

How to Do an Online Tutorial to Find Documents More Easily in Your Library's Catalog

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Outline of Presentation

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Brief Facts about the Institution

- Florida Agricultural & Mechanical University (Florida A&M University or FAMU)
- Located in Tallahassee, Florida
- It was founded in 1887; became a land grant university about four years later
- It is one of the more than one hundred Historically Black Colleges and Universities (HBCU) in the nation

Brief Facts about the Institution (contd.)

- Part of the State of Florida University System which consists of 11 public institutions
- Part of the campus is listed in the U.S. National Register of Historic Places
- Enrollment ranges from 12,000 – 14,000
- Known in the Panhandle region for its architecture and pharmacy programs
- More at www.famu.edu

Brief Facts about the LIS

- FAMU uses the same Library Information System (LIS) used by all 11 State University Libraries (SUL)
- The SUL is a consortium of libraries using same LIS
- With input from the SUL, the Florida Center for Library Automation (FCLA) provides leadership, management, and technical support for the LIS
- FCLA has its offices, data center, in Gainesville, FL

Brief Facts about the LIS (contd.)

- The LIS is ALEPH; its vendor is Ex-Libris
- In 2007, the Endeca search engine/user interface was added; Endeca is a technology company that develops information access applications
- Records from the 11 SUL ALEPH online catalogs are viewed by users on an Endeca interface with facets that limit/refine search results
- The catalogs' name was changed from Endeca to Mango; our OPAC's name is now Mango

Why Documents?

- We are a selective depository library (about 40%)
- We use the Superintendent of Documents classification (SuDocs)
- Our Government Documents Collection is shelved separately on the main floor of the main library, Coleman
- Our Collection is not used as much as it should
- Marketing the Documents Collection is an ever-present objective

Why a tutorial?

- We wanted self-help resources for our users that:
 - ▣ were available on a 24/7 basis on our website
 - ▣ did not require them to be on campus
 - ▣ provided short, to the point, information
 - ▣ would be attractive to Web 2 users
- Adobe Systems has a reputation for development of “rich” Internet software
- Our library initially purchased Captivate2; we were encouraged to use it

PowerPoint used for tutorial

- Doing PowerPoint (PP) slides before beginning a project in Captivate is one good way to begin
- The PP helps to define the “script” of the tutorial by:
 - outlining what key points will be demonstrated
 - providing slides that define the transitions
 - providing information not displayed on the slides captured by Captivate

PowerPoint used for tutorial (contd.)

[Viewing of the PP used for this presentation]

Government Documents Basics:

Searching the FAMU Libraries Catalog

FAMU Libraries has been a depository of selected Federal government documents for many years.



This library is a Congressionally designated depository for U.S. Government Documents. Public access to the government documents collection is guaranteed by public law. (Title 44 United States Code)



Why Look for Federal Government Documents?

- They cover a wide range of topics including: agriculture , crime, education, health, demographics, and economics.
- They are not just about management of the U.S. Government.
- Many of them are considered primary sources of information; some commercial publishers use them for their publications.



Easy Access at FAMU

- The most common way to find Federal government documents is by searching in the catalog.



Accessing the FAMU Online Catalog

- Option 1: Directly through its Internet URL (address) at :
<http://famucatalog.fcla.edu>



Accessing the FAMU Online Catalog

- Option 2: Through a link on the Libraries' website at:
<http://www.famu.edu/library> and clicking on "Library Catalog".



Basic Search:

- Keyword – Example = [geography](#)
 - Search strategy: finding Federal government documents using the Superintendent of Documents Classification



Search begins with (browse):

- Title – Example = [occupational outlook quarterly](#)
 - Many Federal documents are available at FAMU in more than one format



Advanced Search:

