

Manual LECTURNITY Player

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Document Version:

\$Revision: 1.4 \$

Last Update:

\$Date: 2009/07/23 12:15:45 \$

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1. Playing Back Recordings – the LECTURNITY Player

1.1 Introduction

The LECTURNITY Player is part of the LECTURNITY Suite. It replays presentation documents in a the LECTURNITY format, which have been produced with the LECTURNITY Suite. LECTURNITY records slides, available on an electronical basis, (e.g., PowerPoint slides) and captures the voice and image of the author (presenter, lecturer, speaker...). During recording, the author may writes and marks create other graphical annotations on the slides. Screengrabbing recordings can be made created on the screen directly from the computer screen.. These graphical annotations and the screengrabbing clips are integrated into the recording and can be replayed synchronously by the Player synchronously.

The recorded documents have the file extension LRD or LPD. The LECTURNITY Recording Document (LRD) is ann not yetun compressed document consisting of including several files. It can be published into a LECTURNITY Presentation Document (LPD): the single files are converted and compressed into one a singleone documentfile and highly compressed. Unless you are a producer of LECTURNITY presentation recordings, you will usually deal with LPDs.

This guide explains the replay of LPDs or LRDs and the functionalities and possibilities of use of the the Player offers.

In this chapter you will learn:

- *how to start the Player.*
- *about the windows and functions of the Player.*
- *how to search by keywords.*
- *how to configure the various views.*
- *how to view the Player in full screen mode.*
- *when a document should be cached.*

1.2 Starting the Player

1.2.1 Directly from the Assistant (LRD)

You can load and view your recording document (LRD) in the Player immediately after it is finished in the Assistant.

1. Click on *Play* in the list of Recordings. The Player starts.

1.2.2 After Conversion, Directly from the Publisher (LPD)

If you have converted your recording to an LPD in the Publisher, you can view it immediately.

1. After the conversion in the Publisher is complete, click on the *Start* button. The Player starts.



Alternative:

You can also load an LRD or LPD in the Player directly from the target directory.

1. Go to the target directory.
2. Double click the file *<documentname>.lrd* (or *<documentname>.lpd*). The Player starts.

Another possibility is to start the Player from the context menu.

1. Select an LRD (<documentname>.lrđ) or LPD (<documentname>.lpđ) and right-click on it.
2. The context menu appears. Select *Replay*.

1.3 Player Overview

The Player is structured similarly to the Assistant and Editor, and is divided into three areas.

1.3.1 Areas

Presentation slides are displayed in the **Presentation Area** in playback order. Graphical annotations that were added during the recording are also displayed.

The **Document Structure** is found in the upper left area. It shows the structure of the current document. The structure is described by chapter, subchapter, slide and clip headings in their chronological order of appearance. In addition, the time during playback at which a slide appears is displayed (slide change). A thumbnail of each slide change is displayed. The slide that is currently being displayed in the presentation area is highlighted in the document structure.

1. Click on a thumbnail. The Player jumps to this point in the recording.



Background Information:

If you play back an LRD, instead of a thumbnail, a text entry will appear. This is also the case if you did not select the option *Embed document structure (thumbnails)* in the Publisher.

