



Harvard Library Lab

Spectacle User Guide

Version 1.0



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1. Introducing Spectacle

What is Spectacle?

Spectacle is a web-based application for generating online slide shows from images in Harvard libraries and museums.

Spectacle has the following features:

- Each slide is linked to Harvard's metadata for the image and to the collection in which the image resides.
- Each online slide show resides in a public gallery where anyone can view it.
- A Spectacle slide show can be embedded in a web page or a user can run the slide show within the Spectacle application.

Intended audience for this guide

The primary audience includes Harvard faculty, students, administrators, librarians, and curators. However, anyone with access to the Web can use Spectacle.

This document assumes that the audience is familiar with computers and web browsers.

Related documentation

For the proposal and progress reports for developing Spectacle, see <https://o-sc.hul.harvard.edu/liblab/proj/spectacle-library-collections-slideshow-generator>.

Support

To get help with Spectacle, contact the Library Technologies Support Center:
<http://hul.harvard.edu/ois/support/>.

2. Accessing Spectacle and Account Settings

Introduction

This chapter describes how to access Spectacle and change account settings.

Accessing Spectacle

To access Spectacle, open a web browser and go to <http://slideshow.dev.berkmancenter.org/>.

Anyone can view slide shows in Spectacle without setting up an account or logging in. However, to create or edit slide shows, you must set up an account and log in.

Creating a Spectacle Account

To create a Spectacle account:

1. Open a web browser and go to the URL: <http://slideshow.dev.berkmancenter.org/>
Spectacle displays the Main screen.
2. On the Main screen, click **Sign up**, which appears in the upper right corner of the screen (Figure 2-1). A **Sign Up** button also appears next to the right of the first slide show on the Main screen.

Figure 2-1. Sign Up Button.



Spectacle displays the Join Spectacle screen (Figure 2-2).

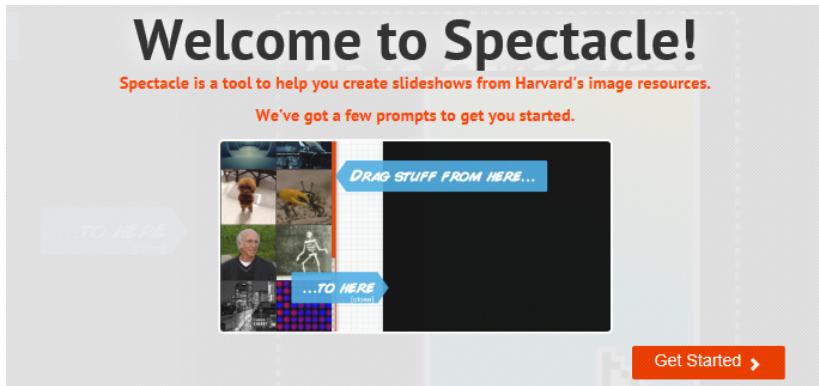
Figure 2-2. Join Spectacle Screen.

A screenshot of the "Join Spectacle!" registration form. It has four input fields: "Username", "Your Name", "Your Email", and "Create a Password". Below these is a large grey button labeled "Do it!". At the bottom left, it says "already have an account? [Sign In](#)".

3. On the Join Spectacle screen, fill in the **Username**, **Your name**, **Your Email**, and **Create a Password** fields and click **Do it**.

Spectacle displays a welcome message (Figure 2-3).

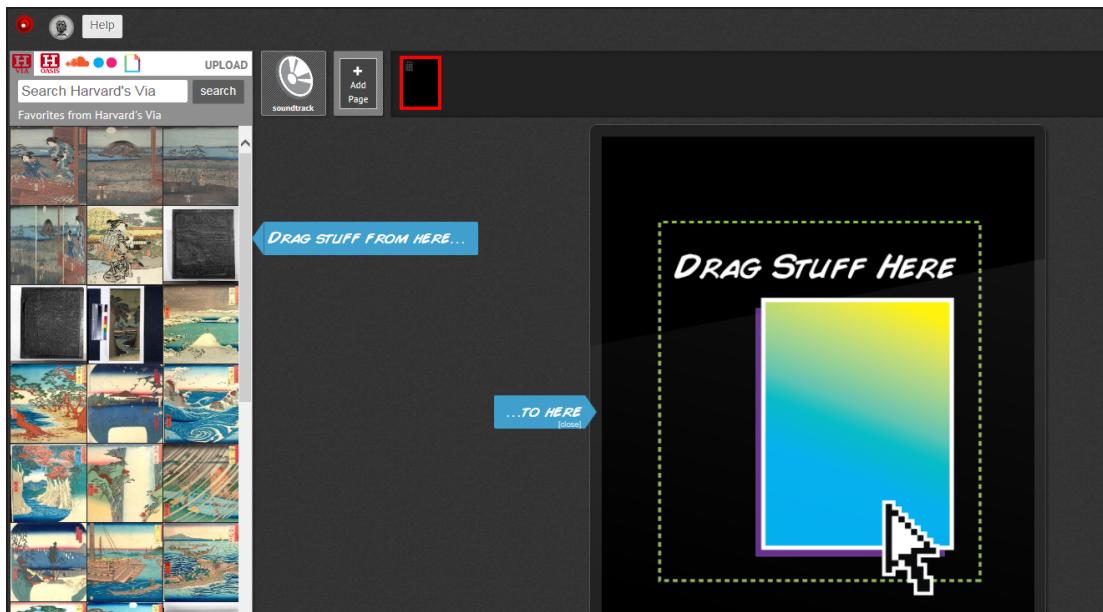
Figure 2-3. Welcome to Spectacle Message.



4. At the bottom of the Welcome to Spectacle Message, click **Get Started**.

Spectacle displays a screen that shows you how to drag an image onto a slide (Figure 2-4).

Figure 2-4. Screen Showing How to Drag an Image onto a Slide.



