

How to Create a Presentation in LecShare Pro

Adapted from LecShare Help files

Four copies of LecShare Pro are available for use in the TLC Lab, 313 Batmale (on the row of PCs farthest from the entrance). For individual or Departmental group pricing, see the LecShare Web site: www.lecshare.com

1. Create a presentation in Microsoft PowerPoint.
2. If your presentation is going to contain audio it is often best to type your transcript into the Lecturer's Notes section in Microsoft PowerPoint before processing it with LecShare Pro. LecShare Pro uses the Lecturer's Notes to create audio presentations that meet Section 508 accessibility requirements. Also, the Lecturer's Notes will be used to present a script for you as you record your audio.
3. If you have **audio** in your presentation and you do not include your transcript in the Lecturer's Notes before processing your presentation with LecShare Pro you will need to do the following to ensure your presentation meets Section 508 requirements.
 1. Save your work and exit LecShare Pro.
 2. Open your presentation in Microsoft PowerPoint.
 3. Enter the transcript for each slide in the Lecturer's Notes section.
 4. Save your work and exit Microsoft PowerPoint.
 5. Reopen your presentation in LecShare Pro.
4. Check each slide for any accessibility problems.
5. Record or import the audio for each slide.
6. Export your presentation to the desired formats.

To ensure that your presentation meets all Section 508 requirements you should use the Accessible HTML export option along with any other export options.

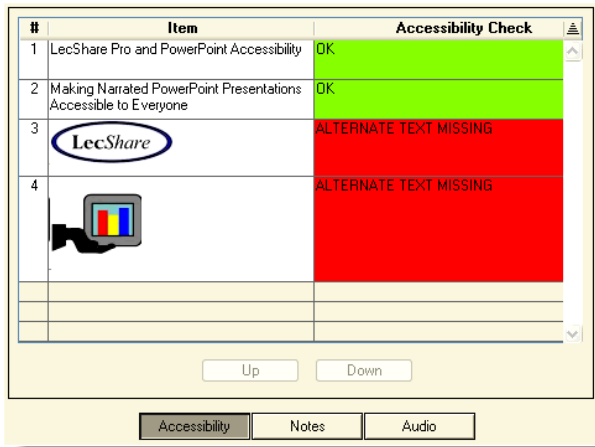
Check for Accessibility

Check an entire presentation

The two status lights to the left of the Slide Tray will instantly tell you if you have any accessibility problems. A red light means there is an issue that has to be dealt with to ensure the output will meet accessibility guidelines. A yellow light means there is an item that might need to be addressed and requires you to manually check it.

There are some items LecShare cannot check for accessibility standards, like whether or not the correct number of rows or columns in a table is marked as headers. Items colored yellow require the user to check to ensure that the item has the correct settings. If the number of header rows and columns are indicated correctly, click on the "Headers Correct" box to indicate that you have manually checked it.

Check an individual slide



After you click on a slide in the Slide Tray, the Accessibility Viewer on the right will show you every element on that slide and whether or not it meets accessibility standards. To edit an item, simply double click on the item. The same color scheme used by the status lights is used here (green = OK, yellow = check, red = error)

LecShare Pro will instantly show every item on a slide in the left column, and any accessibility information associated with it on the right.

This information is used by assistive technologies like screen readers to assist people in understanding what information a particular item is conveying.

IMAGES



Images must have a textual description associated with them. The accessibility information will show what the current alternative text is. If there is no alternative text the box will be red and say "Alternative text missing."

Double-click the red box and to add Alt text. When you save you will be prompted to save this information back into your PowerPoint presentation.

TABLES

Tables must have 2 accessibility items associated with them: headers and captions or summaries. The accessibility information will be red if the table is missing a caption or summary (only one of the two is required, but both may be provided). You will need to manually check tables to ensure that the correct number of header rows and columns have been set.

CHARTS

Charts are converted into data tables for accessibility and follow the same guidelines as tables.

AUTOSHAPES

Autoshapes are special shapes that allow an image and text to be presented as a single item. To make an Autoshape accessible, alternative text must be provided for the image portion.

Changing the Order of Slide Items

LecShare Pro allows you to change the order items on a slide are read by screen readers and non-graphical browsers. The order in which the items are listed in the left column is the order in which the items will be presented. To change the order, select an item and then press the "Up" or "Down" button.

