

Providing Real-Time Captioning in Math & Science Classes: It CAN Be Done!

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Techniques:

- ◆ Font choice
- ◆ Word + Instant Text [IT]
- ◆ C-print Pro
- ◆ Captioning onto worksheets or Power Point presentations
- ◆ Integrating other technologies: Smart Boards, digital pictures, Tablet PCs

Adding Symbols:

- ◆ Font: Arial Unicode [more choices] on BOTH server & client
- ◆ To add symbols:
 - Insert a symbol into a WORD doc
 - Copy symbol to clipboard
- ◆ WORD:
 - Format/AutoFormat/Options/AutoCorrect
 - Replace: [type in abbreviation]
 - With: [paste symbol]
- ◆ C-print Pro:
 - Make up an abbreviation; Ctrl+/
• Paste into the expansion window

Worksheets:

- ◆ Get digital copies of worksheets through email [or scan the hard copies]
- ◆ Link IT to the worksheet and caption onto the worksheet itself: [see notes: Feb 1, 2005]

To Caption onto Power Point Presentation:

- ◆ Arrange to have the presentation emailed to you—save to a convenient location
- ◆ IT will be used as the captioning software
- ◆ Connect the laptops [i.e.: Altiris Carbon Copy]
- ◆ Open: IT, the PP program, blank WORD doc.
- ◆ Link: IT + WORD—minimize IT
- ◆ Put the PP in front of WORD window
- ◆ Right click: in empty space of blue taskbar at the bottom of screen (where 'START' is)
- ◆ Select: "Tile Windows Horizontally"
- ◆ Caption in the lower [WORD] wind
- ◆ Scroll through the PP slides using the double arrow [on right]

TabletPC:

- ◆ Connect TabletPC to student laptop
- ◆ Open IT + WORD doc
- ◆ Begin captioning
- ◆ Graphs, diagrams or equations can be written on as you caption—

$$(2y^{\frac{3}{4}} - 3)(y^{\frac{1}{8}} + 5) = 6$$

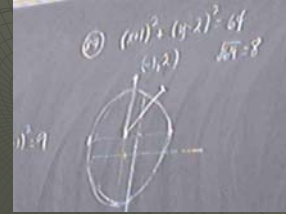


Inserting Equation Editor

- ◆ Tools/Customize
- ◆ Tab: Commands
- ◆ In the left window: Insert
- ◆ In the right window: Click: Equation Editor icon [√] and drag & drop it onto any toolbar
- ◆ In a Word document: click on the: √ icon and insert a function
- ◆ Highlight the function [double click]
- ◆ Edit/Copy
- ◆ Format/autofomat/options/autocorrect: 'Replace' : [make up an abbreviation]
- ◆ 'With': [right click: paste the copied function]/
- ◆ OK/OK

Adding Other Media:

- ◆ Digital pictures:
 1. Small webcam in USB port
 2. Take the snapshot and insert into the notes later



Smart Boards:

- ◆ Works best if captions are projected onto space above the Smart Board
 - ◆ As each snapshot is saved: draw line in the notes
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- ◆ Merge text with snapshots using lines to match up text with snapshots

Emergency: I only have one tablet!

- ◆ The captionist can sit facing the student and:
 - Click: Ctrl+Alt+↓ [down arrow]—the screen reverses. Bend the screen all the way down and the student can read the screen. [Ctrl+Alt+↑ [up arrow] puts the screen back to right side up]

OR:

 - Flip the screen around and the student can read off the screen