Logging in

To sign in to Spectacle:

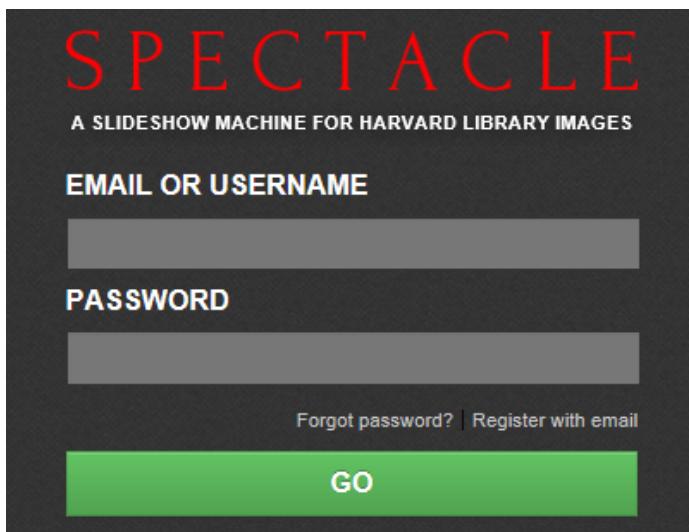
1. Open a web browser and go to the URL: <http://slideshow.dev.berkmancenter.org/>.
Spectacle displays the Main screen.
2. On the Main screen, click the **Login** button, which appears in the upper right corner of the screen (Figure 2-5).

Figure 2-5. Login Button.



Spectacle displays the Login screen (Figure 2-6).

Figure 2-6. Login Screen.



3. On the Login screen, fill in the **Email or Username** and **Password** fields and click **Go**.

Spectacle displays the Main screen.

At this point, you can create, edit, and view slide shows.

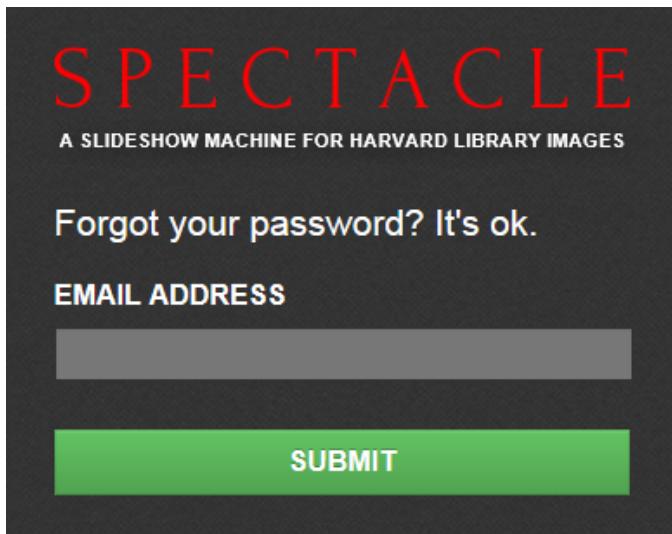
Resetting a forgotten password

To reset a forgotten password:

1. On the Login In Screen (Figure 2-6 on page 9), click the **Forgot Password** link.

Spectacle displays the Forgot Your Password screen (Figure 2-7).

Figure 2-7. Forgot Password Screen.



2. On the Forget Your Password screen, enter your **Email** address and click **Submit**.

Spectacle displays a message indicating that you will receive an email message with instructions for resetting your password.

3. Go to your email and open the message sent from Spectacle and follow the directions to reset your password.

Changing user settings

To change your user settings:

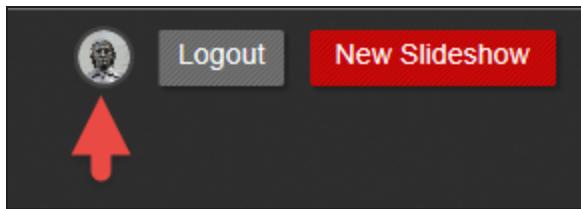
1. Make sure that you have logged in.
2. Click the thumbnail image associated with your name from any screen.

A thumbnail image associated with your name appears in the following locations:

- Next to the **Logout** button in the upper right corner of the screen
- To the left of any slide show that you have created

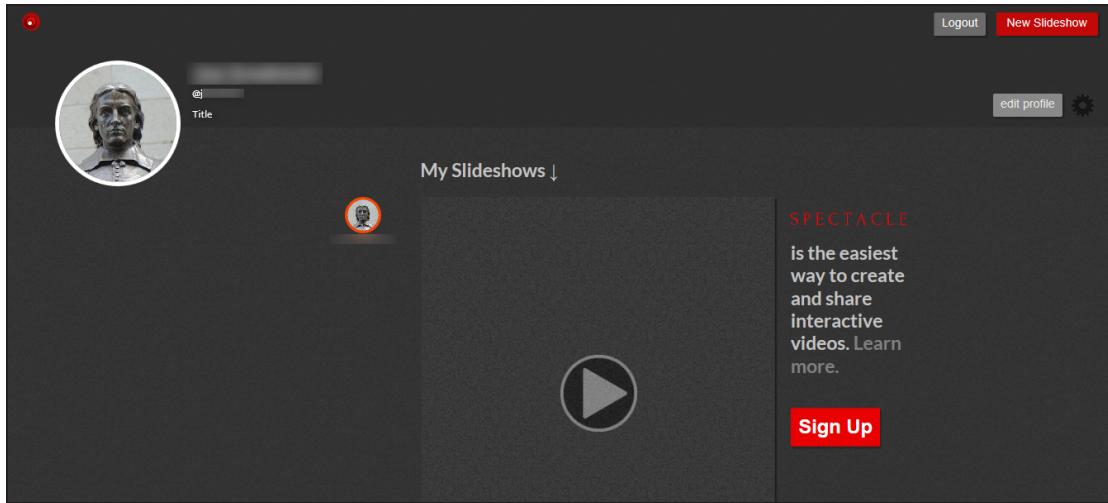
Figure 2-8 shows an example of a thumbnail image associated with a name

Figure 2-8. Thumbnail Image Associated with a User Name.