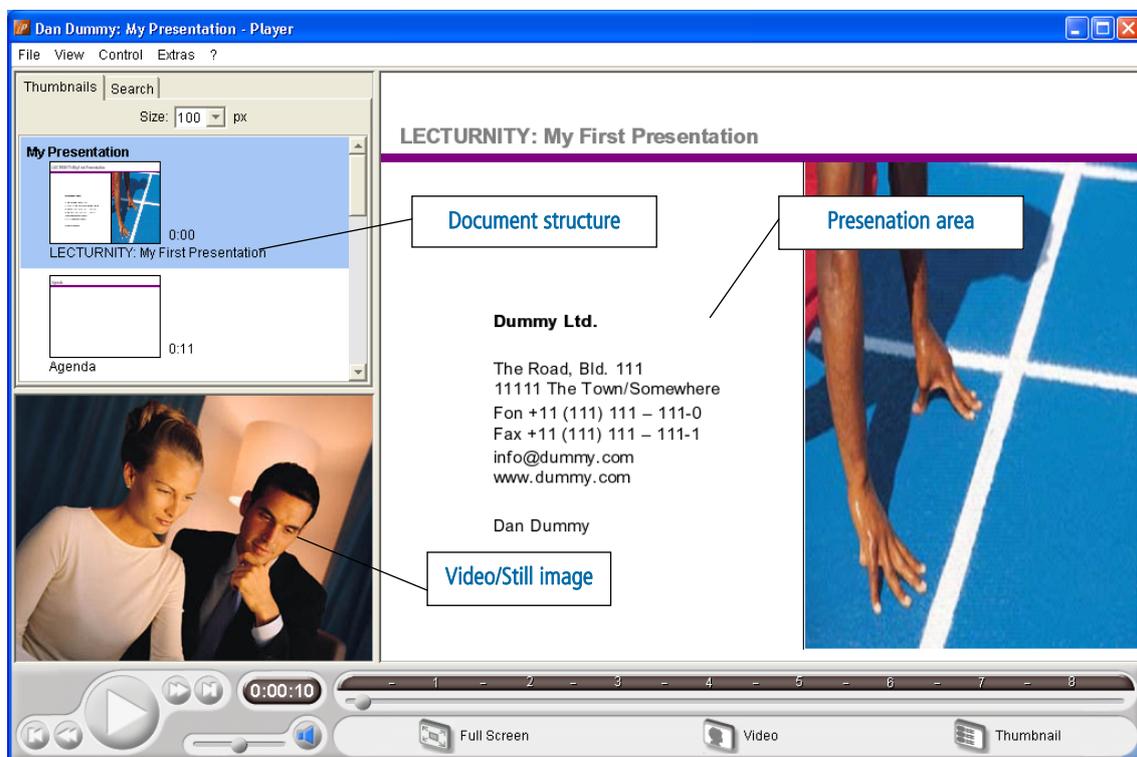


Figure 1: The LECTURNITY Player – Areas

An accompanying video, still images or screengrabbing clips are displayed in the **video area**. The accompanying video films the speaker or the participants while the presentation is being recorded. Screengrabbing clips are AVI format recordings of the screen that are integrated either directly or after the recording. If an LPD contains neither a video nor a still image nor screengrabbing clips, the video area will not be displayed and the document structure will be correspondingly larger.



Background Information:

If a recording contains both a video or still image and screengrabbing clips, there are two possible display options in the Player, depending on the configuration set by the producer of the presentation document during the creation process. Either the video or still image will be displayed in the video area and then be covered by the screengrabbing clips at the given time in the presentation, or the screengrabbing clips will be displayed above the slides in the presentation area and the video/still image will be visible in the video area throughout.



Background Information:

If the document contains a pure screengrabbing recording, the Player only displays the presentation area. The video area and document structure remain hidden.

1.4 Control Bar Functions

Multiple functions for operating the Player are available on the bar below the video and presentation areas.

