

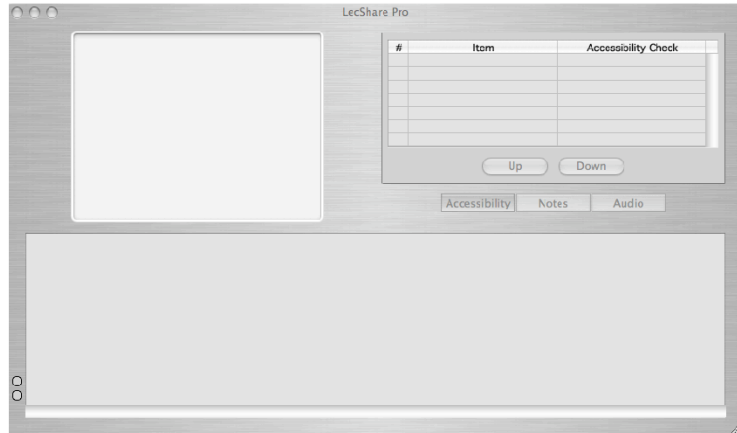
# LecShare Pro Demo



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This presentation will show you how to use LecShare Pro to add audio to the presentation.

## Step 1: Open LecShare Pro



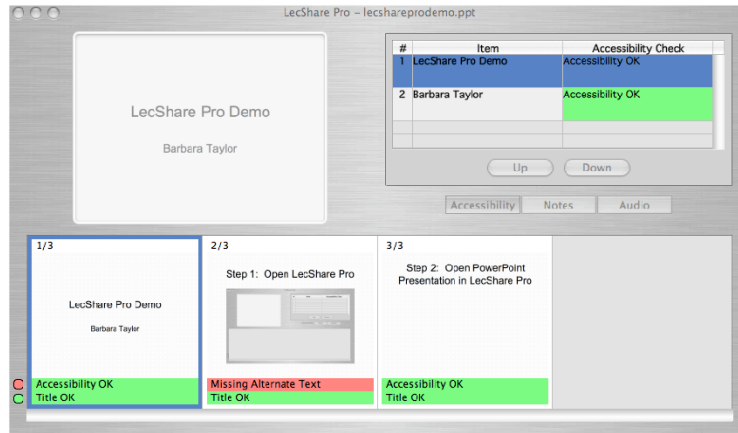
Step 1: Create a Presentation folder and save your PowerPoint presentation in the folder. Make sure that all Office programs are closed. Open LecShare Pro by double clicking on the LecShare icon.

## Step 2: Open PowerPoint Presentation in LecShare Pro

- Click on File, Open and locate the file.
- A new window will appear that says “Does this PowerPoint presentation contain any charts or graphs created in Microsoft Excel? If you are not sure, choose ‘Yes’”
- Click on the appropriate answer for your presentation.
- Wait while the presentation is being loaded into LecShare Pro.

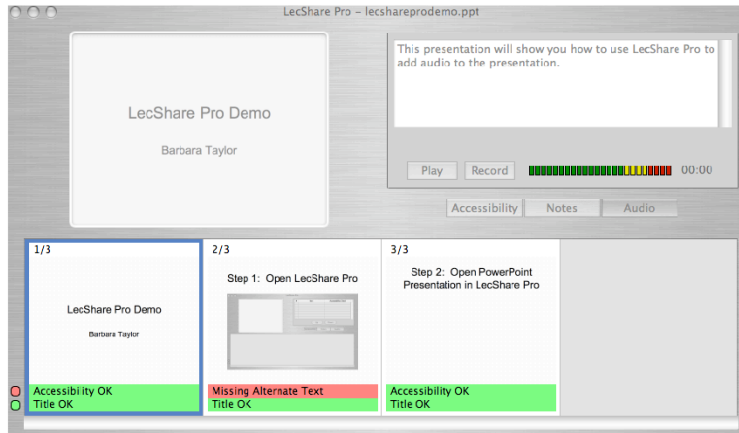
Step 2: Click on File, Open and locate the file. A window will appear that says “Does this PowerPoint presentation contain any charts or graphs created in Microsoft Excel? If you are not sure, choose yes.” Click on the appropriate answer for your presentation. Wait while the presentation is being loaded into LecShare Pro.

## Step 3: Viewing the Slides and Prepare to Record Audio



Step 3: The slides will appear at the bottom of the window. Click on the first slide that you want to record audio over then click on the “Audio” button. A window will appear that says “Would you like to create an audio file for this PowerPoint presentation?” Click on the “Yes” button. Another window will appear that says “the title of your presentation.mov” was created in the same folder as Your PowerPoint presentation. This file holds all of the recorded and imported audio for this presentation. Do not edit or delete this file. OK. Click on the OK button.