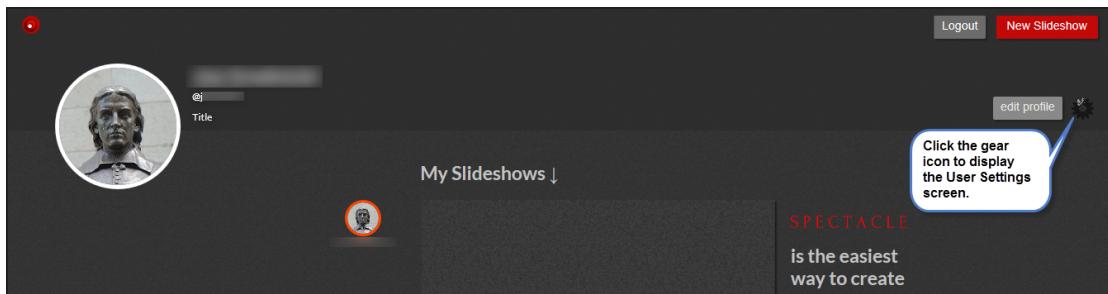
After you click the thumbnail image, Spectacle displays the My Slideshows screen (Figure 2-9).

Figure 2-9. My Sideshow Screen.



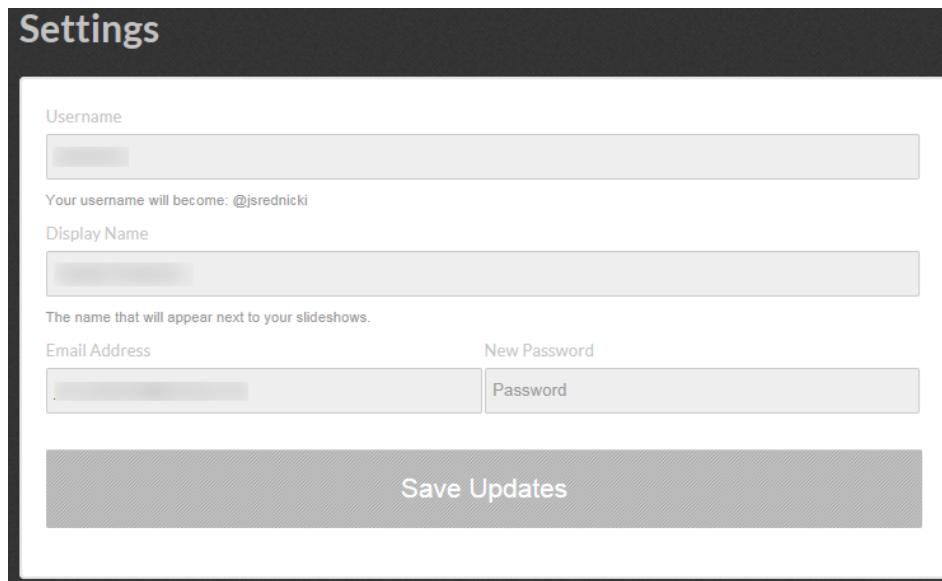
3. On the My Slideshows screen, click the gear icon (Figure 2-10) that appears next to the **Edit Profile** button.

Figure 2-10. Gear Icon to Display User Settings.



Spectacle displays the Settings Screen (Figure 2-11).

Figure 2-11. Settings Screen.



4. On the Settings screen, make any desired changes to the **Username**, **Display Name**, **Email Address**, and **New Password** screens. When done, click **Save Updates**.

Spectacle displays an "Updates Saved" message.

5. Click the Spectacle icon in the upper left corner of the screen to continue.

Spectacle redisplays the Main screen.

Editing your user profile

To edit your user profile:

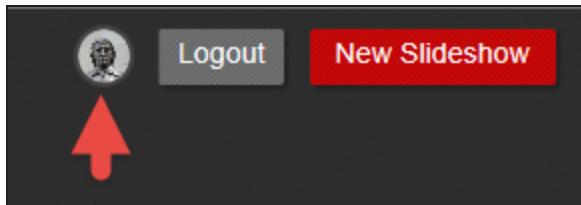
1. Make sure that you have logged in.
2. Click the thumbnail image associated with your name from any screen.

A thumbnail image associated with your name appears in the following locations:

- Next to the **Logout** button in the upper right corner of the screen
- To the left of any slide show that you have created

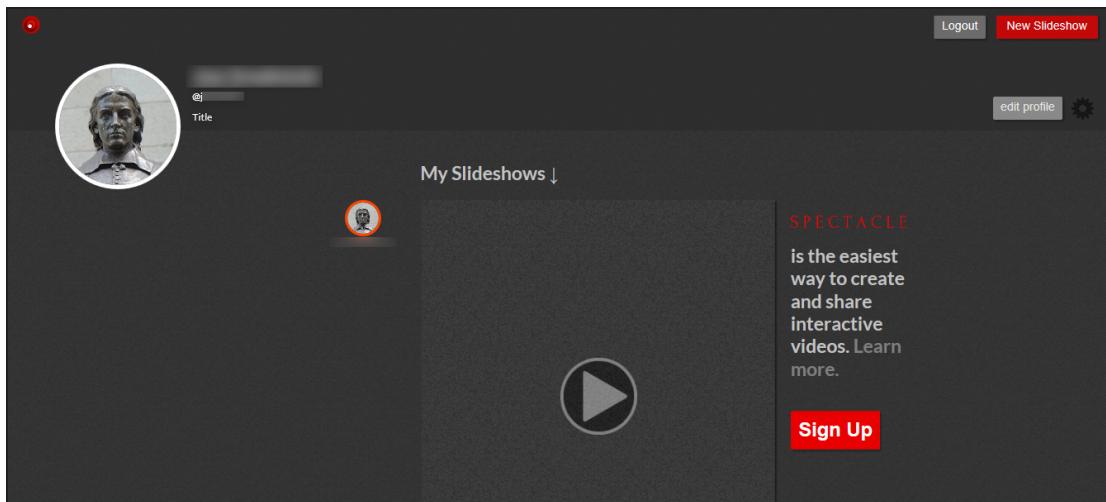
Figure 2-12 shows an example of a thumbnail image associated with a name

Figure 2-12. Thumbnail Image Associated with a User Name.