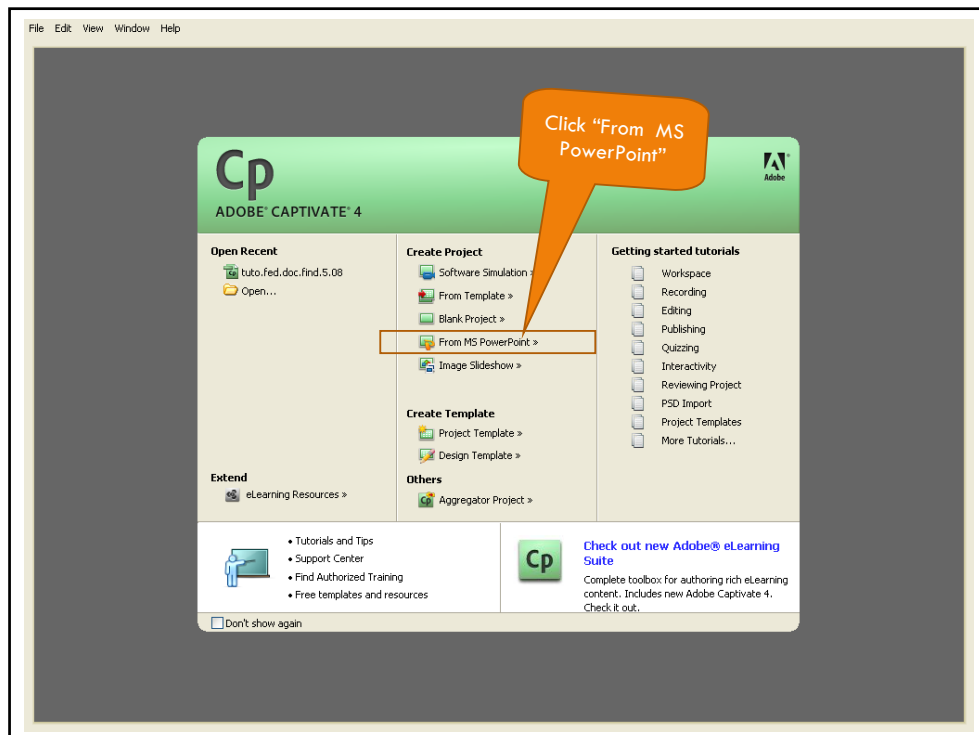
- Example Keywords = terrorism, special, operations



The End

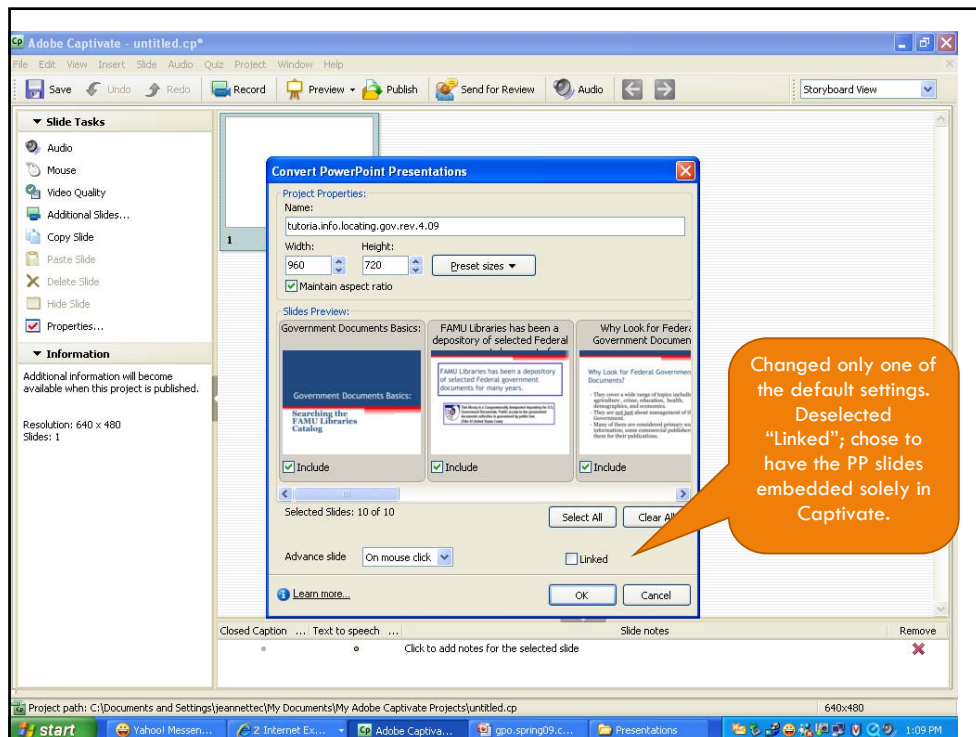
Importing the PowerPoint into Captivate4

[Open the Captivate4 program]