What Items LecShare Converts

LECSHARE CONVERTS THE FOLLOWING ITEMS

- Text Boxes
- WordArt
- Images
- AutoShapes
- Tables
- Charts and Graphs created in Microsoft Excel
- Charts and Graphs created in Microsoft Graph (built-in chart/graph maker in PowerPoint)

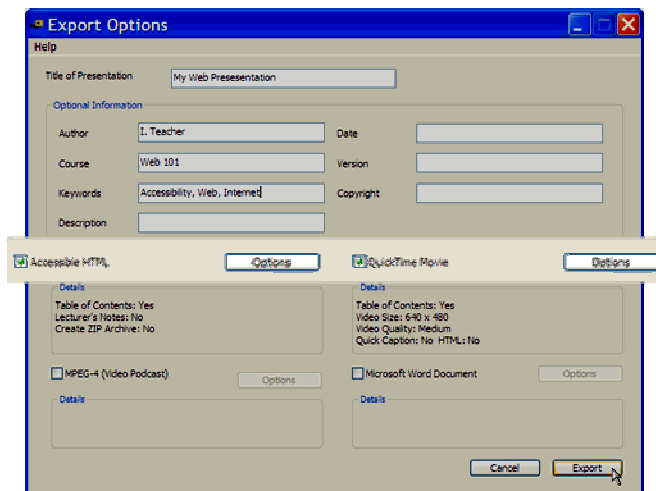
LECSHARE DOES NOT CONVERT THE FOLLOWING ITEMS

- Audio recorded or imported directly into PowerPoint
- Video
- Transitions
- Animations

Export Options

LecShare Pro allows you to export your work into four different formats. You may choose to export in a number of different formats at once.

- Accessible HTML
- QuickTime Movie
- MPEG-4 (Video Podcast)
- Microsoft Word Document (1 slide per page. Probably not as useful as PowerPoint's 3 per page handout format with room for notes on the right).



Accessible HTML Export Options

This exports the presentation as a set of web pages that meet Section 508 accessibility requirements and conforms to WCAG 1.0, Priority 1 and 2 (Web Content Accessibility Guidelines). The export will include one index.html file and folders called "css", "images", "js", and "web_data". All of these files can be put on a web server and the presentation can be started by loading index.html.

INCLUDE TABLE OF CONTENTS

This will create a Table of Contents based on the slide titles. The Table of Contents will appear to the left of the slide on the web page. This allows users to instantly jump to any slide in the web site. If the Table of Contents is included the dimension of the slides will be 480 x 360. If the Table of Contents is not included the dimension of the slides will be 720 x 540.

NOTE: If the Table of Contents is included, thus producing images of the slides that are 480 x 360, the user can click on the any slide to open up a larger view if needed.

INCLUDE LECTURER'S NOTES

This option exports the notes typed in the Lecturer's Notes section in Microsoft PowerPoint. The Lecturer's Notes can be used for transcripts of the audio. In order for a presentation with audio to meet accessibility requirements **a transcript must be included**.

The Lecturer's Notes can be included even if there is no audio with the presentation.

CREATE .ZIP ARCHIVE

This will create a zip archive of the web site. This can be useful when posting to various Learning Management Systems or when sending the HTML to other people.

JPEG QUALITY

This sets the quality of the JPEG compression for the images. 100% is high quality and 0% is low quality. Quality settings lower than 50% will be noticeably poor. 75%-80% is a good balance between quality and size.

QuickTime Movie Export Options

This exports the presentation as QuickTime movie. The movie size and quality can be adjusted. There is also an option to include a browsable Table of Contents and captions.

The QuickTime movies produced are extremely small. To optimize file size and quality the audio is saved in the MPEG-4 format and the slides are saved as a picture track.

INCLUDE TABLE OF CONTENTS

This will create a Table of Contents based on the slide titles. The Table of Contents will appear just to the right of the movie controller in QuickTime. This allows users to instantly jump to any slide in the movie.

VIDEO SIZE

This sets the video size to any number of predefined dimensions or a custom size. The video proportion will always be 4:3. It is not recommended to have images over 720 x 540. Images larger than this will be pixilated. Because of the format LecShare Pro uses to create the movie, larger video dimensions create only a minimal increase in the file size.

VIDEO QUALITY

This sets the quality of the video image. Medium quality will be adequate for most uses.

AUDIO QUALITY

This sets the quality of the audio. The audio is exported in the MPEG-4 format, so high quality audio can be achieved at very small file sizes. The highest quality (128 Kbs) will be very near to CD quality in most circumstances. For voice recordings, medium quality (32 Kbs) will usually provide exceptional quality for the size.

STEREO/MONO

This sets whether the audio will be exported in stereo or mono. If the audio that is recorded or imported is in mono, the audio should be exported as mono. In this case exporting it as stereo will not increase the quality of the file and will cause the file size to increase significantly.

Quick Captions

Quick Captions is a fast, convenient way to add captions to your QuickTime movie. Quick Captions will take the Lecturer's Notes from each slide and use them as a transcript to make captions for each slide. Normally captioning involves manually synchronizing the entire transcript with the video. Quick Captions does all of this for you automatically.

Quick Captions works best when the speaking in the audio is at a fairly regular pace and there are no long pauses. If the speech is more sporadic or there are long periods of silence, the results of Quick Captions may not be as satisfactory. At this time, LecShare Pro does not offer custom editing of caption timings. It is possible to edit the timing of the caption track in a tool like QuickTime Pro.