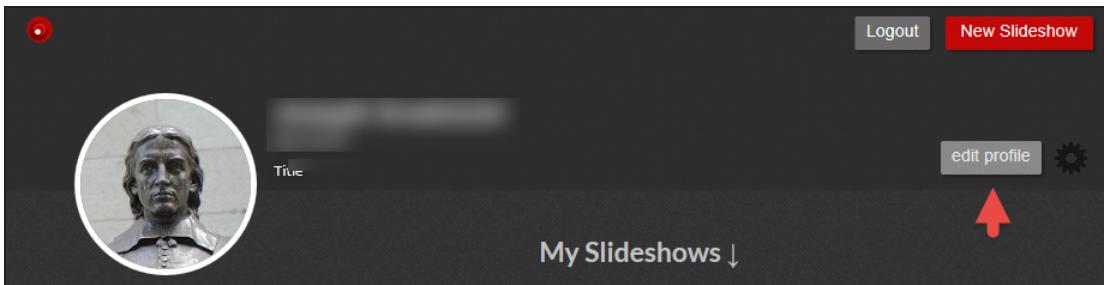
After you click the thumbnail image, Spectacle displays the My Slideshows screen (Figure 2-13).

Figure 2-13. My Sideshow Screen.



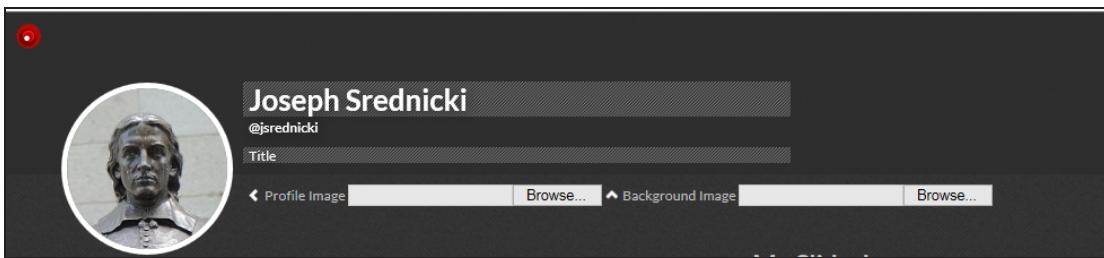
3. On the My Slideshows screen, click the **Edit Profile** button (Figure 2-14).

Figure 2-14. Edit Profile Button.



Spectacle displays the profile settings that you can edit (Figure 2-15).

Figure 2-15. Profile Settings Screen.



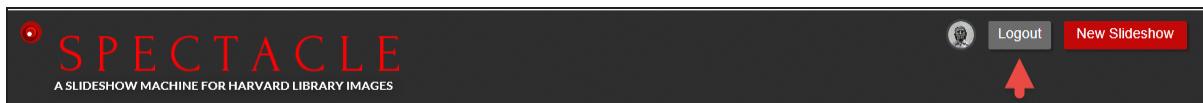
4. On the Profile Settings screen, make any desired changes and click **Save**.

Spectacle redisplays the My Slideshows screen.

Logging out

To exit Spectacle, click the **Logout** button that appears in the upper right corner of any screen (Figure 2-16).

Figure 2-16. Logout Button.



3. Viewing Slide Shows

Introduction

This chapter describes how to view slide shows.

You are not required to create a Spectacle account or log in to see lists of slide shows or view the slide shows themselves.

Accessing a slide show from the main screen

The Main screen of Spectacle lists the ten most recent slide shows. Scroll down the Main screen to view the list of available slide shows.

Figure 3-1 shows an annotated example of a thumbnail image for an individual slideshow on the Main screen of Spectacle.

Figure 3-1. Thumbnail Image for an Individual Slide Show.



For each slide show, the Main screen of Spectacle displays the following:

- **First image** — A thumbnail shows the first image in the slide show.
- **Creator** — A thumbnail image of the creator of the slide show appears to the left of the thumbnail of the first image in the slide show. If the slide show's creator does not update this thumbnail, Spectacle shows a default image. Click this image to display the My Slideshows screen which displays a list of all slide shows that this person created.

- **Number of views** — Spectacle displays a counter of the number of views of the slideshow below the thumbnail of the first image of the slideshow
- **Caption** — An optional caption describing the slide show appear below the number of views.

Accessing a slide show created by a specific user

To display slide shows created by a specific user, click the creator's thumbnail image. For an example, see Figure 3-1 on page 15.

Clicking a creator's thumbnail image displays the My Slideshows screen for that creator. The layout of the My Slideshows screen is similar to the layout of the Main screen of Spectacle.

Viewing slide shows

To view a slide show, click the arrow that appears in the middle of the thumbnail image of the first image. See Figure 3-1 on page 15 for an example.