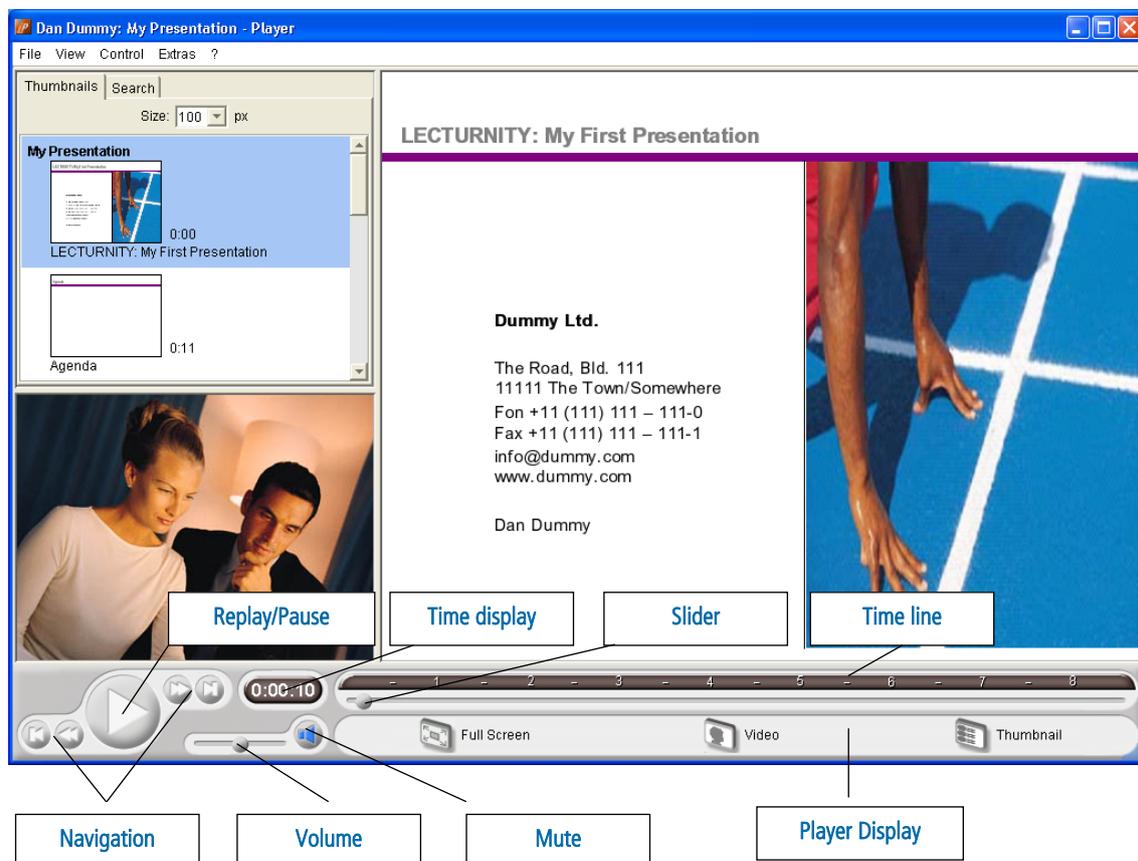


Figure 2: The LECTURNITY Player – Functions

- You can start and stop playback using the **replay/pause** (*SPACEBAR*) button. Playback will stop automatically at the end of the document. Select *Extras* → *Repeat* if you want playback of the document to automatically beginning from the beginning again when the end is reached.
- The **navigation** buttons allow you to move back and forward in the document. Clicking on the buttons directly next to the playback button causes the player to jump back one slide (*PAGE UP*) or forwards one slide (*PAGE DOWN*). Clicking on the outermost navigation buttons causes the player to jump to the beginning (*HOME*) or the end (*END*) of the presentation (see Figs. 32, 33).



Figure 3: Jump to the next slide



Figure 4: Jump to the end of the presentation

- The length of the recording can be seen below the presentation area in the **time line**. During playback of a presentation, the **slider** on the time line progresses from left to right. You can use the slider to move back and forth in the document by dragging the slider along the time line with the mouse (random visible scrolling). All visual information in a presentation recording is displayed while you drag the slider. This allows you to easily and quickly reach a particular point in the document.
- The **time display** shows the current point in time of the presentation currently being played back.
- Directly below, the **volume** control allows you to adjust the volume (*F9, F10*). You can turn sound on and off (mute) by clicking on the loudspeaker symbol (*CTRL+M*).

1.5 The Player Display

You can configure the display of the Player according to your needs. You can hide areas that you do not need for the playback of a presentation.

