

# LecShare Quickstart Guide

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## ***Obtaining, Installing and Starting LecShare***

1. Setup (must be done in order listed!)
  - a. Install PowerPoint. MS Powerpoint 2003 or later is required to run LecShare Pro.
  - b. Install Quicktime 6 or later. Please contact the Help Desk at [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu) to install the software.
  - c. Install LecShare Pro. Please contact the Help Desk at [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu) to install the software.
  - d. Register LecShare. Please contact the Help Desk at [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu) for registration information.
2. Start LecShare
  - a. NOTE: You must any MS Office (Word/PPT) application windows before you start LecShare.
  - b. Start LecShare (Windows: Start menu > All Programs > LecShare > Lecshare Pro)
  - c. Will automatically launch and minimize PowerPoint
3. Open your PowerPoint Presentation
  - a. Go to File > Open
  - b. Browse to choose your PowerPoint presentation, and click Open
  - c. Will automatically launch and minimize PowerPoint in the background.

## ***Examining and Repairing Accessibility Problems in LecShare Pro***

1. Determine accessibility issues
  - d. Observe two “stoplights” in the slide sorter: top is for other issues, bottom is for Slide Title issues
  - e. Scan slide deck for RED text (or messages in ALLCAPS)
  - f. Click on slide
  - g. View items in “Item List” table
2. Repair Accessibility Issues:
  - h. General Process
    - i. View errors in “Item List” table
    - ii. Double click anywhere in error row
    - iii. Fix error as prompted, click OK
    - iv. Save changes
  - i. Missing Alternative Text
    - i. Meaningful image: Add short (and if necessary long) text description
    - ii. Decorative image: check the “null” checkbox
    - iii. Add a long description if necessary to complex images, charts & graphics

- j. Missing Caption/Summary (for data tables)
  - i. Add caption
  - ii. Add summary
  - iii. Designate Column/Row Headings, or both
  - iv. Check the “Headers properly assigned” checkbox
  - v. NOTE: if decorative, error will still stay there, no way to designate layout table
- k. Missing Caption/Summary (for chart/graph)
  - i. Add caption
  - ii. Add summary
- l. Missing Title
  - i. Edit > Slide Titles (or CTRL + T)
  - ii. Find title, type in text
  - iii. NOTE: title you type in here will be INVISIBLE on screen, but will be available to screen readers. Best bet is to fix in original PPT.
  - iv. Click Done
- 3. Adding slide notes (lecture notes)
  - m. Go to each slide
  - n. Click “Notes” button
  - o. Type in lecture notes in area above
- 4. Save your changes

### ***Export to alternate format***

- a. Go to File > Export
- b. Add your presentation title and metadata
  - i. Title field: required
  - ii. Other information (author, date, keywords, etc.) are optional
- c. Check “Accessible HTML” checkbox
  - i. Export formats: HTML, Quicktime, MPEG4, Word
- d. Click “Options” button
- e. Check “Include lecturer’s notes” and “Use Invisible Skip” checkboxes (not checked by default)
- f. Optional: check “.ZIP archive” checkbox
- g. Click “Export”
- h. Select a folder to store the HTML files (and ZIP archive, if applicable)
  - a. Use the “Make New Folder” if a new folder is desired.
- i. Click “OK” to finish.
- j. When complete a “Done” message will be displayed.
- k. Browse to the folder you specified. Within it, you will find a folder called “html”; this will contain the HTML files (and ZIP archive, if applicable)

## **Note about Export formats:**

- a. Word: doesn't include any audio, only slide images and lecture notes; slide text is also not available
- b. HTML: provides slide images, lecture notes, audio, navigation; also provides slide text and alt-tagged images as text via "Contents of This Slide" link
- c. QT + MPEG 4: slide images, audio, slide notes provided as captions

Edit options for each format

- a. MPEG4: captions not enabled by default
- b. QT: captions not enabled by default
- c. HTML: check "include lecturer's notes" and "Use Invisible Skip" checkboxes (not checked by default)
- d. Word: check "Lecturers Notes" checkbox (not default)

## ***Exiting LecShare***

Close LecShare; it will automatically close MS PowerPoint.

## ***Options: Recording audio***

### **Setup LecShare to record audio**

1. Go to Audio > Recording Settings
2. Will auto create a new audio file for you (just click Yes)
3. Change "Compression" dropdown to "Source"
4. Select the input source (this will vary by computer)
5. Set volume/gain as needed
6. Turn speaker "off while recording" to eliminate feedback
7. Leave other settings default (22k 16-bit mono is good for recording)
8. Test: speak into mic, make sure it's working! (you should see level)
9. Click OK

Recording audio

- a. Click on a slide in the LecShare slide sorter
  - b. Click "Audio" button
  - c. Press "Record" button
  - d. Speak, and press "Stop" button to finish
10. Adding Captions
- e. Captions for slides are added via Slide Notes/Lecture Notes
  - f. QT/MPEG4 will automatically generate synchronized captions based on "Notes" field
  - g. HTML will provide Notes; not true "captions", but text-only equivalent
11. View exported files

- h. MPEG4: view the .HTM file in the “mpeg4” folder
  - i. MS Word: view the .DOC in the “msword” folder
  - j. HTML: view the .HTM file in the
12. Other features
- k. Import audio and synchronize

***What LecShare can't do:***

- a. Include embedded video
- b. Include embedded audio
- c. Make embedded video accessible
- d. Make embedded audio accessible