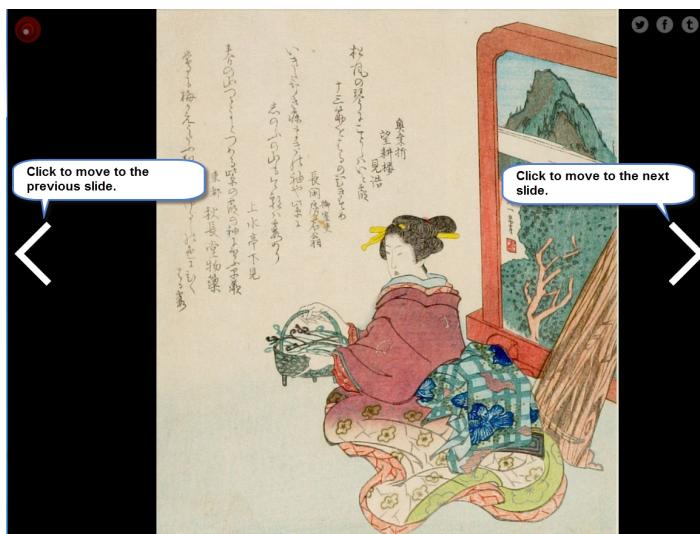
Viewing slide shows that advance automatically

The creator of a slide show can set it up so that Spectacle automatically advances to the next slide after a designated number of seconds specified by the creator. When the slide show reaches its final image, Spectacle restarts the slide show at the beginning.

Moving to the next or previous slide manually

If the creator does not specify automatic advancement of a slide show, you can manually go to the next or previous slide by clicking the arrows that appear on the left and right of the currently displayed slide (Figure 3-1).

Figure 3-2. Arrows for the Previous and Next Slide.



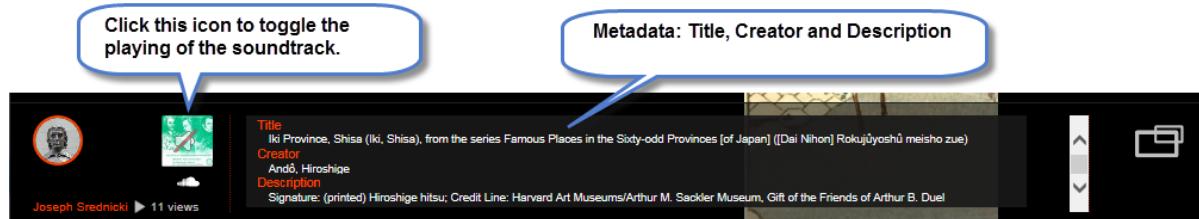
Metadata: viewing information about an image and its source

For each image in a slide show, Spectacle stores the following information:

- Title
- Creator
- Description

Figure 3-3 shows an example of a slide's metadata.

Figure 3-3. Slide Metadata.



A creator can set up a slide show so that the metadata for image appears in a frame at the bottom of the display as the slideshow plays.

If the creator does not set up the image metadata to display automatically, you can move your mouse to the bottom of the screen to display the metadata for any slide.

Sound

Some slide shows have a soundtrack. To mute the soundtrack, click the Sound icon that appears next to the frame of metadata.

Exiting a slide show

To exit a slide show, click the Spectacle icon which appears in the upper left corner of the screen:



4. Creating and Editing Slide Shows

Introduction

This chapter describes how to create and edit slide shows.

Beginning a new slide show

To begin a new slide show:

1. Log in to Spectacle.

See the topic [Logging in](#) on page 9.

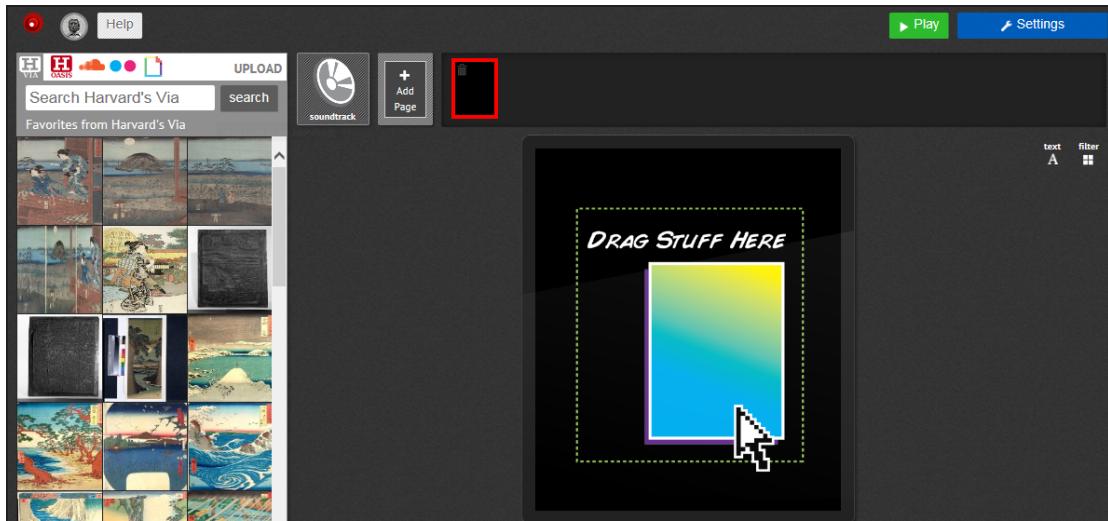
2. In the upper right corner of the Main screen, click the **New Slideshow** button (Figure 4-1).

Figure 4-1. New Slideshow Button.



Spectacle displays the Edit Slide Show screen (Figure 4-2). This screen contains a blank slide that is already set up.

Figure 4-2. Edit Slide Show Screen.



You can continue by adding an image to the slide and by performing any other editing tasks described in the remainder of this chapter.

Editing a slide show

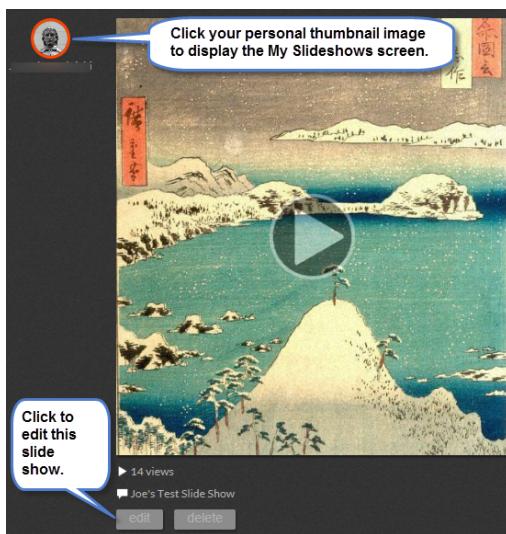
You can edit any slide show that you created after you have logged in.