In the default setting, all areas are displayed. In order to hide single areas,

- click on the corresponding symbols in the toolbar:
 - a. Clicking on *Full Screen* (*ALT+ENTER*), will activate full screen mode.
 - b. Clicking on *Video* will hide the video area. The document structure will enlarge to fill the space.
 - c. Clicking on *Structure* will hide the document structure.
- If you click on the respective buttons again, the areas will be displayed again.



Tip:

You can change the default settings for the size of the video area by dragging the area border. This function is only active if the current document contains a video.

1.6 Full Screen Mode

If you play back your presentation recording in full screen mode, the Player is hidden in the background and the slides of the presentation are enlarged to fill the screen. In full screen mode, any screengrabbing or video clips in the document are displayed centered over the slides; a still image or accompanying video is not displayed.

You can control the Player in full screen mode using the context menu or the keyboard.

In order to activate full screen mode,

1. select *Full screen* (**ALT+ENTER**) in the symbol bar.
2. Select *Close Full Screen* (**ESC**) from the context menu to return to standard view.

Right-clicking anywhere on the screen will open the context menu.

3. Activate the desired function by clicking on it or by using the corresponding keyboard shortcut.

Close Fullscreen	Escape
Start/Stop Replay	Space
Jump to Next Slide	Page Down
Jump to Previous Slide	Page Up
Ten Seconds Forward	Right
Ten Seconds Backward	Left
Jump to Beginning of Presentation	Home
Jump to End of Presentation	End
Increase Volume	F10
Decrease Volume	F9
Mute on/off	Ctrl+M
Close Document	
Close Program	Alt+F4

Figure 5: The Player control using the context menu and keyboard shortcuts



Tip:

You can also access the Player control functions from the "Control" item of the main menu. There is a summary of all the Player keyboard shortcuts on page 13.