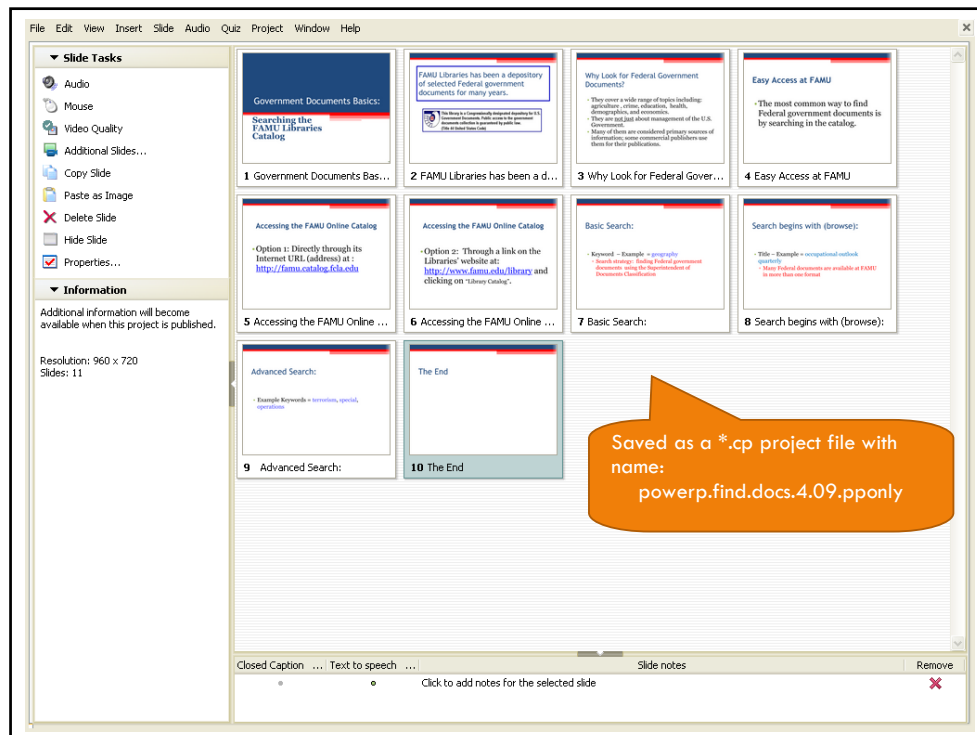
Importing the PowerPoint into Captivate4 (contd.)

- Version 4 of Captivate:
 - compatible with MS PowerPoint 2007
 - unlike some of the earlier versions, retains design elements of PP slides when imported into Captivate
 - option for PP slides to be “linked”; revisions to the imported slides in the Captivate file simultaneously update original PP file
 - option for PP slides to be “embedded”; revisions to s imported slides in Captivate file are not reflected in original PP file



Creating and recording a project in Captivate4

- Captivate “project” files are important; they are the first level of production
- A product, e.g. tutorial, podcast, etc., cannot be “published” without first creating and saving a project file (extension, *.cp); projects can be edited
- Two separate project files can be merged to create a different project file; with editing, the merged file can be very different and serve another purpose



Creating and recording a project in Captivate4 (contd.)

- Projects can have “Additional slides” added by capturing images from different programs
- Slides can be copied & pasted from one project to another
- Any program whose images will be captured by Captivate must be opened on your desktop

Creating and recording a project in Captivate4 (contd.)

- Recording can be done automatically, manually, and in full motion (video in real time)
- “Panning” (optional) allows the recording window to “follow” movement of mouse to auto size frame
- Do a dry run, “rehearsal”, of what you plan to record; it helps to have a “script”, notes of steps
- It is okay to record unnecessary frames, they can be deleted later; it is better to have too many than not enough slides

Creating and recording a project in Captivate4 (contd.)

[Live demonstration of recording of a few slides from
online catalog]

Editing the Captivate project

- Editing can best be done in the “Edit view” of a project; some editing can also be done in the “Storyboard view”
- In both views, the slides can be dragged to different positions
- In editing a project, one can really add “bells and whistles” to the product

Editing the Captivate project (contd.)

- Text boxes, callout boxes, pictures, audio, highlighting, widgets, etc., can all be incorporated into a project
- Music clips can also be added to specific sections of a project
- New to Captivate4 is the “Text-to-speech” feature which converts slide notes into an audio file
- One of the final steps in editing should be the “Preview”; should be done before publishing

Editing the Captivate project (contd.)

[Live demonstration of the editing of a few slides of searches in the online catalog]

Publishing the Captivate project

- A project file is ready to be published after it has been editing and previewed to one's satisfaction
- By default, a Flash (*.swf) Shockwave file and an HTML file will be produced
- A different file name from the project file can be assigned to the published files
- Other output options include, zip files, PDF, etc.

Publishing the Captivate project (contd.)

[Live demonstration of the publishing of the presentation project]

View of the final online tutorial

[Live demonstration of the online tutorial]

For more information

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