You can reach the slide shows that you created from the Main screen or the My Slideshows screen.

Accessing your slide shows from the Main screen

On the Main screen, your personal thumbnail image appears to left on any slide that you created. Click the **Edit** button that appears below thumbnail image of your slide show to start making changes. See Figure 4-3 for an example.

Figure 4-3. Edit Button for One of Your Slide Shows..



You can continue by performing any editing tasks described in the remainder of this chapter.

Accessing your slide shows from the My Slideshows screen

To access the My Slideshows screen, click your personal thumbnail image. On the Main screen, you personal thumbnail image appears in the following locations:

- To the left of the Logout button in the upper right corner of the screen. See Figure 2-12 on page 13.
- To the left of any slide show that you created. See Figure 4-3 for an example.

On the My Slideshows screen, click the **Edit** button that appears below the desired show to begin making changes. You can continue by performing any editing tasks described in the remainder of this chapter.

Deleting a slide show

A **Delete** button appears next to each **Edit** button on the Main screen and My Slideshows screen. Click this button to remove your slide show from Spectacle.

Editing a slide

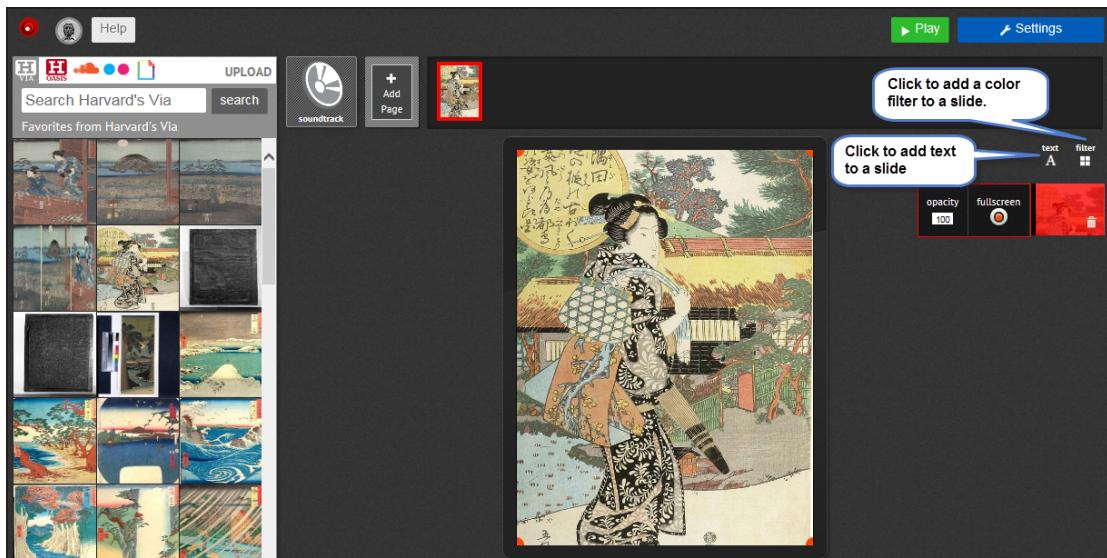
This section describes how to edit a slide.

Adding an image to a slide

To add an image to a slide, drag the desired thumbnail from the left pane to the current slide.

For example, suppose that you have started a new slide show as shown in Figure 4-2 on page 19. After you drag an image onto this slide, that image appears within the frame of the slide (Figure 4-4).

Figure 4-4. Image Added to the Current Slide.



If the current slide already has an image assigned to it and you drag an additional image to the slide, Spectacle adds a layer to the slide. The additional image becomes a new layer that overlays the previous image.

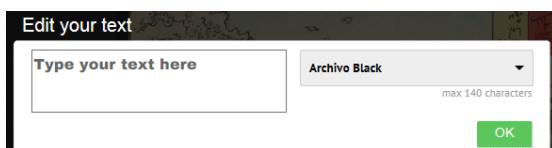
Adding text to a slide

To add text to the current slide:

1. Click the Text icon that appears to the right of the slide (Figure 1-3).

Spectacle displays that Edit your text window (Figure 4-5).

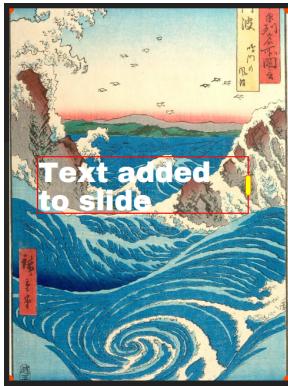
Figure 4-5. Edit Your Text Window.



2. In the Edit your text window, do the following
 - a. Enter the desired string in the **Type your text here** field.
 - b. Select a font from the drop-down list.
 - c. Click **OK**.

Spectacle displays the text on the slide (Figure 4-6).

Figure 4-6. Text Added to an Image.



3. Drag the text to the desired position on the slide.
4. To change the appearance of the text, click the Text Layer icon that appears next to the right of the slide (Figure 4-7).

Figure 4-7. Text Settings.



5. Make any desired changes to opacity, color, and font size.

If you decide to remove the text, click the trash can icon that appears below the Text Layer block shown in Figure 4-7.

You can add multiple strings to a slide. Spectacle provides a separate layer for each string.

