

Maximizing the Meaning of
Multimedia: Reader-friendly
strategies for your next encounter
with on-screen presentations

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Introduction

- Increasing popularity of presentation tools
- PowerPoint and Prezi
- Online degree programs and webinars
- Presenter may not consider accessibility

Workshop Format

- Introduction
- Hands-on practice (audio only)
- Discussion of real-time transcribing
 - Challenges
 - Best practices
 - Demonstration and practice with presentation examples
- Effective notes
- Considerations for remote transcribing
- More hands-on practice
- Q & A

Hands-on Practice

- Technical instructions: Posting a narrated PowerPoint presentation to YouTube
- Audio only:
 - remote TypeWell
 - Presentation with low visibility
- Slides will be displayed later
- Client profile: has access to materials, student with hearing loss



Advantages of on-screen presentation tools for transcribers

- Provide spelling of unfamiliar/specialized vocabulary
- Reinforce key concepts, highlight points of emphasis
- Increased accessibility for readers with disabilities, especially those with hearing losses or learning disabilities

Challenges for transcribers

- Slide readability
 - Font type, size
 - Background color
 - Overlapping elements, clutter
- Reader fatigue, concern over missing information
- Discussing on-screen content out of sequence
- Rapid delivery of spoken material
- Verbatim reading with parenthetical comments
- Differing presentation styles

Best practices for real-time transcribing

- Check in with reader
 - What do they identify as helpful?
 - Does one type of content take priority?
 - Are the slides or notes available in or out of the meeting?
- Consider reader's needs and talk to service coordinator.
 - Hearing loss, vision loss, learning or motor disability?

Best practices for real-time transcribing

- Unclear/illegible slides
 - **Equal** access, not perfection
 - Possibly disregard on-screen content
 - Orient reader to the screen periodically but transcribe meaning-for-meaning

Best practices for real-time transcribing

- Unclear/illegible slides (cont'd.)
 - If consistent problem, discuss with service coordinator
 - Share responsibility for access
 - Give opportunity for client to resolve issue internally
 - Perhaps additional accommodation is needed (i.e., note-taker, plain text of slides, previewing in advance)

Best practices for real-time transcribing

- Reader fatigue/overwhelm
 - Consistency in reader orientations and formatting
 - Use appropriate detail:
 - Unclear: [Teacher reading: list on screen.]
 - Better: [Teacher reading from slide: “Systems of Government,” bulleted list.]
 - Best: Possible systems of government include the following: [bulleted list on screen]
 1. Anarchy
 2. Aristocracy
 3. Communism
 4. Corporatism
 5. Democracy . . .

Best practices for real-time transcribing

- Reader fatigue/overwhelm (cont'd.)
 - Transcription displayed on screen with slides?
 - TypeWell Web Linking or Streamtext
 - Helps reader avoid switching focus between screens
 - Font on slides may be too small if not fullscreen
 - Include on-screen content if time allows
 - Reader may fall behind taking notes
 - Capture spoken/aural content first
 - Reverse colors in TypeWell to avoid reader eyestrain

Demonstration One

The image shows a computer screen with two windows. The left window is a video player titled "Psych 1 - General Psychology - Lecture 2 - clip". It displays a slide titled "Levels of Biological Organization". The slide is divided into two columns: "The Individual Organism" and "Groups of Organisms". A dashed arrow points from the "System Organism" level in the first column to the "Species" level in the second column.

<u>The Individual Organism</u>	<u>Groups of Organisms</u>
Cell	Species
Tissue	Genus
Organ	Family
System	Order
Organism	Class
	Phylum (Division)
	Kingdom

The right window is titled "Vell Premium Transcriber" and is currently empty. The system tray at the bottom shows the time as 1:30 AM on 4/27/2013.

Best practices for real-time transcribing

- On-screen material discussed out of sequence
 - Are reader orientations adding or distracting?
 - How long is information displayed?
 - If nearing the end of a slide, transcribe spoken content in case the slide advances without warning
 - Reorient the reader as necessary
 - [Teacher skipping ahead: “. . . However, it remains to be seen whether the plaintiff . . . “] [Middle of passage on screen]

Demonstration Two

The image shows a computer screen with two windows. The left window is a video player titled "Psych 1 - General Psychology - Lecture 2 - clip". It displays a slide titled "Levels of Biological Organization". The slide is divided into two columns: "The Individual Organism" and "Groups of Organisms". A dashed arrow points from the bottom of the first column to the top of the second column.

<u>The Individual Organism</u>	<u>Groups of Organisms</u>
Cell	Species
Tissue	Genus
Organ	Family
System	Order
Organism	Class
	Phylum (Division)
	Kingdom

The right window is a transcription tool titled "Vell Premium Transcriber". It has a menu bar with "File", "Edit", "Classic", "Math", "Link", "View", and "Help". The main area is empty, and a mouse cursor is visible. At the bottom right, it says "Saved to C:\Users\TWReader0175D".

The video player's taskbar at the bottom shows icons for Windows, Firefox, Adobe Reader, a folder, Chrome, Twitter, a gear icon, a magnifying glass, and a flower icon. The system tray on the right shows the time as 2:02 AM on 4/27/2013.

Best practices for real-time transcribing

- Rapid speech
 - Students often rush through prepared material
 - Verbatim reading: orient reader to text periodically
 - Increase chunking
 - Fill in details after class for notes

Best practices for real-time transcribing

- Rapid speech (cont'd.)
 - If student presentations are planned in advance, review considerations with instructor
 - Have presenters provide copies of verbatim readings
 - Request clarification if necessary

Best practices for real-time transcribing

- Inconsistent presentation styles
 - Presenter's influence on transcription style
 - Back-to-back presentations by different individuals
 - Maintain consistent pattern of reader orientations and formatting
 - One or two verbatim phrases for orientation
 - Pre-program orientations into PAL
 - When teaming, opt for similar formatting

Hands-on practice

- Before beginning, create a saved file for later review.
- Liz Chibucos: “Bluegrass in Japan” presentation

Rough edited transcript notes

- Review transcript file from sample presentation: Bluegrass in Japan
- Does the text reflect the presentation content?
- Are the slides necessary for studying?
- Indicate when slides change and label with titles for future reference
- Any observations?

Remote transcribing presentations

- Extra attention to chunking
- Take care when assuming material is displayed visually
 - Don't rely on tone of voice
- For challenging material, request slides in advance
- If IT support is available, consider screen-sharing options (see resource handout)

Hands-on practice

Posting Narrated PowerPoint Slides on YouTube

Cynthia K. Russell

April 2006

Opportunity for Q&A

- Open discussion
- Please take handouts with you:
 - Actions You Can Take to Successfully Transcribe On-Screen Presentations
 - Mental Checklist for Transcribing On-Screen Presentations
 - Resources for Transcribing and Practicing Presentations
 - Suggested YouTube channels