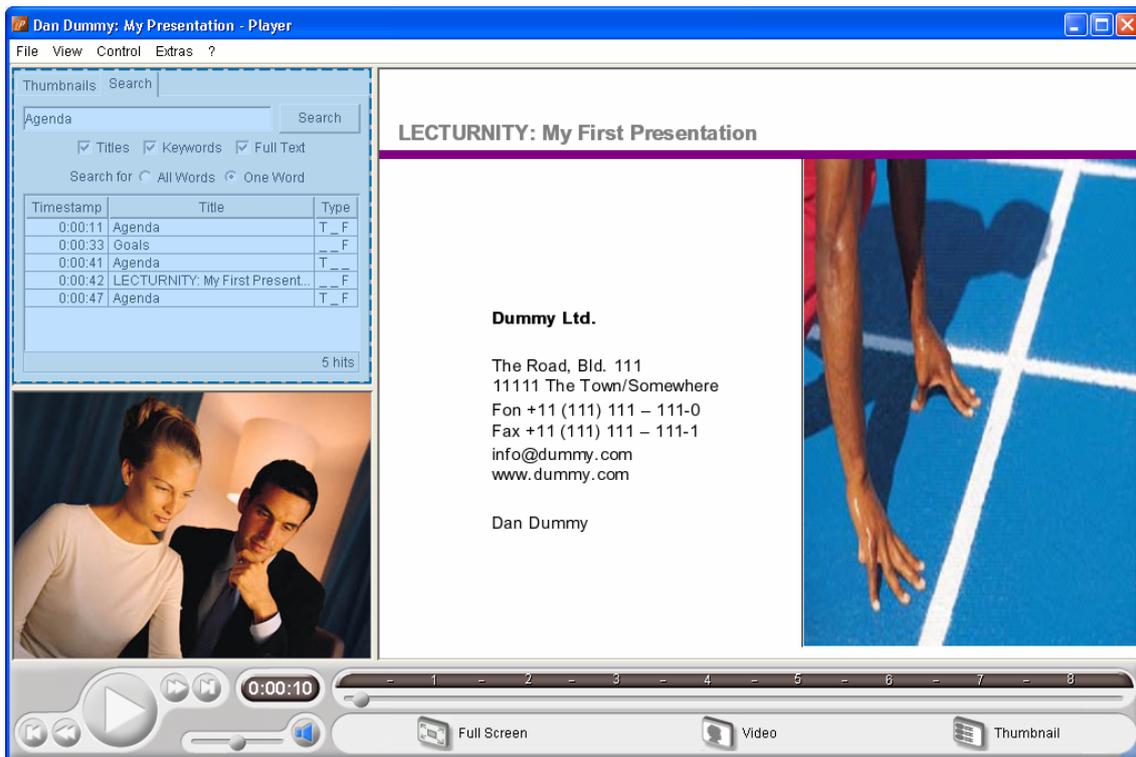


Figure 6: The Player's search function

1.7 Search Function

LECTURNITY recordings are full-text searchable. This means you can search for terms in the slides. All text-based parts of the slides are included in the search:

- Click on the "Search" tab card in the document structure.
- Enter a search term and click on the *Search* button to start searching.

You can select whether you want to search by title (T), keywords (K), or full text (F), (full text meaning text on the slides). Keywords are defined by the author during the production phase for each slide and/or clip. The letter shown in the "Type" column of the search results table indicates where the match was found.

You can now click on a match and jump to the slide that contains the term. Direct visualization of the search results makes a quick evaluation of them possible.

1.8 File Info

You can view the metadata of the loaded LECTURNITY Presentation Document by opening the file menu and selecting *Properties*. A dialog showing the Date, Producer, Author, Title, and Length of the document opens.

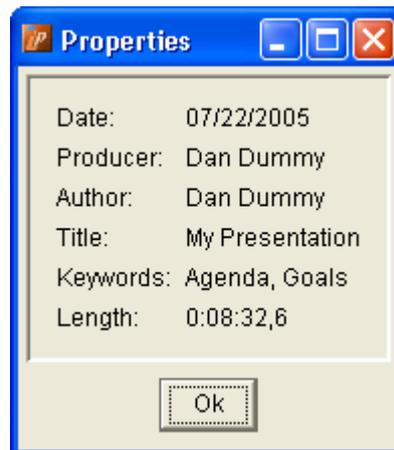


Figure 7: Properties

1.9 The Cache Mechanism

The cache mechanism is automatically activated if the document you want to play back is on storage media (e.g. network or CD Rom) that is not fast enough to guarantee smooth playback. In that case, the following message will appear in the Player when the LECTURNITY Presentation Document is loaded:

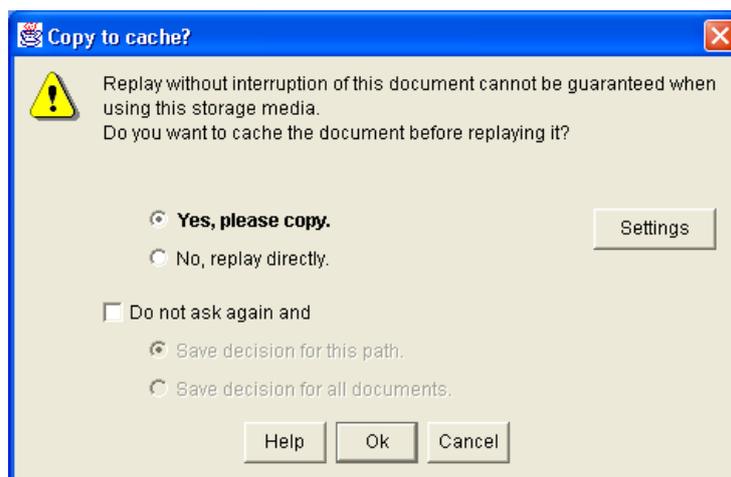


Figure 8: Notice: Copy to cache?