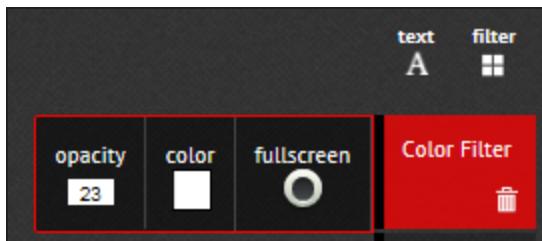
Adding color filters

To add a color filter to a slide:

1. Click the filter icon that appears to the right of the slide.

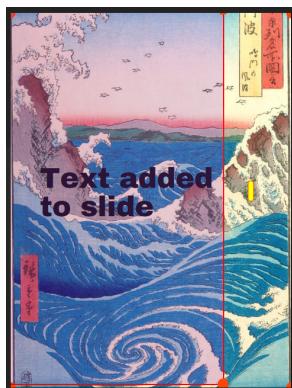
Spectacle displays the filter settings (Figure 4-8).

Figure 4-8. Color Filter Settings.



2. Select the desired **color** and **opacity** settings.
3. Apply the color filter to the entire screen or part of the screen:
 - To apply the color filter to the entire image, click **fullscreen**.
 - To apply the color filter to part of the screen, click the edge of the red rectangle representing the filter, and drag so that the filter covers the desired portion of the screen (Figure 4-9).

Figure 4-9. Color Filter Applied to Part of a Slide.



If you decide to remove the color filter, click the trash can icon that appears below the Color Filter block shown in Figure 4-7.

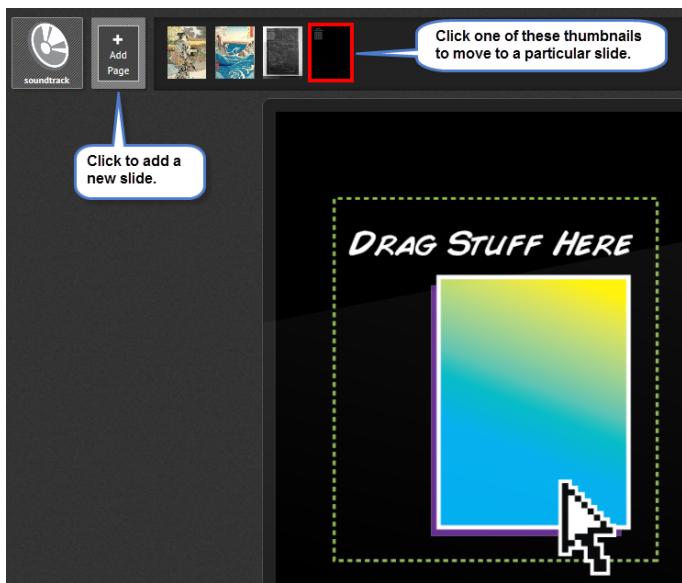
You can add multiple color filters to a slide. Spectacle provides a separate layer for each filter.

Adding a new slide

To add a new slide, click the Add Page icon that appears at the top of the screen.

Spectacle adds the slide to the location following the most recently selected slide (Figure 4-10).

Figure 4-10. New Slide.



You can edit the newly added slide as described in the previous section.

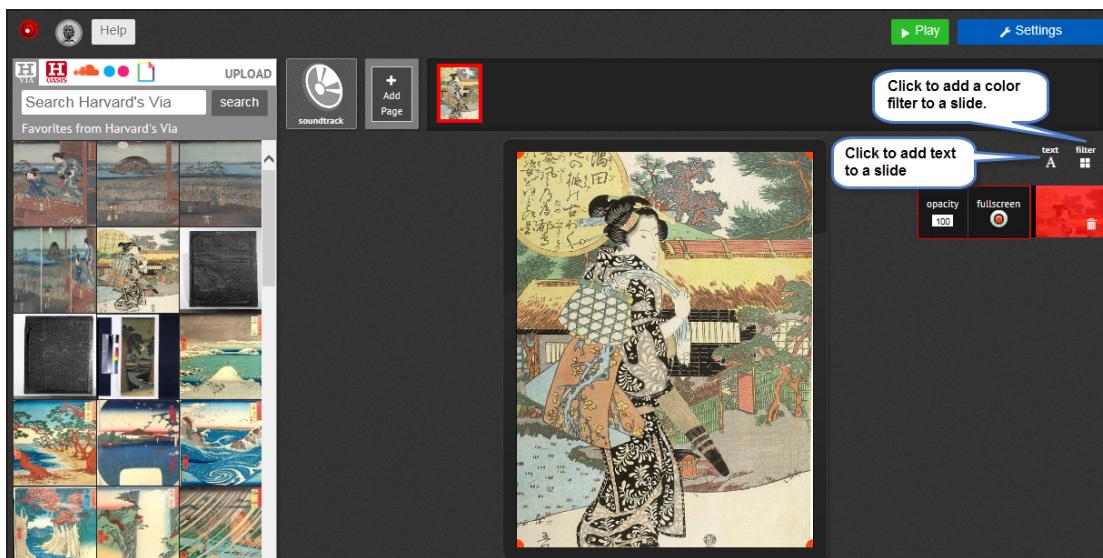
Adding sound

You can add a soundtrack to your slide show from www.soundcloud.com.

To add a soundtrack when editing a slide show:

1. In the left pane, click the SoundCloud icon (Figure 4-11).

Figure 4-11. Adding a Soundtrack.



2. Enter a search string to locate appropriate soundtracks and click the **Search** button.

Spectacle displays thumbnails for corresponding soundtracks in the left pane.

3. Drag an icon for the soundtrack in the left pane to the Soundtrack icon.

Spectacle displays the thumbnail for the newly added soundtrack to the Soundtrack icon (Figure 4-12).

Figure 4-12. Soundtrack Added to a Slide Show.