## Step 4: Record the Audio



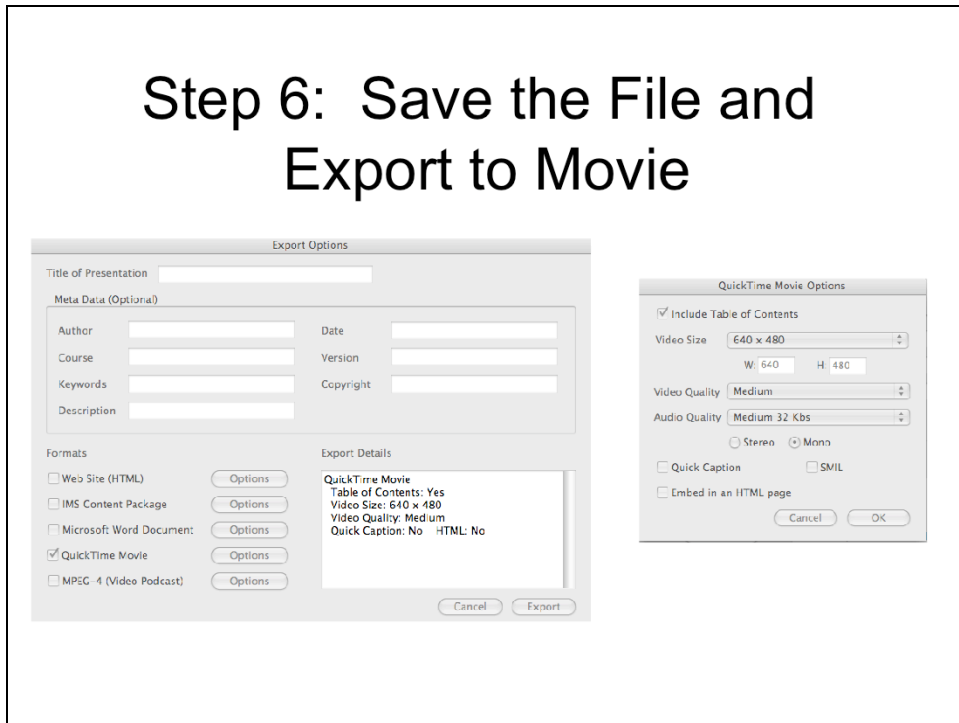
Step 4: Click on the Notes button. In the top window above those buttons is the text that you typed in the PowerPoint presentation in the notes field. That is the text you will record. . Click on the Audio button. You will now see a "Play" and a "Record" button. Click on the "Record" button when you are ready to record. Click on the "Stop" button when you are finished. Click on the "Play" button to listen to your recording. If you do not like the recording you can click on the "Record" button and start again. You will receive a warning that your action will delete your current recording for this slide, are you sure you want to continue? Click on the "Yes" button. The recording will immediately begin. Wait 3 seconds and then begin reading the notes. Click on the "Stop" button when you have finished.

## Step 5: Repeat Steps

- Repeat steps 3 and 4 for each of the remaining slides.
- Click on the slide you want to add audio.
- Click on the note button.
- Click on the audio button.
- Click on record and stop button to begin and end the audio recording.

Step 5: Repeat steps 3 and 4 for each of the remaining slides. Click on the slide you want to add audio. Click on the Notes button then click on the Audio button. Click on the record and stop button to begin and end the audio recording.

## Step 6: Save the File and Export to Movie



Step 6: Save the file. Export the presentation by clicking File, Export, type in the Title of the presentation and check the box next to QuickTime Movie. Click on the options button next to QuickTime Movie and put a check in the box next to “Quick Caption” and Embed in an HTML page. Click on OK. You will see a “Done” message when it has finished. Click on the OK button.

## Step 7: View Your Presentation Movies

- Open the presentation folder
- Open the QuickTime folder
  - Double click on the .mov file and play it to make sure it sounds how you want
- Open the HTML folder
  - Double click on the index.html file to be sure your movie plays the way you want

Step 7: Double click on your presentation folder, double click to open the QTfolder that contains your .mov file and listen to your .mov file to play the presentation movie to make sure it is the way you want it. Double click on the HTML folder to open the index.html file. You will see your presentation on the right and the slides students can jump to on the left. Click on the Play button to be sure everything appears correctly.

## Step 8: Zip folder

- Zip the folder so you can upload it to WebCT
- Right click on the folder name
  - On a PC choose Send to “Compress for Zip”
  - On a Mac choose “Compress name of folder”

Step 8: To upload the presentation to WebCT you need to create a .zip folder. If you use a PC you will want to right click on the folder and choose Send to “Compress for Zip”. If you use a Mac you will want to hold down the ctrl button and then click on the space bar to right click and choose “Compress name of your folder”. Name of your folder being whatever you had called the folder (ie: presentations). You will then see a foldername.zip file in your folder.