

# Minutes

# NELUG Meeting

November 16, 2016  
4:00pm – 6:00pm

**Facilitator:** Laura Gillenwater, Chairperson  
**Host:** Laura Gillenwater, Sun Life Financial  
**Minutetaker:** Amy Gunning Bubel, Cayuga Medical Center

**Attendees:** Andra Serzans, Amy Gunning Bubel, Cindi Malisia, Deb Hart, Deidre Shapiro, Harrin Zieve, Judith Smith, Laura Gillenwater, Lory Woods, Margaret Guillory, Paul Tarquinio, Theresa Dickey

## Agenda Topics

5 min.	Introductions	All meeting members
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**Discussion:**  
Introductions were completed through chat.

10 min.	NELUG Business	Laura Gillenwater
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**Discussion:**  
Laura suggested a change in the month of our meetings while still maintaining the quarterly schedule.  
  
Trivantis sent Laura a new logo to add to the banner. Is there someone else how would like to design a new banner for the group? Lory Woods said she'd do the banner. THANK YOU, LORI!  
  
A new recording secretary will be needed since Amy Bubel will be out on maternity leave. Andra Serzans stepped up to be the new Recording Secretary. THANK YOU, ANDRA!

**Conclusions:** NELUG meetings will be in the third Wednesday of Jan, Apr, July, and Oct for 2017.

Action items:	Person responsible:	Deadline:
Design a new NELUG banner.	Lory Woods	Early Jan?
Update NELUG website with new meeting dates	Laura Gillenwater	

60 min.

Picture This!

Laura Gillenwater, Sun  
Life Financial

**Discussion:**

PLEASE be sure to reference Laura's downloadable job aides to find the exact site information for the offerings listed below.

*Using image generators*

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Laura started the discussion with a "word cloud" which was an engaging graphic to use in gathering group feedback in an online teaching situation.

Free online photo generators:

add letters.com= users can create custom messages

An example was the 'newspaper headline generator'. Users type in text, generate the newspaper headline and download the result. 'Street sign generator' is another clever offering on this site.

The Monopoly card generator and another generator are now sadly defunct; however Laura demonstrated a 'Fake ticket generator'. This site produces concert tickets. Other similar sites are listed below:

Big huge lab=This generator produces magazine covers and has badge maker option.

Online-sign= This generator produces PDF safety signs. Users can open the PDF and use a capture tool, like Snag-it, to make a usable image.

Hetemeel=This generator can produce customizable dictionary entries, newscasts with a screen crawler and a magic eight-ball. Tip: don't click the 'save this image' button, instead right click and 'save image as'.

These sites make the images available for free so unpaid use seems the intent but check each website to be sure. Also, users may need to consider products carefully, for example, the eight-ball might pose an issue for re-use in some settings.

*Using free or low cost graphics sources*

*Photos-Online repository of free images*

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Some sites have many graphic types while others specialize in a particular type.

Pixabay site= all images are released under creative commons. Be aware that sponsored images will be featured first after a search, look below these for creative commons images. Users may find it easiest to right click on desired image and "save image as".

Creative commons, for those that are unfamiliar, is a non-profit organization that supplies the public with free licenses to make reuse more simple. A designation of CC0—means no attribution is needed and that no rights were reserved.

Openclip art-This site features multiple graphics in multiple formats that are free. Sometimes wmf is available which is great for if you plan to edit an image.

Foter site=The search function can be weak and users may need to sort for relevance to get better results. Some images look amateur because the photos come from Flickr. Users can click on an image and look at license type. The user may need to give photo credit and if so, photo credit language will be included on the page. Users can select an image size and can choose embed code, if building a website. Attribution must be under the picture rather than the end of a course, it is open to interpretation as to how directly "under" a picture the attribution must be.

Icon archive= free and paid images, check attribution instructions.

*Icons-how can they be used well?*

Icons can offer a clean and professional look.

Margaret uses at least one in every course.

According Laura, any aspect can be overdone ☺ icons need a purpose—they need to signal something. They can denote a course feature or standout information.

According to Paul, icons can denote a knowledge check or other repeat features can be denoted by an icon.

Using icons may increase consistency throughout a course and are not necessarily a button with an action.

*Photos-Subscription services*

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Clip art.com=\$139 per year. Users can filter by format, photo only, and color versus black/white. Users click on info and download link before selecting a format. Users may want to “save target as” and rename it for easy recognition. Users can view other images in the collection of a selected photo.

Presenter media=This service features images and animations which are customizable. Users click on custom and select from options like centering, font of text, and color. Users can edit the shadow and reflection in an image and can select a clear background. Edited photo generates in about 60 seconds.

Animation factory.com=\$99 a year and is often discounted at renewal time. There are many offerings based on subscription level including Power Point templates. This service features many backgrounds and multiple sizes of graphics. There is clip art included too.

**\*\*NOTES:**

Some authors/organizations don't find "naked" icon people to be acceptable for eLearning. Authors may need to choose dressed icon people.

In general, pictures make course content memorable which is an argument for using clip art.

Authors may want to take your own photos if a stock photo cannot be found that meets the needs.

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***Finding and using "legal" images from Bing and Google***

Not all images on the Internet are ok to use. In fact, most images cannot be used without attribution.

For Google=To find images that can be used without attribution, choose images (now or after search) and enter image descriptor into search field. Go to the search tools and apply the usage rights filter. General commercial use of images would make money--internal eLearning does not fit this category.

For Bing= To find images that can be used without attribution, select images in upper left and type descriptor in the search field. Bing suggests more specific search option and shows filters right away. Bing allows users to filter by picture layout, includes creative commons images and provides learning info about these designations that are used in the filter. Searches may include Shutterstock photo—authors need to check on source attribution to be sure of reuse permissions.

***Resources suggested by NELUG members***

NELUG members could use the CDC library as long as attribution is done.

The FEMA website media library is another option.

Public health image library (PHIL) may work for some needs.

The purchased ADAM healthcare related image library was suggested.

Conclusions: Organizations may want to consider a Sharepoint site to share purchased images between authors/designers within an organization.

35 min.	Lectora Tips and Techniques	All meeting members	
<p><b>Discussion:</b></p> <p>Teresa is working on a project using test sections within Lectora. She is having grading issues. It was suggested that she try adding variables to test results page to show the score of each section, using Lectora 16. This build also features a timed test and timer is lost when adjustments are made.</p>			
<p><b>Conclusions:</b> Margaret has had success with getting this to be functional.</p>			
Action items:	<b>Person responsible:</b>	<b>Deadline:</b>	
Theresa and Margaret will connect off-line.			
5 min.	Meeting Assessment/Ideas for Future Meetings	Laura Gillenwater	
<p><b>Discussion:</b></p> <p>The next presentation will include Trivantis folks explaining the new test results object introduced in version 16. As always, please feel free to send suggestion for presentations (including, but necessarily, offering to do one yourself) to our Programs Director, Theresa Dickey, or to Laura. (See the Leadership page on our website, <a href="http://nelectorausers.com">http://nelectorausers.com</a> , for their email addresses, if necessary.)</p>			