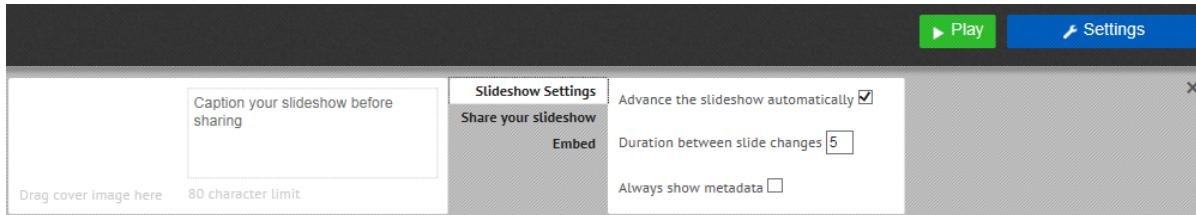


To remove a soundtrack, click the "X" that appears in the upper corner of the thumbnail of the slide show's soundtrack.

Editing settings

To change the setting for a slide show, click the **Settings** button that appears in the upper right of the screen. Spectacle displays the settings as shown in Figure 4-13.

Figure 4-13. Settings for a Slide Show.



The following table describes the slide show settings.

Setting	Description
Drag cover image here	Dragging a thumbnail image from the left-hand pane of the editing window to the Drag cover image here area sets the image as the cover image for the slide show.
Caption your slideshow before sharing	Click this field and type text to add a caption to the slide show.
Slideshow settings	Click this selection to display the following settings: <ul style="list-style-type: none">• Advance slideshow automatically — Check this selection to move to the next slide after a stipulated number of seconds. You must manually advance to the next slide if you do not enable this setting.• Duration between slide changes — Specify a number of seconds before automatically moving to the next slide.• Always show metadata — This selection displays the metadata about a slide and its creator at the bottom of the slide show. If you do not enable this selection, you can display the metadata by clicking at the bottom of the screen.
Share your slideshow	This selection provides a URL of the slide show. To share the slide show by using social media, click the Twitter, Facebook, or Tumblr icons.
Embed	Click this selection to view the HTML iframe code that you can use to embed the current slideshow in a web page.

Searching for images to add to a slide show

When editing a slide show, you can search for images from the following sources and add them to your slide show:

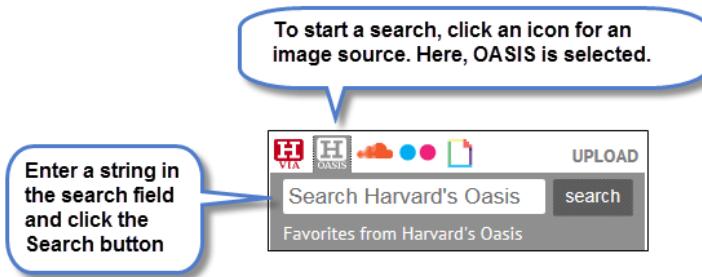
- Harvard Visual Information Access (VIA)
- Harvard Online Archival Search Information System (OASIS)
- Flickr
- Giphy

To search for an image:

1. Above the left pane, click the icon corresponding to the source where you want to search for an image.

For example, in Figure 4-14, OASIS is selected.

Figure 4-14. Selecting OASIS to Search for Images.

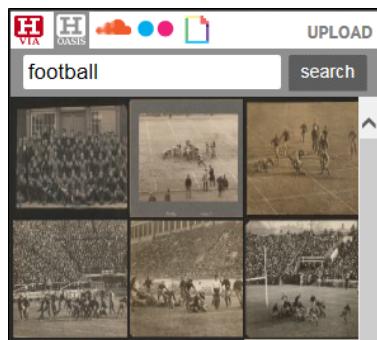


2. Enter a string in the Search field and click the **Search** button.

For example, suppose that you enter "football" as the search string for OASIS.

Spectacle displays thumbnails for images corresponding to the search string in the left pane as shown in Figure 4-15.

Figure 4-15. Example of Search Results.



You can then add any of the images displayed in the left pane to your slide. See the topic [Adding an image to a slide](#) on page 21.

Importing an image portfolio from Harvard's VIA

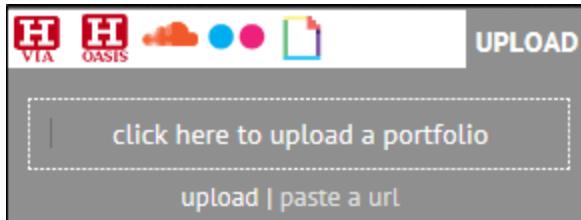
When editing a slide show, you can import an image portfolio from Harvard's Visual Information Access System (VIA). You can then add the image portfolio to your slideshow.

The following steps assume that you have searched VIA, located a desired image portfolio, and downloaded the XML file to your hard drive.

To import an VIA image portfolio into Spectacle when editing a slide show:

1. Above the left pane, click the **Upload** selection and click the button **click here to upload a portfolio** (Figure 4-16).

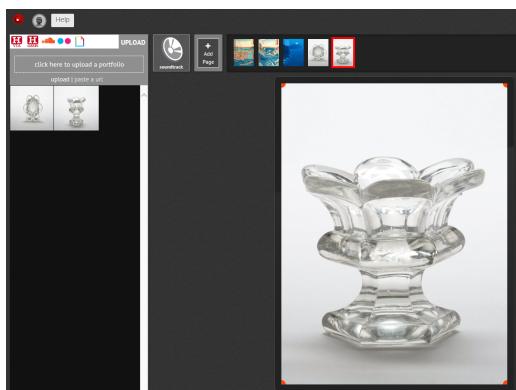
Figure 4-16. Upload Selection.



2. Navigate to the location on your computer of the desired XML file for the image portfolio and select it.

Spectacle adds images from the portfolio to the location following the most recently selected slide in your portfolio as shown in the example in Figure 4-17.

Figure 4-17. An Image Portfolio Added to a Slide Show.



Importing an image by pasting a URL

Spectacle can import content by direct URL from Flickr and a few other online services. A list of online services and URL patterns that work with Spectacle's **paste a URL** feature will be included in a subsequent version of this user guide.

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