1. If you want to copy the document to the cache, click *Yes, please copy* and then *Ok*.

The document is cached and the Player loads.



Background Information:

The document will be saved to a subdirectory of the temporary folder on your hard disk. It will then be played directly from there, thus assuring smooth playback.

If you do not want the document to be cached,

2. Select *No, replay directly* and click on *Ok*.

There may, however, be glitches during playback of video and/or audio. If you want to have the document cached, you can also specify the settings.

3. Click on *Settings* in the "Copy to cache?" dialog.

The "Advanced settings" dialog opens.



Alternative:

You can also open this dialog from the "Extras" menu by selecting "Cache Control" and then the "Advanced Settings" tab card. You can specify the settings in advance from here.

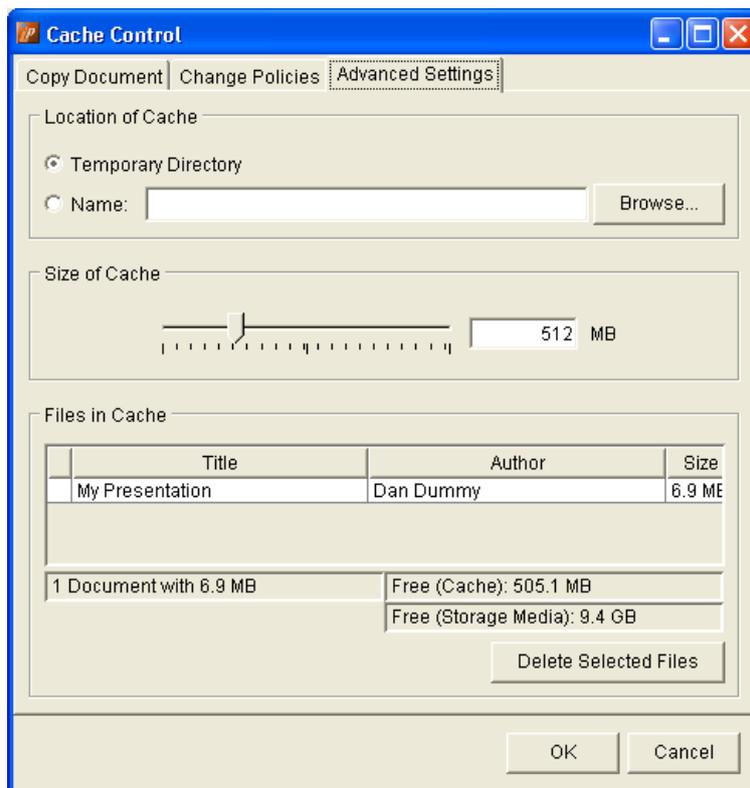


Figure 9: Cache Control dialog – Advanced Settings tab card

You can specify whether the document should be cached in the temporary folder or another folder you choose. The default cache size (512 MB) can be increased or reduced as necessary. All cached documents are listed here and can be removed any time. Should the capacity be exceeded, you will be prompted to remove files from the cache folder. It is not useful to set the cache capacity too high, in order to prevent unnecessarily taking up space on your hard drive.

Please note that cached documents remain in the cache until you delete them yourself. Cached documents are not automatically deleted. This has the advantage that documents in the cache always start directly from there and thus can be played back smoothly. Still, you will have to ensure that enough hard disk capacity remains.

2. Keyboard Shortcuts

The keyboard shortcuts in the various modules are generally also displayed in the Quickinfo boxes and menus.

Action	Keyboard Shortcut
Start/Stop playback	Space
Next slide	PageDown
Previous slide	PageUp
Jump to end	End
Jump to start	Home
10 seconds forward	Left arrow
10 seconds back	Right arrow
Full screen mode on/off	Alt + Enter
Standard view (restore)	Alt + Space
Decrease volume	F9
Increase volume	F10
Mute on/off	Ctrl + M
Open file	Ctrl + O
Exit	Alt+F4

3. Glossary

Accompanying Video: An accompanying video (of a speaker or the audience, for example) can be recorded parallel to the presentation of slides during a recording in LECTURNITY. Accompanying videos are displayed in the video area of the Player.

