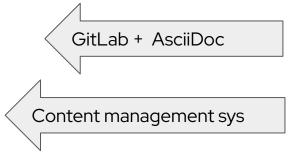


## The writer workflow



- Research
  - · What should be documented?
  - Do your homework!
- Draft
- Technical review
- Peer review
- Publication









## Golden rule



## **EXAMPLE**: Release note

#### Research

## Please clarify whether "hidepid" is still supported as proc mount option

Description of problem as proc mount option Some customers used "hidepid=2,gid=xxx" in the past (up to RHFL7) to hide processes from other users. With RHELS, when setting such option, we can see sys ptrace and signal AVCs, which seem to prevent normal operations to complete, e.g. **->BZ** type=PROCTITLE msg-audit(81/18/2022 15:35:30.824:31) : proctitle=/usr/sbin/NetworkManager --no-daenon type=SYSCALL msg-audit(81/10/2022 15:35:30.024:31) : arch=x86 64 syscall=kill success-no exit=EACCES(Permission denied) a8=0x4al al=STGO a2=0x0 a3=0x0 items=0 ppid=1 pid=1140 auid=unset uid=root gid=root ewid-root suid-root fsuid-root egid-root sgid-root fsgid-root tty-(none) ses-woset comm-NetworkManager exe-/wsr/sbin/NetworkManager subj-system\_u:system\_u:system\_r:NetworkManager t.s8 key-(null) type=AVC nsg-audit(81/18/2022 15:35:30.824:31) : avc: denied { signull } for pid=1148 comm-NetworkManager scontext-system u:system\_r:NetworkManager\_t:s0 tcontext-system\_u:system\_r:uscontext-system\_u:system\_r:networkManager\_t:s0 tcontext-system\_u:system\_r:networkManager\_t:s0 tcontext-system\_u:system\_ tclass-process permissive-0 Here above NetworkManager tries to "ping" NetworkManager-wait-online process type=PROCTITIE msg-audit(01/18/2022 15:35:32.650:49) : practitle=/usr/libexec/sssd/sssd mss --wid 8 --gid 0 --logger=files Type=SYSCALL msg-audit(81/10/2022 15:35:32.650:49) : arch=x06\_64 syscall=openat success=no exit=ENDENT(No such file or directory) a0-0xffffffc al=0x7ffe06a54920 a2=0 RDONLY a3=0x0 items=0 ppid=1133 pid=1213 auld-unset uid-root gid-root euid-root suid-root fsuid-root egid-root sgid-root fsgid-root tty-(none) ses-unset comm-sssd\_nss\_exe-/usr/libexec/sssd/sssd\_nss\_subj=system\_u:system\_r:sssd\_t type=AVC msg=audit(0]/10/2022 15:35:32.650:49) : avc: denied { sys\_ptrace } for pid=1213 comm=sssd\_mss capability=sys\_ptrace scontext=system\_u:system\_r:sssd\_t:s0 tcontext=system What is tclass-capability permissive-8 AVC? Here above "sssd\_nss" tries to open /proc/XXXX/cmdline to verify the command line, which is typically used to verify who connects to the sssd Unix socket: this happens for The mount(8) manpage on RMELB doesn't list the option. The manpage on RMELT was only listing "gid=xxx\* option and was stating "I don't know which effect it has\* ... Please clarify whether "hidepid" is still supported as pr\$50me customers used "hidepid=2,gid=xxx" in the past (up to RHEL7) to hide processes from other users. With RHEL8, when setting such option, we can see sys ptrace and signull AVCs, which seem to prevent normal operations to kernel-4.18.8-348.7.1.el8 5.x86 64 and below How reproducible: complete. Version-Release number of selected component (if applicable): Stens to Reproduce: kernel-4.18.0-348.7.1.el8 5.x86 64 and below proc /proc proc rw,nosuid,nodev,noexec,relative,hidepid-Pheimount(8) manpage on RHEL8 doesn't list the option. The manpage on RHEL7 was only listing "gid=xxx" option and was 1. Set options in /etc/fstab 2. Enable sssd stating "I don't know which effect it has" Can Kernel just confirm this kind of hardening is still valid nowadays? Please clarify whether "hidepid" is still supported as **proc mount option** # yum -y install sssd # authselect select sssd 3. Reboot and log in as some user Actual results: → redirecting the issue to systemd (what is systemd) AVCS Expected results: Additional info The "hidepid" options does not seem to be covered thus far in the product docs at https://access.redhat.com/documentation/en-us/red hat enterprise linux/8



## **EXAMPLE**: Release note

#### Draft

.The 'hidepid=n' mount option is not supported in RHEL 8 'systemd'

The mount option `hidepid=n`, which controls who can access information in `/proc/[pid]` directories, is not compatible with `systemd` provided in RHEL 8. As a consequence, using this option might cause SELinux AVC denial messages that prevent other operations from completing.

#### Technical review

.The 'hidepid=n' mount option is not supported in RHEL 8 'systemd'

The mount option 'hidepid=n', which controls who can access information in '/proc/[pid]' directories, is not compatible with 'systemd' infrastructure provided in RHEL 8.

As a consequence, using this option might cause some services started by systemd to produce SELinux AVC denial messages and prevent operations from completing.

For more information, see link:XXX[Knowledgebase-article]

#### Peer review

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  - https://en.wikipedia.org/wiki/Minimalism (technical communication)
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