Caching: If a presentation recording is started from the internet or a CD, replay may be interrupted if access to the source is not fast enough. In order to prevent this, it is useful to copy the document to the temporary folder of the hard disk (cache it). A dialog referring you to the cache mechanism will appear automatically.

Animation: LECTURNITY supports animation effects in your PowerPoint file: Animations are shown by clicking on the arrow keys. Moving or flashing elements on your PowerPoint slides are displayed as animations of the type "Appear".

Annotation: Before or during a recording, you can write on or mark slides, insert text or point to particular elements with the pointer. These actions are called graphical annotations. LECTURNITY saves these annotations and plays them back in sync with the presentation in the Player.

Codec: A codec (**encoder-decoder**) compresses the video data during the recording and decompresses the data again during replay. It is wise to use a codec for video recordings in order to avoid extremely large amounts of data. For recording video with LECTURNITY, we recommend the codec iv50 (Indeo Video v5.10 or v5.11). This codec has a good compression rate (i.e. a good relationship between quality and file size) and is already installed on most computers. For recording screengrabbing clips, we recommend the →LECTURNITY Screengrabbing Codec (LSGC), which is configured as the default.

Collection: You can collect multiple → Presentation documents (LPDs) into a collection in the LECTURNITY CD Publisher. These documents will be burned onto CD as a unit and listed on a start page, from which you can then select an LPD to display.

Document structure: The document structure provides a hierarchical overview of the document including both chapter and subchapter headings as well as the actual contents (slides and clips). In the Assistant, the document structure is displayed as a tree structure (document, chapter, pages). In the Editor, entries are displayed as thumbnails. In the Player, slide changes and screengrabbing clips are displayed as text entries and/or thumbnails in a list. You can navigate through the document by clicking on a →Thumbnail and/or text entry, which will take you to the corresponding page.

Full Screen Mode: You can activate this function in the Assistant and the Player. The →Presentation Area expands to cover the entire screen, hiding everything else. In the Assistant, however, the →Presentation Bar is still shown below, so you can use the tools for your presentation. You can also carry out actions in full screen mode using keyboard shortcuts.

HTML Template: In a CD Project, a start page is displayed on which all presentation documents in the collection are shown, including any related →Metadata, such as replay length, author, etc. This start page is an HTML document. LECTURNITY provides some standard templates; the folder in which they are found is automatically displayed in the "Select HTML Template" dialog. You can choose between standard, list and table form for the display. You can also create HTML templates yourself.

LECTURNITY Home Directory: You create this directory in the Assistant before you can begin a recording. Subdirectories for recordings, source documents and CD projects are created automatically. Because many files are created during the process of recording and editing a presentation, it is useful to use this folder as a repository for your recordings. This will help you ensure that all the data for a recording can be easily located.

LECTURNITY Presentation Document (LPD): This term is used to indicate a presentation document that has been converted in the Publisher which you can now play back in the LECTURNITY Player and burn onto CD in the LECTURNITY CD Publisher. In contrast to an LRD, and LPD is a single file that can no longer be edited.

LECTURNITY Recording Document (LRD): A LECTURNITY Recording Document (LRD) is produced by recording a presentation with LECTURNITY. An LRD consists of several files that are not yet compressed. It can be further processed into a →LECTURNITY Presentation Document (LPD): all single files are processed into a single file and compressed at high quality.

LECTURNITY Screengrabbing Codec (LSGC): In order to create and play back a video clip, a →Codec is necessary in order to avoid extreme amounts of data. This codec, specially developed for LECTURNITY, is used for recording screengrabbing clips.

LECTURNITY Source Document (LSD): This term indicates a document resulting from conversion from PowerPoint. It is the basis for a presentation recording in the LECTURNITY Assistant. In the Assistant, you can still make and save changes to the source document.

Metadata: You can characterize your document/recording with metadata. For LECTURNITY, this means you can assign a title, author name, producer and keywords for a recording or single pages and clips of your presentation. Length and creation date are also metadata, though these are set by LECTURNITY automatically. These entries make it easier to manage presentations and facilitate searching for particular topics and keywords during replay.

Presentation Area: This is the area in the Assistant, the Editor and the Player that displays pages along with any added →Annotations.

Presentation Bar: Is below the →Presentation Area and the →Recording History in the Assistant. This bar contains all functions that are important for a presentation recording. You can also freely configure the annotation tools to the right of the presentation bar.

Project: Settings, recordings and reviews are managed in projects in LECTURNITY. It is absolutely necessary to create a project. You can create projects in Assistant (LECTURNITY Assistant Project – LAP), in Editor (LECTURNITY Editor Project – LEP), and in CD Publisher (LECTURNITY CD Project – LCP). Changes can be made to the project settings at any time.

Quick Start Mode: This setting can be specified in the Publisher. If activated, a presentation opened in the LECTURNITY Player will start automatically.

Quickinfo: Provides brief information about a function. If you move the mouse over a button without clicking on it, a yellow window with a brief description of the function appears.

Recording Directory: You define this directory in the Assistant before you can begin a recording and after you have created a →LECTURNITY Home Directory. It is best to specify the "Recordings" folder, which is automatically generated in the home directory, as the directory for saving recordings.

Recording history: Is found in the Assistant. All recordings that belong to a →Project are listed chronologically in the recording history, displaying their length and recording date. → Screengrabbing recordings taken during a recording are listed as sub-items. Double-clicking on a recording will start replay of the document in the Player. You can also use the buttons below the recording history to load the document directly in the Player, the Editor or the Publisher.

Screengrabbing: Screengrabbing means that LECTURNITY records what is displayed on your screen or sections thereof in quick succession. In this way, video clips are produced that can be included as additional sources of information in the presentation recording. These clips are displayed in the Player either in the →Video Area or centered above the slides in the →Presentation Area. In →Full Screen Mode, clips are shown centered.

Still Image: You can insert a GIF or JPEG format still image into a recording in the Publisher. This still image will be displayed instead of an accompanying video after conversion to presentation format. It could be a picture of the speaker or a logo, for example.

Stream View: In the Editor, all media used in a recording are displayed as a stream along a →Time Line. Editing operations in the document are carried out in this view.

Structure Area: See →Document structure

Thumbnail: A miniature image that is displayed in addition to the text entry in the →Document structure of a presentation document. You can generate thumbnails in the Publisher. In the →Document structure area of the resulting presentation document, miniature images will appear instead of text entries. Each thumbnail represents a page. If you click on a thumbnail, the Player jumps automatically to that position (page change).

Time Line: (see also →Visual Navigation) A time line is displayed in the LECTURNITY Player and Editor. A slider that moves along this line shows the current position in the document. You can move the slider back and forth on the time line with the mouse, and will be shown the corresponding image for the selected position. The presentation continues to play back from the point at which you positioned the slider.

Toolbar: The toolbar is below the →Document structure and the →Presentation area in the Assistant. Tools for editing slides (e.g. making annotations, drawing or copying objects, etc.) are found on the toolbar. You can also hide the toolbar.

Video Area: In the Editor and Player, the video area is used to display an accompanying video or still image, and – depending on the configuration – screengrabbing clips. In →Full Screen Mode in Player, the video area is in the background; an accompanying video (of the professor, for example), is not displayed, and screengrabbing clips are centered above the slides.

Visual Navigation means the free navigation on the →Time Line. Using the slider, you can navigate forwards and backwards in the document, while the Player plays back the information (slide, annotation, video) corresponding to the position on the time line. In this way you can easily find a particular position in a document.